



## UC LABORATORY FEES RESEARCH PROGRAM - 2020 FUNDING OPPORTUNITIES

APRIL 1, 2019

### Overview of 2020 Funding Opportunities

The UC Laboratory Fees Research Program sponsors innovative research, fosters new collaborations between UC faculty and national laboratory scientists, and provides unique training opportunities for UC graduate students and postdoctoral fellows. Funded by a portion of the fees the University receives for the management of the Lawrence Livermore (LLNL) and Los Alamos (LANL) National Laboratories, research sponsored by this program targets areas of strategic importance to UC, and provides an important foundation for enhanced competitiveness for extramural support. In this competition cycle, the UC Laboratory Fees Research Program is offering two funding opportunities, outlined below. Interested applicants should review the complete RFP for all requirements and details. Further program information and updates are available at: <http://ucop.edu/research-initiatives/programs/lab-fees/>.

### I. Targeted UC Multicampus-National Laboratory Collaborative Research and Training (UC-NL CRT) Awards in one of three key strategic areas (total anticipated funding for all awards in this opportunity: \$18-20 million over 3 years)

Proposals in this category must focus on collaborative research and training activities in one of the following three targeted areas identified for high-impact research realized through UC-national laboratory synergy:

- Accelerator research
- Quantum information science
- Wildfire-related research

Proposal requirements, detailed in the RFP, include:

- Project leadership constituted by a Lead (Applicant) Principal Investigator from a UC campus, and a Site Lead/Co-Principal Investigator (Co-PI) from each eligible participating collaborating site.
- Research participation by a minimum of three (3) UC campuses and either LLNL or LANL. Additional collaborating sites, as defined in the RFP, are encouraged.
- Interdisciplinary, multi-disciplinary and cross-disciplinary research collaboration in one of the three identified targeted research areas among UC campus and national laboratory investigators with meaningful research training opportunities for UC students and post-doctoral scholars from the participating campuses.
- Contributions by the collaborating national laboratories that directly support the research execution and outcomes of the collaboration. These may include equipment, space, access to relevant unclassified data, and/or expertise that may be covered by other sources of support or directly relevant activities at the national laboratory.
- Total funding request per application may not exceed \$4 million over 3 years, *including indirect costs*, and excluding contributions from the laboratories. Additional budget restrictions are detailed in the RFP.

### II. UC-NL In-Residence Graduate Fellowships (2-year awards, with a merit-based Year 3 extension option; Annual fellowship amount is \$60,000; fellowships include supplemental travel funding of \$5,200 per award)

UC graduate students in any area of research relevant to the national laboratories who meet the following criteria (detailed in the RFP) may apply for a fellowship to conduct dissertation research and receive research mentorship *on-site* at LANL or LLNL:

- Enrolled in one of the ten UC campuses and advanced to candidacy at commencement of the award
- Have an identified LLNL or LANL scientist to serve as a mentor and research supervisor at the laboratory
- Have the proposed research and training approved by their UC faculty advisor
- Must commit to devoting 80% time to the research in the proposed plan and spend a minimum of 6 months/fellowship year in residence at the laboratory

*Proposal requirements, including eligibility, deadlines, instructions, and other information for the UC-National Laboratory In-Residence Graduate Fellowships are provided in the Request for Proposal on the following pages. Appendices, including program policies, LOI instructions, and FAQs, are attached to this document.*

## UC Laboratory Fees Research Program - 2020 Request for Proposals v. April 1, 2019

### UC-National Laboratory In-Residence Graduate Fellowships

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#### Fellowship Overview and Priorities

The University of California, Los Alamos National Laboratory (LANL), and Lawrence Livermore National Laboratory (LLNL) have a close, long-standing and strategically important collaborative relationship that offers graduate students unique research, training, and career development opportunities. The UC Laboratory Fees Research Program is leveraging that relationship by offering a competitive Fellowship award that provides up to three years of support for Ph.D. candidates who wish to conduct thesis research on-site at LANL or LLNL. UC graduate students who have advanced to candidacy are eligible for the two-year in-residence Fellowship; successful applicants who wish to extend their Fellowship for a third year may request an extension based on progress and merit review. The proposal must include a research plan approved by the UC faculty advisor, and identify a research supervisor at one of the two eligible UC-affiliated national laboratories who will provide mentorship, guidance, and oversight during the Fellowship period in collaboration with the student's UC academic advisor. Fellows must be advanced to candidacy at the beginning of the award, must devote at least 80% time to the proposed research, and must be in-residence at least 6 months at the national lab during each year of the Fellowship term. The award will be administered by the student's home UC campus and the student will be the grantee of record.

