



**2019 Request for Faculty Seed Grant Proposals for Award Year 2020**  
December 12, 2018

### **Overview of Funding Opportunity**

The UC Cancer Research Coordinating Committee (CRCC) is a systemwide, faculty-directed cancer research program that provides competitive intramural research awards for topics in any discipline that address any aspect of cancer, including its origins, detection, prevention and cure. Funding for this opportunity is provided through [33 bequests to UC](#) for cancer research, as well as donations made through the [California Cancer Research Voluntary Tax Contribution Fund](#). CRCC Faculty Seed Grants support meritorious research spanning all areas from basic research to applied clinical and community-based research in any field relevant to cancer. Proposals must be directly relevant to cancer. Cancer relevance should be articulated in relation to the substance of the scholarship, and if appropriate to the project, may include the likely impact of the research on communities disproportionately at risk or afflicted by cancer, or explore avenues for expanding culturally sensitive, community-based education to raise awareness about the causes and prevention of cancer.

The CRCC provides one-year seed grants to faculty on the 10 UC campuses, with the expectation that the most promising endeavors will become competitive for larger, long-term grants from other funding sources. Currently, the CRCC awards grants to UC Academic Senate faculty in the following categories:

- New faculty to initiate cancer research projects;
- Established investigators in other areas of research to initiate cancer research projects;
- Established cancer investigators to initiate cancer studies in new areas.

Awards are made in two categories: New Assistant Professor (NAP) and Regular (REG), as described below. The maximum award amount for the 2020 award year will be \$75,000. The award term is January 1, 2020 through December 31, 2020. General program information regarding the CRCC may be found on our website: <http://ucop.edu/research-initiatives/programs/crcc/>.

This Request for Proposals (RFP) contains information regarding due dates, eligibility and exclusion criteria, budget guidelines, application components, and the review process and program contacts. Letters of Intent (LOIs) and applications must be submitted in compliance with this RFP and the application instructions.

### **Key Dates**

RFP Release:	Wednesday, December 12, 2018
Applicant Teleconference (optional)*:	Wednesday, January 9, 2019 at 1pm PT
Letters of Intent Due ( <b>required</b> ):	Thursday, January 24, 2019
Notification of LOI Decision:	by Monday, February 4, 2019
Full Proposals Due:	Thursday, April 4, 2019
Notification of Review Outcome:	Friday, August 30, 2019 (expected)
Award Start Date:	January 1, 2020

All submission deadlines are **12:00 noon PT** (Note: this appears as 3:00 PM ET in proposalCENTRAL).

*\*The applicant teleconference is encouraged for new applicants and applicants who are not familiar with proposalCENTRAL. Registration and call-in information and other program updates will be available on our website at: <http://ucop.edu/research-initiatives/programs/crcc/request-for-proposals.html>.*

## Overview of the Application and Selection Process

The LOI is a requirement for the application process. Applicants must submit their LOIs using the online proposalCENTRAL application system. LOIs will be reviewed for eligibility, and those that do not meet the criteria listed below will be declined. Only approved LOIs can proceed to full proposals.

Access to the full application on proposalCENTRAL is available only to those with approved LOIs, submitted by the LOI deadline. Full proposals must be submitted online and in accordance with the instructions, templates and guidelines provided, and must conform to the requirements of this RFP. It is the applicants' responsibility to check the program website for any updates or clarifications prior to submitting the full proposal.

Full proposals undergo a competitive peer review and ranking process by the CRCC active membership, and will be scored on both merit and cancer relevance, as outlined herein. Program funding varies on a year-to-year basis, but it is expected that about \$2 million will be available for new awards in 2020. Final funding decisions are based on ranking and availability of funding and may not be appealed.

## Eligibility and Exclusion Criteria

*Adherence to eligibility requirements will be evaluated at the LOI stage, as well as during the full proposal review. Please review these criteria and the attached FAQs. If questions about eligibility remain, please direct them to [UCRI@ucop.edu](mailto:UCRI@ucop.edu).*

1. Eligible Principal Investigators (PIs): Each applicant may submit only one proposal. Proposals must be submitted by a member of the Academic Senate at one of the 10 UC campuses who serves as the PI for the award. PIs must be employed a minimum of 50% time on UC administered payrolls at a UC campus, and must apply through their UC campus. Awarded proposals will be administered by the campus department or unit identified in the proposal. A signature from the PI's Department Chair or chair of their administrative unit is required at the full proposal stage for verification of appointment, percent time employed and Academic Senate membership.

PIs may apply in one of two categories: Regular (REG) or New Assistant Professor (NAP). Eligibility for the NAP category requires that the applicant have an effective initial UC appointment date (for the purpose of merit and promotion timing) between January 1, 2015 and January 1, 2018. If the PI's promotion schedule has been altered for any reason, changes must be explained in the LOI and will be reviewed and approved as part of the LOI process. PIs must be in their second year or later of their first UC faculty appointment, and applicants eligible for the NAP category may not apply in the REG category.

2. Exclusion Criteria: An applicant is eligible to receive CRCC funds in *nonconsecutive* years only. The CRCC does not award grants to investigators or research groups already receiving substantial research support. Awards will not be made to investigators who have support for their research program exceeding \$350,000 (in direct costs only) in the proposed award year. In addition, it is not the intent of the Committee to continually provide support to any one investigator, laboratory or research team. Applicants who have previously received CRCC funding must be in compliance with all reporting requirements to be eligible to receive new CRCC funding.

3. Resubmission Criteria: Applicants in the REG category may revise and resubmit an unsuccessful proposal to the CRCC only once in any two-year period. This restriction does not apply to applicants in the NAP category; unsuccessful applicants in the NAP category are eligible to reapply once every year.

## Budget Guidelines

1. **Budget Request:** The maximum award request is \$75,000. All budget line items must directly support the research and dissemination activities in the proposal and must be justified in relation to the scope of work. Costs to supplement other awards are not allowed.
2. **Duration of a Grant:** Grants are awarded for a one-year period, January 1, 2020 through December 31, 2020. If the research program described is of longer duration, it is the applicant's responsibility to clearly designate what part of the project is to be undertaken during the award year with CRCC funds. These seed grants are not intended to be a source of continuing support, and extramural support should be sought for projects requiring further funding. The CRCC expects that the funds provided will be used for a full year of research and dissemination by the PI. The CRCC will not provide funds for a partial year of research. The funds may not be transferred to another researcher. The PI should not accept the award if there is a likelihood of leaving the University of California within the award period.
3. **Logical Extension and Overlap:** CRCC REG Faculty Seed Grants are intended to be used to support new projects, not continuing projects. **Logical Extension**, defined as proposed research that is a direct scientific continuation of research carried out with prior extramural funding (e.g., science that one would expect in a renewal application of the extramural grant), is not allowed for REG awards. Applications in the NAP category may propose projects that are logical extensions of existing research. CRCC funds may not be used to support overlapping projects in either the REG or NAP categories. **Overlap** is defined as research that is substantially the same as research described in a pending or funded extramural proposal.
4. **Allowable Costs:** CRCC funds may be used to support graduate students and postdoctoral scholars working on the project, provide salary support for technical assistance, and purchase supplies, services and equipment required specifically for the project and not otherwise available through department or university facilities. Funds may also be used for community-based education activities related to the scope of the research, and/or to increase community awareness about the causes and prevention of cancer. Expenses for equipment maintenance and service contracts, personal computers (including computer hardware and/or software), other equipment, and/or consultants are allowed only if a sufficient justification specific to the proposed research is provided. Please note that it is not the intention of the CRCC to fund the purchase or construction of general laboratory equipment; however, justification will be considered on a case-by-case basis. Consultant expenses, if approved, must be spent within California. A budget itemization and justification is required in the full proposal.
5. **Non-allowable Costs:** The following costs may not be charged to a CRCC award: salary support for the PI or faculty collaborators, regular or visiting academic (either research or teaching) staff, clerical assistance; clinical trials; patient care costs; office supplies, books, periodical subscriptions; patent execution costs; membership fees; registration fees; fundraising costs; and travel expenses. CRCC grants do not provide indirect cost recovery.

## Letters of Intent: Components, Review and Selection

All applicants must submit an LOI using proposalCENTRAL. LOI instructions are available [online in proposalCENTRAL](#) and Appendix 3 of this document. LOIs must be submitted by Thursday, January 24, 2019 at 12:00 noon Pacific Time (3:00 PM Eastern Time).

### *The LOI must include the following information:*

1. PI name, title, departmental and campus affiliation, and PI ORCID
2. Applicant category: Regular (REG) *or* New Assistant Professor (NAP) and eligibility criteria;

3. Indication of resubmission status;
4. Abstract (2400 characters/~350 words) providing a brief description of the proposed scope of research and activities (this is the body of the “Letter of Intent”; do not submit a separate letter); and
5. Keywords: Supply up to 10 keywords or short phrases that characterize the proposed research. LOIs must include required elements and will be evaluated for eligibility to submit full proposals in accordance with the criteria outlined in the Eligibility and Exclusion Criteria section above. Information provided in the LOI will be used to assist in planning for the full review. All applicants will be notified of the LOI outcome, but no feedback or comments on the proposed research will be provided.

## **Full Proposal: Content, Review and Selection**

Proposals must adhere to all of the requirements to be forwarded to the peer review stage. Instructions for the full application will be made available in early January 2019 on our website at: <http://ucop.edu/research-initiatives/programs/crcc/request-for-proposals.html>.