The UC-National Lab Graduate Fellowship provides the following support:

- An annual award of \$60,000 for two years, with the possibility of an extension for a third year
- A \$5,200 travel allowance (total for the Fellowship period) to support project-related travel
- An indirect cost reimbursement of up to 8% (total direct cost basis) to the student's home UC campus

*Fellowship funds may be used for stipends, UC tuition and fees, and other dissertation-related expenses consistent with the proposed research. See the FAQs for general guidance on UC tuition and fees for students advanced to candidacy.*

The national laboratory (LANL or LLNL) must provide:

- Laboratory scientist who will serve as mentor and research supervisor
- Office space, a computer, access to appropriate research facilities, data sets, or other resources required to complete the proposed research
- A structured mentoring and research oversight plan
- Structured opportunities to learn about the laboratory's research mission and facilities, participate in seminars, lectures, and other research training activities

#### Key Dates

Final RFP release:	Monday, April 1, 2019
Program info-sessions:	Friday, April 12 at 10:00am Pacific Time Friday, April 19 at 12:00 noon Pacific Time
Applicant teleconference:	Tuesday, April 30 2019 at 12:00 noon Pacific Time
Letters of Intent (LOI) due:	<b>Thursday, May 30, 2019 at 12:00 noon Pacific Time</b>
Notification of LOI outcome decision:	Friday, June 14, 2019
Full proposals due:	<b>Thursday, September 5, 2019 at 12:00 noon Pacific Time</b>
Notification of review outcome:	Tuesday, December 10, 2019 (expected)
Graduate Fellowship start date:	Wednesday, April 1, 2020

Please see [our website](#) for program info-session and applicant teleconference registration links.

## Overview of Application and Review Process

*We strongly encourage all applicants to begin the Letter of Intent and application preparation and online submission process early to accommodate any potential delays due to technical issues.*

Applicant Teleconference: An informational applicant teleconference will be held on Tuesday, April 30. Please register on our [website](#) for details and call-in information. Participation in the teleconference is strongly recommended.

Letter of Intent (LOI): Applicants must complete a formal LOI using the template on the [proposalCENTRAL website](#). LOIs will be reviewed for compliance with program requirements, eligibility, and appropriateness of the research project for the national labs. No feedback or comments will be provided on the LOI. The LOI submission deadline will be strictly enforced, and no application may move forward without an approved LOI.

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

Full Proposal Submission: Full proposals should be submitted through the Contracts and Grants or Sponsored Projects Office at the applicant's campus. It is the applicant's responsibility to follow campus rules, procedures, and timelines for submitting a proposal. The proposal submission deadline will be strictly enforced.

Proposal Review and Selection: UC Research Initiatives will manage a competitive review and ranking of proposals based on the criteria outlined in this RFP. The multidisciplinary review panel will be composed of researchers selected for their relevant expertise. Applicants should prepare their proposals in language accessible to a general scientific audience.

Final funding decisions and selection are at the discretion of the office of Research and Graduate Studies (RGS) in the UC Office of the President. Decisions may not be appealed, but declined proposals may be submitted to future competitions without prejudice. Awards are contingent of availability of funding.

## Eligibility and Exclusion

Applicants must be full-time graduate students enrolled in a doctoral program (Ph.D. degree or equivalent) at one of the 10 UC campuses [Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, or Santa Cruz]. Students must be in good academic standing and have advanced to candidacy by the Fellowship start date, and remain in good standing throughout the Fellowship. Applicants must commit a minimum of 80% time on the proposed research and must be in-residence at least 6 months each Fellowship year at either LANL or LLNL. UC Laboratory Fees Research Program funding is limited to research that is unclassified, has no restrictions on publication, and is not restricted by classification or deemed export rules.

## Award Requirements

1. Research Plan: The applicant must develop a detailed description of the research aims and activities to be conducted during the Fellowship term. This plan must describe the expertise, facilities, data, or other resources from the lab that are instrumental in completing the research. The research conducted during the Fellowship must fulfill the requirements for a doctoral dissertation as approved by the UC faculty advisor, and the plan must demonstrate the feasibility of completing the degree within the specified timeframe.