### Scope and Content of the Full Proposals

The full proposal must include the following components (maximum page length indicated for each section must be strictly adhered to):

1. Abstract (2400 characters/~350 words): The abstract should be appropriate for a general scholarly audience. Avoid disciplinary jargon or technical language specific to a single field. The abstract is not counted in the 5-page limit.
2. Common Scientific Outline Code: Applicants are asked to code their research according to the Common Scientific Outline (CSO) classification system which is organized into six broad areas of scientific interest in cancer research. Instructions on how to select the appropriate CSO codes are available online in proposalCENTRAL and in the application instructions.
3. Proposed Research Activities (5-page maximum, not including literature cited): Describe the scope of the proposed research and its significance, including: a concise statement of the problem to be solved (e.g., state the hypothesis to be tested); sufficient background to orient those not familiar with the problem; preliminary data if available or other relevant data from the applicant’s work or that of others; and sufficient detail describing the applicant’s proposed research and specific aims such that the Committee can evaluate the applicability and likelihood of success of the research plan, as well as the potential significance of the results. Include a brief description of the expected publications or other plans to disseminate the results of the research.

The scope of the proposal should be suitably limited such that completion in one year is a reasonable expectation. The narrative must emphasize what the PI expects to accomplish with the CRCC funds, including expected outcomes, potential problems and alternative strategies. Sufficient detail must be given in this section to make it possible for Committee members to clearly distinguish this project from others in the applicant’s research portfolio with respect to issues of potential overlap and/or logical extension.

Applicants may include up to 2 additional pages (not included in the 5-page limit) for literature cited.

4. Cancer Relevance and Impact (1 page maximum): CRCC funds are intended to support research clearly and directly related to cancer and are not intended for support of general biological or other health research. Proposals that aim to directly benefit communities disproportionately at risk or afflicted by cancer, or that incorporate activities that expand community-based education to raise awareness about

cancer causes or prevention may use this space to describe those activities. Proposals are scored for cancer relevance separately from overall scientific merit.

5. **Itemized Budget and Justification** (1 page maximum): Provide an itemized budget for the proposed activities in accordance with the allowable costs and budget guidelines. A budget justification, not to exceed one page and uploaded as a separate attachment, that describes significant project expenditures is also required. The budget should include *direct costs only (no indirect costs are allowed)*.
6. **Other Support**: Use the template provided to identify all current and pending grants that provide direct financial support to the PI's laboratory or research group. The list should include all research grants, program project grants (details and funds for the PI's sub-project only) and other pertinent sources of funds that support the applicant's research for the award calendar year. Include direct costs only. Do not include start-up funds, salary-only grants and fellowships for the PI, or training grants for graduate students that do not supply research support for the PI's laboratory or research group. For each grant, include the abstract, and describe any scientific relationship that exists between that grant and the proposed CRCC project and, specifically, how they differ.

7. **Additional Attachments (all required unless otherwise noted)**:

- a) PI biosketch: Not to exceed two (2) pages. Please use the NIH template with the following modifications to adhere to the page limit: *include* Position, Education/Training, Positions/Honors, and relevant peer-reviewed publications only (Scholarly Contributions). *Exclude* Research Support. (If space allows *within the two-page limit only*, you may, at your discretion, include a brief Personal Statement.)
- b) Signature of Department Chair or Chair of the PI's administrative unit verifying the PI's appointment eligibility, using the template provided.
- c) Research compliance form: Indicate anticipated IRB or IACUC review requirements and, if applicable, provide a one-page summary of any human subjects or animal use issues.
- d) *For resubmissions only*: If the proposal being submitted is a revision of one that was not previously approved for CRCC funding, include the “Revised Proposal” template the application (*if applicable only*). Please also check the “resubmission” box in the in the space provided in proposalCENTRAL.
- e) Letters of collaboration may be included from individuals who will be participating in the project in a significant way, on an ongoing basis (*optional*). Letters may not exceed one page each. Do not submit any letters from individuals not directly participating in the research.

*Proposals must be submitted through the PI's campus Office of Research (C&G or SPO). The PI is responsible for obtaining all required signatures and following campus proposal submission procedures.*

**Proposal Review and Scoring Criteria**

The review process is competitive and the CRCC will evaluate proposals based on the scoring criteria and program priorities. Committee members are faculty drawn from the University of California system with a wide variety of expertise. Review assignments will be made to ensure a fair and balanced review and to address conflicts of interest.

Proposals receive a combined score based on merit and cancer relevance. Scoring is based on specific consideration of the following:

1. **Significance of Questions/Problems to be Solved**: Proposed research should address compelling questions related to cancer research or proposed cutting-edge directions that are likely to lead to important scientific or scholarly breakthroughs relevant to any aspect of cancer.

2. **Proposed Methods:** Methods proposed are appropriate and feasible for the questions to be solved. Community-based education activities, if included, or other research dissemination plans are appropriate to the targeted community and likely to enhance awareness about the causes and prevention of cancer.
3. **Probability of Success:** Proposed research project can be accomplished within the 1-year time frame of the award, and the research team is well-qualified to undertake the project.

In making funding recommendations, reviewers also consider:

1. **Budget:** Appropriateness of requested budget for the proposed activity.
2. **Overlap and Logical Extension:** REG proposals that are found to have overlap or be logical extensions of existing research projects may receive a recommendation for zero budget (not funded) regardless of scientific merit. For NAP applications, logical extension criteria do not apply, but overlap will still be considered as part of the funding recommendation.

#### **Final Selection**

The final determination of awards will be made based on a rank-ordered list of proposals approved by the CRCC and available funding. Funding decisions are not subject to appeal.

Upon nomination for funding, applicants will be required to provide updated Other Support information and meet other pre-funding criteria. Funded proposals must comply with all relevant UC, state, and federal research policies and PIs are required to submit a progress report at the end of the fund year, and final report of research outcomes in four years. Publications and other dissemination resulting from research supported by the CRCC must acknowledge CRCC support in the publication.

#### **Research Program Oversight**

CRCC Faculty Seed Grants are administered by UC Research Initiatives in the UC Office of the President. Funded proposals will be assigned to a program officer who will serve as the primary program contact.

#### **Additional Information**

*Please review the CRCC Application Frequently Asked Questions (FAQ) document appended as Appendix 1. For questions on program scope and priorities, please contact: [UCRI@ucop.edu](mailto:UCRI@ucop.edu).*

*Administrative questions regarding the application process may be directed to: [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu)*

*Technical Questions related to use of proposalCENTRAL: Please email [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 800-875-2562 (Toll-free U.S. and Canada) Technical support for online submission is available through proposalCENTRAL (Monday – Friday 8:00 AM – 5:00 PM Eastern Time. Please note that, from California, you must call between 5:00 AM and 2:00 PM).*

## Attachments

### Appendix 1: Frequently Asked Questions

Provides additional information for applicants

### Appendix 2: Other RGPO Policies and Pre-Award Requirements

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

### 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), and applicant teleconference information will be posted on the CRCC page of the [UCRI website](#). To ensure LOI and proposal submissions meet all program requirements, PIs and grant administrators are strongly encouraged to check the website for any program updates prior to submission:*

<http://ucop.edu/research-initiatives/programs/crcc/index.html>

**Appendix 1:**  
**University of California Cancer Research Coordinating Committee**  
**Frequently Asked Questions (FAQs)**  
*Version Dated: December 12, 2018*

***Please reference the 2019 Request For Proposals (for Award Year 2020) for program requirements***

*This document is a supplement to the Cancer Research Coordinating Committee (CRCC) Request for Proposals (RFP), and is intended to provide additional guidance to applicants. Based on questions we receive, it may be updated and applicants are responsible for checking the [CRCC website](#) for updates.*

*Required Letters of Intent (LOIs) are due Thursday, January 24, 2019 at 12:00 noon Pacific Time*

*Full Proposals are due Thursday, April 4, 2019 at 12:00 noon Pacific Time*

*(Please note that deadlines appear as 3:00 PM Eastern Time in proposalCENTRAL)*

**How to Apply:**

All application materials must be submitted online via [proposalCENTRAL](#). On the proposalCENTRAL home page (<https://proposalcentral.altum.com/default.asp>), log in to your account (or create one if you are a new user), click “Create New Proposal”, and then select “University of California - Cancer Research Coordinating Committee”. **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 dated December 12, 2018.

**Eligibility**

**1. Who is eligible to apply for CRCC funds?**

UC faculty holding an Academic Senate title and employed at least 50% time on a UC-administered payroll with an effective initial UC appointment date of January 1, 2018 or earlier are eligible to apply. Eligibility for awards in the New Assistant Professor (NAP) category is restricted to faculty with an effective initial UC appointment date (for the purpose of merit and promotion timing) between January 1, 2015 and January 1, 2018. If the applicant’s promotion schedule has been altered for any reason, an explanation must be provided in the LOI.

**2. Are clinical researchers eligible?**

Clinical researchers are eligible provided they meet the criteria described in question 1.

**3. Are adjunct faculty members eligible?**

UC faculty in the adjunct series are eligible to apply if they are current members of the Academic Senate only. Academic Senate membership is determined by each individual campus. Consult your department chair if you are uncertain about your Senate membership status. Adjunct faculty who are not Academic Senate members are not eligible to apply.

**4. I am an Assistant Professor and my start date is after the NAP appointment date cut-off. Am I eligible to apply in the REG category?**

No. Assistant Professors must meet the eligibility criteria that align with their appointment date. Applicant PIs must be in their second year or later of their first UC faculty appointment to be eligible for the NAP category, and applicants eligible for the NAP category may not apply in the REG category.

**5. I currently have a CRCC grant. Am I eligible to apply for another CRCC grant?**

No, CRCC applicants are eligible to receive CRCC funds for nonconsecutive years only. Awards are for one year and are non-renewable.

**6. Am I eligible to resubmit my unfunded CRCC application for reconsideration in the subsequent review cycle?**

If you submitted a *new* REG application in the last cycle, you are eligible to *resubmit* one time in a two-year period. If your REG proposal is not selected for funding after two submissions, you would not be eligible to resubmit the application in the next cycle.

**7. Can CRCC funds be used to conduct clinical trials?**

No, CRCC funds cannot be used to fund clinical trials or pay for patient care costs.