2. National Laboratory Research and Training Opportunities: The applicant must identify a national laboratory scientist at LLNL or LANL who will serve as the on-site supervisor and mentor for the duration of the Fellowship, and who will devote adequate time and effort to ensure the Fellow receives the support necessary to progress to degree. *The national laboratory mentor must be in-residence at the lab during the Fellowship period, and may not serve concurrently as the Fellow's UC faculty advisor.* The national laboratory must provide space, access to data, facilities, and other resources necessary to complete the proposed research, as well as a structured mentoring and supervision plan to ensure the success of the Fellowship project. This plan should include training, education, and professional development opportunities, laboratory orientation, access to seminars, workshops, and other skill development programs, and, where possible, opportunities to interact with other staff members, graduate students, or trainees at the lab. Additional laboratory scientists may provide informal or structured research guidance and mentorship.

3. Joint Research Oversight and UC Faculty Advisor Approval: The Fellow's research will be jointly supervised during the award term by her or his UC academic advisor and the national laboratory mentor. The UC advisor must document approval of the proposed research plan, and commit to provide collaborative supervision with the national lab mentor of the applicant. Proposals must describe the structure of this collaborative mentorship and any additional benefits from collaboration between the UC and national lab.

4. Evidence of Advancement to Candidacy and Good Academic Standing: Applicants must provide evidence of good academic standing and documentation from the applicant's UC faculty advisor indicating that the applicant is advanced to candidacy or is on track with every expectation of being advanced to candidacy by April 1, 2019.

### **How to Apply: In-Residence Graduate Fellowships**

*As noted above, the application process is comprised of two mandatory stages: short Letters of Intent and Full Proposals.*

**The required Letter of Intent** includes the following information:

1. Applicant name, department of enrollment, and UC campus
2. Date of advancement to candidacy (expected date if not yet advanced) and academic status
3. Name, title, department, and UC campus affiliation of the graduate student's academic advisor
4. Identification of the national laboratory proposed for the in-residence Fellowship
5. Name, title, unit or laboratory, and national lab affiliation of the proposed national lab mentor
6. An abstract (2400 characters / ~350 words) providing a brief description of the proposed scope of research, and identification of the specialized facilities, data, instrumentation, or other unique resources that will be used at the national lab. Avoid jargon and write in a manner accessible to a general scientific audience.
7. Disclosure of all other current or anticipated research or Fellowship funding from campus or extramural sources

**Full Proposals**: The proposal narrative is limited to 7 single-spaced pages (items #2 and #3 below). The total page limit will be strictly enforced, and general guidelines regarding the length of each section are provided. The proposal must use the provided template, and will include the following sections:

1. Abstract: The abstract should be appropriate for a general scientific audience. Avoid discipline-specific jargon or technical terms. The abstract will be publicly available on our website.

2. Proposed Research Plan (5 pages): Identify the specific aims, research activities, and scholarly contributions of the proposed research, including the innovative components that will advance scholarship in the proposed field. The plan should be written for a general scientific audience and must include a description of the lab facilities, data, or resources that the applicant will use, and explain the importance of conducting the research at a national lab. A two- to three-year timeline for completing the research during the Fellowship period is required and must identify specific milestones to be achieved at six-month intervals that will be used to assess progress. If the applicant would like to be considered for a third-year extension, the proposal should include the proposed scope of work, timeline, and accomplishments for the first two years, and the remaining project activities and goals that would be completed in the third year if awarded. One additional page for literature cited (not included in the 5-page limit) may be included.

3. Mentorship and Training Plan (2 pages): The proposal must include a detailed mentorship and training plan developed in consultation with the laboratory mentor and the applicant's UC advisor, describing 1) the specific training and mentorship activities, including any additional training and professional development opportunities the lab will provide to supplement the dissertation research; 2) the resources committed by the lab; and 3) the structure of the oversight plan during the Fellowship period, including joint supervision with the UC advisor to ensure timely progress to degree.