**8. What do I include in the calculation of the research support for the award year?**

Investigators may not have more than \$350,000 in direct costs to support their research program in the proposed award year. This calculation is based on a sum of all direct costs provided in any research grant for the applicant principal investigator (PI) or the PI's research group. In completing the required CRCC Other Support form, exclude indirect and F&A costs from the total award amounts. Also exclude faculty start-up funds, salary-only grants and fellowships for the PI, and training grants for graduate students that do not cover research expenses. All PIs are required to disclose other current and pending support at the application stage and prior to final award approval.

**9. The proposed collaborator on my project will receive more than \$350,000 in direct research support for his/her laboratory during the award year. Does the \$350,000 limit in direct research support apply to both the PI and the collaborator?**

The \$350,000 limit in direct research support applies to the PI and the PI's laboratory or research group. Investigators who regularly jointly collaborate on research, and are co-investigators on multiple research grants, are considered members of the same research team. If the collaborator/co-PI is a member of the applicant PI's research group or laboratory, then any direct support received by the collaborator/co-PI should be included in this calculation. Instructions for how to calculate the amount of direct research support are included in the Other Support form as well as question 8 of the FAQs.

**Proposal Submission and Application Guidelines****10. Do I have to submit an LOI?**

Yes, each applicant PI must submit an LOI. Only applicants with approved LOIs may proceed to the full proposal stage.

**11. I missed the deadline to submit an LOI, can I still submit a full proposal without the LOI?**

No. Unfortunately, we are unable to accept LOIs after the deadline, and only approved LOIs may proceed to the full proposal stage.

**12. Can I submit more than one LOI?**

No. Only one LOI per applicant PI is allowed.

**13. May I submit my own (separate) LOI and proposal as the applicant PI if I am a collaborator on another PI's proposal?**

Yes, you may serve as a collaborating investigator on one proposal and the applicant PI on one additional proposal only. Note that because it is the intent of the CRCC to distribute research funds broadly across diverse programs and faculty and there are often more meritorious proposals than can be funded, faculty participation on more than one proposal may be considered as part of the final funding decisions.

**14. Do I have to get permission from my campus to submit a proposal?**

Yes. Full proposals must be signed by the Department Chair, fiscal officer and the campus Contracts and Grants (C&G) Office or Sponsored Projects Office (SPO). These signatures are not required at the LOI stage. The PI is responsible for obtaining all required signatures and following campus proposal submission procedures for full proposal submission.

**15. What is the difference between the NAP and REG application categories?**

The two award categories are New Assistant Professor (NAP) and Regular (REG). Restrictions apply to each category based on PI appointment date and scope of the research as outlined in the RFP. Please review the RFP for details in the Eligibility and Exclusion Criteria and Budget Guidelines sections.

**16. My LOI was accepted for full proposal submission. Is the LOI binding or can I make changes?**

The LOI should fairly present your research topic and proposed activities. Updates and adjustments may be made to the proposed scope and abstract when the full proposal is submitted. All full proposals are reviewed again for eligibility. Proposals that diverge dramatically from the LOI such that they no longer meet the program guidelines may not be forwarded for review.

**Budget Requests and Other Proposal Components****17. What types of personnel costs can be funded on a CRCC award?**

CRCC funds may not be used to fund salaries for PIs or faculty collaborators, regular or visiting academic positions, or clerical assistance. CRCC funds may be used to provide support for graduate students and postdoctoral scholars working on the project and salary support for technical assistance. Stipends or part-time positions for undergraduates participating in the research project (not providing administrative support) may also be included. Salary support for technical or research assistance must be described in the budget justification, and the position title included in the justification. Note that requests for salary support for academic personnel described as providing technical assistance will be reviewed by the CRCC and approved at the discretion of the Committee.

**18. Can I use my CRCC award to hire consultants?**

Consultant costs are only allowed for hiring California-based consultants. These proposed costs must be described in the budget justification of your proposal, and will be reviewed and approved at the discretion of the Committee.

**19. I want to include figures and/or data as an Appendix. Is this permissible?**

No. Everything that the applicant wishes to be evaluated scientifically must be contained in the proposal narrative, and must adhere to the allowable page limits.

**20. I obtained preliminary data in support of my proposal after the due date. May I submit supplemental information to the Committee?**

No.

**Review and Selection****21. What is considered in the LOI review, and how will I know if my LOI is accepted?**

The LOI is reviewed for eligibility for CRCC funding in general and, for NAP proposals, for adherence to the faculty appointment requirements. Information provided in the LOIs related to proposal scope and content are used for review planning purposes. All PIs who submit an LOI will receive an email on the date indicated in the RFP. You may log in to proposalCENTRAL at any time

after submitting your LOI to review its status. Approved LOIs will automatically be given access to the full application materials in proposalCENTRAL.

**22. What does the Committee look for in a proposal?**

The review and scoring criteria for proposals are outlined in the Proposal Review and Scoring Criteria section of the RFP. Please refer to these guidelines. The primary intent of the program is to provide seed funds for promising new projects in cancer-related research that are likely to lead to larger, long-term grants from other funding sources. Proposals from well-funded research groups and proposed research with funding overlap will not be awarded. Titles of proposals funded in recent rounds are available on our website at <http://ucop.edu/research-initiatives/programs/crcc/prior-awards.html>.

**23. What is the success rate for CRCC proposals?**

Funding success rates vary annually based on the number and quality of the proposals received and on fluctuations in available funding. Therefore, past success rates may not be predictive of current or future cycles. Recent success rates have been approximately 25-30% of eligible proposals.

**24. My CRCC proposal was not funded. Can I request feedback?**

Written comments submitted by the assigned reviewers will be available to applicants on proposalCENTRAL after funding decisions are complete. Please note that these comments are written before committee deliberations and therefore may not reflect the full scope of deliberations related to the proposal or its final score.

**25. I still have questions. Who can I consult for further information?**

For programmatic questions related to the research scope, your award or future funding opportunities, please contact: [UCRI@ucop.edu](mailto:UCRI@ucop.edu).

For questions related to the administration of a grant or reporting procedures, please contact: [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu).

*Please check our [website](#) for updates to this document and other program announcements.*

**Appendix 2:**  
**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 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 you 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 your research requires IRB approval, we encourage you use the [UC IRB Reliance Registry](#) to streamline your 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., CRCC) 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 related 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.*



## Cancer Research Coordinating Committee University of California Research Initiatives

### Appendix 3: Letter of Intent Instructions for 2020 Awards

The University of California (UC) Office of the President is pleased to provide applicant instructions for submission of a Letter of Intent (LOI) to the [2020 Cancer Research Coordinating Committee \(CRCC\) Awards Request for Proposals](#) released on December 12, 2018.

Submission and approval of a LOI is required to submit a full proposal to this Request for Proposals (RFP). Once the LOI is approved, applicants can submit a full proposal. LOIs will be screened for eligibility and completeness. No feedback or comments will be provided on the LOI submission. LOIs must be submitted electronically by January 24, 2019 before 12:00 noon Pacific Time in the proposalCENTRAL (pC) system. We encourage early submission of LOIs. Please note: LOIs will not be accepted after the deadline.

#### OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI must be submitted through pC at <https://proposalCENTRAL.altum.com/>. Applicants may submit LOIs via the online system anytime between December 12, 2018 and January 24, 2019. 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 Registration with proposalCENTRAL

Applicant Principal Investigators (PIs) must register as users of pC to submit an LOI and complete a proposal <https://proposalCENTRAL.altum.com/>.

**Registered Users:** Applicants who have already registered with pC should enter their user name and password under “APPLICATION LOGIN” and click the **LOGIN** button on the pC homepage.

The screenshot shows the proposalCENTRAL homepage. At the top, there is a navigation bar with links for 'Help', 'Login', and 'Create An Account'. The main header says 'Welcome to proposalCENTRAL'. Below the header, there is a message about the site being an e-grantmaking website for various organizations, with a contact number and email for support. The page is divided into three main sections: 'APPLICATION LOGIN', 'PEER REVIEWER LOGIN', and 'ANNOUNCEMENTS'. The 'APPLICATION LOGIN' section contains fields for 'Username or E-mail' and 'Password', with a 'LOGIN' button and an 'ORCID' login option. The 'PEER REVIEWER LOGIN' section has a 'LOG IN' button. The 'ANNOUNCEMENTS' section features a link to learn about Amazon Gift Cards. At the bottom, there is a 'Need an account?' link and a 'CREATE ONE NOW!' button. Red boxes and arrows highlight the 'Existing users log in here' link in the 'PEER REVIEWER LOGIN' section and the 'New users register here' link in the 'CREATE ONE NOW!' button.

**New users:** Applicants who are not registered users of pC should click the **CREATE ONE NOW!** button under “Need an account?” and follow the instructions to become a registered user. Every applicant must first select his/her institution. All UC campuses have confirmed institution profiles in pC under “Regents of the University of California.” Click the **Search Registered Institutions** tab to locate your institution on the pC system. (For example: If you are searching for “The Regents of the University of California, Los Angeles”, you can enter ‘Los Angeles’ as a search term in the Institution field.)

Please use the campus profile names listed in the table below. When selecting your institution, please look in the “Institution Status” column to ensure that you are selecting the confirmed institution profile.

Campus	pC Profile Name
UCB	The Regents of the University of California, Berkeley
UCD	The Regents of the University of California (University of California Davis)
UCI	The Regents of the University of California (Irvine)
UCLA	The Regents of the University of California, Los Angeles
UCM	The Regents of the University of California, Merced
UCR	The Regents of the University of California, Riverside (UCR)
UCSB	The Regents of the University of California, Santa Barbara
UCSC	The Regents of the University of California, Santa Cruz
UCSD	The Regents of the University of California, San Diego
UCSF	The Regents of the University of California, San Francisco (Contracts & Grants)

Please complete all required sections in the user profile, which are marked with an asterisk.