4. Additional Required Attachments: 1) Applicant's academic transcript; 2) applicant's curriculum vitae (3-page maximum); 3) lab mentor's abridged curriculum vitae (3-page maximum); 3) identification of any human subject (IRB), animal use, or toxic substance issues and the approach to compliance (1-page template); 4) letter from the applicant's academic advisor nominating the applicant for the Fellowship, providing concurrence and approval of the proposed research, and indicating when the student advanced or will advance to candidacy; 5) letter from the proposed national lab supervisor, endorsing the applicant, agreeing to oversee the proposed research, and committing to providing laboratory space, supervision, access to necessary resources, as well as mentorship and training as described in the proposal; and 6) applicant disclosure

of all fellowships or other sources of funding received during the applicant's graduate career and concurrent funding during the proposed Fellowship period. No additional attachments beyond those listed here are allowed.

## **Scoring Criteria**

1. Research Excellence: The results of the proposed research should make a significant advance in scholarship and provide progress toward degree. The research plan should be appropriate for the level of the applicant, clearly relate to her or his thesis research plan, and be feasible in the proposed timeframe. Relevance of the research to the national laboratory resources and mission must be clearly demonstrated, and endorsed by the national laboratory mentor. The timeline should indicate clear milestones for annual assessment in each proposed Fellowship year.

2. Qualifications of the Applicant and Quality of Academic Preparation: The applicant's academic record should demonstrate her or his potential to conduct successful research and make significant progress to degree with minimal start-up time, and include evidence of strong, appropriate preparation for the research through both coursework and prior research or training. Important criteria include the extent to which the applicant demonstrates the likelihood of success and academic productivity, and likelihood that the applicant will be advanced to candidacy by or before April 1, 2019.

3. Strength of Training, Supervision and Mentorship: The quality and engagement of the laboratory mentorship and UC faculty advisor's support and endorsement of the proposed research and training plan, and level of supervision should be evident. The strength of the training and mentorship plan should ensure the student receives adequate time and supervision to progress to degree and has access to all necessary resources. This includes the extent of structured opportunities to engage with lab scientists, other trainees, and with experts and programs in place at the lab for Fellows. A strong plan will also demonstrate collaborative and integrated oversight by both the UC faculty advisor and the laboratory mentor.

4. Additional Considerations: 1) Considerations related to human subjects, animal use or toxic substances, and the proposed compliance plan; and 2) concurrent research or Fellowship support for the student.

## Research Program Oversight

The UC Laboratory Fees Research Program is administered under the auspices of UC Research Initiatives (UCRI) in the Research Grants Program Office (RGPO) at the UC Office of the President. Funded proposals are required to report annual progress and fiscal expenditures. Fellows will be assigned to a UCRI program officer, who will serve as the program contact.

Awards are contingent on the availability of funding, and compliance with research and reporting requirements.

*In order to determine whether a third year of Fellowship funding is merited, a written assessment of progress and review of the accomplishments and milestones achieved will be required at the end of the third quarter of year 2 (month 21), along with letters from the UC faculty advisor and lab mentor. The final determination will be made by UCRI based on a review of the request.*

## Program Contact Information

For questions on program scope and priorities, please contact Program Officer Chris Spitzer: [UCRI@ucop.edu](mailto:UCRI@ucop.edu)

For administrative questions regarding the application process, please contact: [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 the proposalCENTRAL technical support line 800-875-2562 (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).

## Laboratory Contact Information

*UC graduate students with questions about the research and training resources available at the laboratories, or who need assistance identifying a mentor in a particular scientific area, should contact the designated Laboratory personnel:*

### Lawrence Livermore National Laboratory

Annie Kersting, PhD - Deputy University Relations and Science Education, [kersting1@llnl.gov](mailto:kersting1@llnl.gov), 925-423-3338.

### Los Alamos National Laboratory

Alan Hurd, PhD - Deputy Director, National Security Education Center, [ajhurd@lanl.gov](mailto:ajhurd@lanl.gov), 505-667-9531.

In-Residence Graduate Fellowships contact: Scott Robbins, [srobbins@lanl.gov](mailto:srobbins@lanl.gov)

## Attachments

Appendix 1: Other RGPO Policies and Pre-Award Requirements

Appendix 2: Instructions for Submitting a Letter of Intent

Appendix 3: Frequently Asked Questions

*Updated Program Announcements, FAQs, RFP clarifications (if any), and information on applicant teleconferences will be posted on the UCRI website. To ensure LOI and proposal submissions meet all program requirements, applicants are strongly encouraged to check the website for any program updates prior to submission: <http://ucop.edu/research-initiatives/programs/lab-fees/application-information.html>*

## **Appendix 1:**

### **Other RGPO Policies and Pre-Award Requirements**

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

#### **Human 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., Lab Fees Research Program) and the assigned grant ID number.