## Step 2: LOI Submission

- To prepare an LOI, log in to pC and click on the red “**Create New Proposal**” button, or select the “**Grant Opportunities**” tab. Then click on “**Filter list by GrantMaker**,” and scroll down the list until you see “**University of California - Cancer Research Coordinating Committee**.“
- On the right, click the **Apply Now** link to begin the LOI submission process. For more information about the requirements for the LOI or other RFP terms and conditions, please reference the most recent RFP document posted on the [CRCC website](#).

The screenshot shows the pC proposal software interface. At the top, there is a navigation bar with the 'proposal' logo, a search bar, and various tabs like 'Proposals', 'Awards', 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. A red box highlights the 'Grant Opportunities' tab. Another red box highlights the 'University of California - Cancer Research Coordinating Committee' option in the 'Filter by Grant Maker' dropdown. A third red box highlights the 'Apply Now' button in the 'Grant Opportunities' section. The main content area shows a table with columns for 'Grant Maker', 'Programs (Click for Guidelines)', 'LOI Deadline', 'Proposal Deadline', 'Contact Information', 'Apply', and 'FAQ'. The 'Grant Maker' column shows 'University of California - Cancer Research Coordinating Committee'. The 'Programs' column shows 'CRCC Research Award'. The 'LOI Deadline' is '1/24/2019 3:00:00 PM'. The 'Proposal Deadline' is '4/4/2019 3:00:00 PM'. The 'Contact Information' column shows 'Contact UCRI'. The 'Apply' button is highlighted with a red box and an arrow pointing to it. The 'FAQ' button is also visible.

For technical assistance with pC, please email [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). pC customer support is available Monday – Friday from 8:30am – 5:00pm (ET).

## STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details for each section of the online LOI submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered LOI sections in the left hand column of the LOI page on the pC website. To access the LOI interface, please select **Apply Now** in the list of grant opportunities. If you have already started the LOI submission process and would like to make changes or complete your submission, you may access the proposal listing in the “Proposals” tab, and click the **Edit** button.

Complete each of the LOI sections as indicated in the instructions below

Section 11) "View PDF" allows you to print a PDF version of your LOI.

Be sure to "Submit" your LOI in section 12 once all sections are complete

**LOI Sections**  
Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

1 Download Templates & Instructions  
2 Enable Other Users to Access this Proposal  
3 Applicant/P  
4 Applicant Institution  
5 Faculty Collaborator(s), if any  
6 Abstract  
7 Reviewer Recommendations  
8 ORCID  
9 Validate  
10 View PDF  
11 Submit

**Title Page**

Next>> Save Print Cancel Exit

LOI To: Program: Title (Applicant): Deadlines: University of California - Cancer Research Coordinating Committee CRCC Research Award Enter a title here, then press Save. (Gee, Amy) 1/11/2018 3:00:00 PM (U.S. Eastern Time)

**Title Page**

Enter a title for your application, then press Save. Do not exceed 60 characters, including spaces. Quotation marks are not allowed. Press Next to save any changes and go to the next proposal section.

Project Title: Enter a title here, then press Save.

**Application Type**

Application Type: Regular (REG)  New Assistant Professor (NAP)   
For New Assistant Professor (NAP) applications, please specify the month and year of UC appointment: Type up to 60 characters  
0 out of 60 characters

If promotion schedule has been altered for any reason, please provide the time frame and a brief explanation: Type up to 60 characters  
0 out of 60 characters

**CRCC History**

Did you receive a 2015-2016 CRCC award?  Yes  No  
If yes, title of proposal: \_\_\_\_\_

Did you receive a 2017 CRCC award?  Yes  No  
If yes, title of proposal: \_\_\_\_\_

Did you receive a 2018 CRCC award?  Yes  No  
If yes, title of proposal: \_\_\_\_\_

**Revised Proposal**

Is this a revision of a previously submitted proposal?  No  
If yes, please enter the year of the previous submission: \_\_\_\_\_

If your previous submission was made through proposalCENTRAL, please select it here. If it was not, please enter the title below.

Select Prior Application: \_\_\_\_\_

Previous proposal title (not submitted through proposalCENTRAL): Original

**Title Page**

Next>> Save Print Cancel Exit

## **Section 1: Title Page**

This section must be completed first. Upon completion of Section 1, click the blue “**Save**” button at the bottom of the page to access the remaining sections. The remaining sections listed below (2-8) may then be completed in any order and do not need to be completed in one session. Note: please be sure to save your work in each section, using the blue “**Save**” button at the bottom of each section.

Project Title: Please enter the project title here. Do not exceed 60 characters. No special characters are allowed.

Application Type:

- Using the available radio buttons, please indicate whether you are submitting a **Regular (REG)** application, or a **New Assistant Professor (NAP)** application. A response to this question is required.
- For New Assistant Professor (NAP) applications, you must specify the month and year of UC appointment in the textbox provided.
  - If your promotion schedule has been altered for any reason, please provide the time frame and a brief explanation in the textbox.

CRCC History:

- Using the available radio buttons, please indicate if you have received CRCC support during the three award years listed. A response is required for each year.
  1. 2017
  2. 2018
  3. 2019
- If you answered yes to any of these 3 questions, you **MUST** include the title of the proposal funded.