RGPO is committed to disseminating research as widely as possible to promote the public benefit. All publications based on funding received from RGPO are subject to the [University's Open Access Policy](#). To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers on the grant will deposit an electronic copy of all publications in [eScholarship](#), UC's open access repository promptly after publication. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication.

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

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

**Other Requirements**

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

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

*All grant recipients must abide by other applicable pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting.*



## **UCOP Research Grants Program Office Applicant Appeal Policy and Procedures**

The only basis on which an appeal regarding a decision concerning the funding of a grant application will be considered is in the case of an alleged error in, or violation of, the peer review process and procedures. For example, the principal investigator may believe that he or she has a conflict of interest with a member of the review panel that was not known to the program at the time of the review. Appeals based on substantive disagreement with the peer review evaluation will not be considered. In such cases, applicants may resubmit applications in a subsequent grant cycle.

Before submitting appeals, applicants are encouraged to talk about their concerns informally with the appropriate program officer and program director.

Appeals must be submitted in writing to the Vice President of Research and Graduate Studies, University of California, Office of the President, within thirty (30) days of receiving the Summary Statement. The Vice President may, if an applicant shows good cause, grant a reasonable extension of time for the submission of the request for review. The appeal must contain a complete statement of the basis for the appeal, including pertinent facts, supporting arguments, and documentation. If the application was submitted through an institution, the appeal must be submitted officially through that institution, and it must be signed by the official authorized to sign for the institution, as well as by the principal investigator. No appeal shall affect any authority of the University of California, Office of the President, the Vice President of Research and Graduate Studies, the Executive Director of the Research Grants Program Office, or the applicable Program Director.

Upon receipt of an appeal, the Vice President of Research and Graduate Studies shall make a decision as to whether the dispute is reviewable under this appeals policy and notify the applicant, the Program Director and the Executive Director of the Research Grants Program Office of the determination. If the appeal is reviewable, it shall be transmitted to an appeal review committee appointed by the Vice President. This committee will be comprised of two persons who are knowledgeable about both the type of research in question and the review procedures. The appeal review committee shall provide the applicant an opportunity to submit additional statements and documentation relevant to the appeal review committee's deliberation of the issues. The appeal will consider the application as submitted. Therefore, such supplemental appeals materials may not include additional data or clarification of the original application. The appeal review committee may, at its discretion, invite the applicant and any other person(s) to discuss the pertinent issues with the committee and submit such additional information as the committee deems appropriate. The committee may also request information from the program director regarding the review procedures or other issues raised in the appeal.

Participants in an appeal review (i.e., committee members and outside experts) and any materials considered will be subject to the same rules of confidentiality that govern the initial handling and evaluation of the application.

Based upon its review, the committee will prepare a written decision to be signed by the members. The appeal review committee shall send the written decision as advice to the Vice President, who will render a final written decision and transmit it to the applicant, the members of the appeal review committee, the Program Director and the RGPO Executive Director. No further appeals within the University of California are available



## University of California Research Initiatives UC-NL In-Residence Graduate Fellowship

### Appendix 2: Letter of Intent Submission 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 [UC-National Laboratory In-Residence Graduate Fellowships \(UC-NLGF\)](#) announced on April 1, 2019. Submission and approval of a LOI is required to submit a full proposal to this Request for Proposals (RFP). LOIs must be submitted electronically **by May 30, 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 using the online system at <https://proposalcentral.com/>. Applicants may submit LOIs anytime between April 1 and May 30, 2019. The LOI submission must be **completed** (not merely initiated) by the 12:00 noon PT deadline. Therefore, plan ahead in preparing your submission, and allow a minimum of two hours to receive confirmation of your successful submission by the deadline.

#### Step 1: Applicant Registration with proposalCENTRAL

Applicants must register as users of pC to submit an LOI and complete a proposal <https://proposalcentral.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 FAQ, Customer Service, Help, Login, and Create An Account. The main heading is "Welcome to proposalCENTRAL". Below this, a paragraph describes the site as an e-grantmaking website shared by many government, non-profit, and private grant-making organizations. It provides contact information for customer support: 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International), or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

Below the main content, there are three sections: "APPLICATION LOGIN", "PEER REVIEWER LOGIN", and "ANNOUNCEMENTS".