Revised Proposal:

- Provide a response (Yes/No) to the question “Is this a revision of a previously submitted proposal?”
  - If “Yes,” please enter the year of previous submission in the available textbox.
  - If your previous submission was made through proposalCENTRAL, use the pulldown menu to select the prior application.
  - If your previous submission was not made through proposalCENTRAL, you must type in the title of the proposal in the textbox provided.

## **Section 2: Download Templates and Instructions**

This section includes downloadable LOI submission instructions.

## **Section 3: Enable Other Users to Access this Proposal**

This section allows applicants to designate others, a Collaborating Investigator for example, to access their profile or proposal(s) to assist with proposal writing or submission.

## **Section 4: Applicant PI**

Applicant Profile: This section requires identification of the Applicant PI; all relevant information will be populated from the Applicant PI’s profile. To update any information about the Applicant PI, click on “**Edit Professional Profile**”.

Eligibility of Principal Investigator and Extramural Support: For information about eligibility requirements, please refer to the RFP posted on the CRCC website.

- Provide a response (Yes/No) to indicate if you are a member of the Academic Senate. A response is required.
- In the textbox provided, indicate your Percent Time on UC Payroll at one of ten UC Campuses. A response is required.
- Provide a response (Yes/No) to the question: “At the time of submission, do you have research support for calendar year (CY) 2020 that exceeds a total of \$350,000 in direct costs?” A response is required.
- Provide a response (Yes/No) to the question: “At the time of submission, do you have pending awards that, if funded, would bring your total research support to more than \$350,000 in direct costs for CY2020?” A response is required.

### **Section 5: Applicant Institution**

See information about how to select your Applicant Institution in the “Step 1: Applicant Registration with pC” section above.

### **Section 6: Faculty Collaborator(s), if any**

Provide contact information for any faculty collaborator(s) involved with this project on an ongoing basis. This section is optional and is not required.

### **Section 7: Abstract**

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.

Keywords: In the textbox provided, list ten keywords or short phrases that characterize your proposal. A response is required.

### **Section 8: Reviewer Recommendations**

Recommendations: Proposals are reviewed by active members of the CRCC, who must be members of the UC Academic Senate with expertise in areas relevant to cancer research. We are always interested in identifying qualified UC faculty members. Recommendations will undergo the CRCC process for selecting new members. To make nomination(s), please list the name, address, and email address of the potential CRCC member(s).

Exclusions: You may identify CRCC members who you do not want to review your proposal. A list of the current CRCC membership is posted on the CRCC website: <http://ucop.edu/research-initiatives/programs/crcc/committee-membership.html>. Such requests MUST include a brief explanation of the perceived conflict of interest. Final determination of review assignments is at the discretion of the Program. All requests to include or exclude reviewers are confidential. To add a reviewer for inclusion/exclusion, click on “Add New Entry,” and a pop-up box will appear for you to enter the reviewer’s contact information.

### **Section 9: ORCID**

ORCID for the Applicant/PI is automatically populated from the Professional Profile (My Profile, Personal Data For Applications section). Please note that not all information on the applicant/PI profile is required. The Applicant/PI ORCID is not required at the LOI stage but it is required at the full application stage. If the ORCID for the Applicant/PI is not available at the LOI stage, please register for one at orcid.org prior to completing the full application.

The ORCID can be added/edited in the Applicant/PI’s Professional Profile. Click the “Edit

Professional Profile" to make edits to the profile. Alternatively, you can go directly to the Professional Profile tab in your proposalCENTRAL management window to make changes.

### **Section 10: Validate**

Section 10 enables applicants to verify that the LOI is ready for submission. The system will notify applicants of any outstanding information required to complete the submission process.

### **Section 11: View PDF**

This section allows you to print a PDF version of your LOI entry. It also includes links to print Signature Page(s) for your submission. Please note that a signed signature page is **NOT** required as part of the LOI submission. This section is made available so applicants may print or download their LOI submission. Click on the "Print Signature Pages and Attached PDF files" button to view, print, or download the completed LOI. A signed signature page will be required at the full application stage, should the LOI be approved for full application submission.

### **Section 12: Submit**

Click on the "**Submit**" button to submit your LOI to the program. Following the submission of an LOI to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within an hour, please contact pC technical support.

You can also confirm the status of your LOI submission by going to your proposalCENTRAL home page, under the "Proposals" Tab. The status of your LOI should have changed to "Submitted".

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

- UC Research Initiatives at [UCRI@ucop.edu](mailto:UCRI@ucop.edu) regarding program content and eligibility
- Research Grants Program Office at [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu) or by phone at 510-987-9386 regarding application and pre/post-award procedures.
- Technical questions regarding proposalCENTRAL submission should be directed to their customer support at 800-875-2562 or [pcsupport@altum.com](mailto:pcsupport@altum.com). Please note their hours are 8:30am – 5pm ET/ 5:30am – 2pm PT.

For the most up-to-date application and review cycle information refer to the following website: <http://ucop.edu/research-initiatives/programs/crcc/>