The "APPLICATION LOGIN" section contains a form with fields for "Username or E-mail" and "Password", a "Forgot Your Username/Password?" link, a "LOGIN" button, and a "LOGIN using ORCID" button. Below this is a "Need an account?" link and a "CREATE ONE NOW!" button.

The "PEER REVIEWER LOGIN" section contains a "CLICK HERE" button with the text "to access the online review" below it.

The "ANNOUNCEMENTS" section contains a link to "Click here to learn how to win an Amazon Gift Card!".

Red arrows and boxes are used to highlight key actions:

- A red arrow points from the "Existing users log in here" box to the "LOGIN" button in the "APPLICATION LOGIN" section.
- A red arrow points from the "New users register here" box to the "CREATE ONE NOW!" button in the "APPLICATION LOGIN" section.

**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. Every applicant must first register

for an account; pC will then send an email for the applicant to confirm the account. After logging into pC and confirming the account, the applicant will be prompted to add a primary institution. Applicants will be able to search for their UC campuses by entering search terms in some or all of the search fields. (For example: If you are searching for "University of California, Los Angeles", you can enter 'Los Angeles' or use 'UCLA' as search terms.) All UC campuses have confirmed institution profiles in pC under "Regents of the University of California." Below is a list of UC campuses and their corresponding profile names in pC. When selecting your institution, please ensure that the "Institution Name" matches the profile name listed below, and that the "Institution Status" is listed as "Confirmed".

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)
UCSD	The Regents of the University of California, San Diego
UCSF	The Regents of the University of California, San Francisco (Contracts & Grants)
UCSB	The Regents of the University of California, Santa Barbara
UCSC	The Regents of the University of California, Santa Cruz

## Step 2: LOI Submission

- To prepare an LOI, log in to pC and select the "**Grant Opportunities**" tab. Then click on "**Filter by GrantMaker**," and scroll to select "**UC Lab Fees Research Program**."
- Locate "**LFRP – In-Residence Graduate Fellowship**," and 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 [UC Laboratory Fees Research Program](#) website.

The screenshot shows the pC website interface. At the top, there are navigation tabs: Home, Proposals, Awards, Professional Profile, Institution Profile, and Grant Opportunities. The 'Grant Opportunities' tab is selected. Below the tabs, there is a search bar with 'Filter by Grant Maker' and a dropdown menu showing 'UC Lab Fees Research Program'. Below this, there is a table of opportunities. The table has columns: Grant Maker, Programs (Click for Guidelines), LOI Deadline, Proposal Deadline, Contact Information, Apply, and FAQ. The table lists two opportunities: 'LFRP - Collaborative Research and Training Award' and 'LFRP – In-Residence Graduate Fellowships'. The 'Apply' button for the 'LFRP – In-Residence Graduate Fellowships' is highlighted with a red box and an arrow pointing to it.

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 (5:30am – 2:00pm PT).

## 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 view the LOI page, please select

**Apply Now.** If you have already started the LOI submission process and would like to make changes or complete your submission, your LOI will be listed in the “Manage Proposals” tab.

**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 Title Page
- 2 Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant
- 5 Applicant Institution
- 6 Research Supervisors
- 7 Abstract, Disciplines, & Campus
- 8 Validate
- 9 View LOI PDF
- 10 Submit

**UC Lab Research Program**

LOI To: UC Lab Fees Research Program  
Program: LFRP – In-Residence Graduate Fellowships  
Title (Applicant): Enter a title here, then press Save.  
Deadline: 5/31/2018 3:00:00 PM (U.S. Eastern Time)

**Title Page**

Next>> Save Print Cancel Exit

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

\* Project Title Enter a title here, then press Save.

\* Proposed In-Residence Lab Location  
☐ Los Alamos National Lab (LANL)  
☐ Lawrence Livermore National Lab (LLNL)

Concurrent Funding

\* i. Do you currently receive  
☐ Yes  
☐ No

**Callout Boxes:**

- Complete each of the LOI sections as indicated in the instructions below
- Section 9) View LOI PDF allows you to print a PDF version of your LOI. You DO NOT need to obtain signatures for the LOI.
- Be sure to “Submit” your LOI in Section 10 once you are complete

## Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-8) may be completed in any order and do not need to be completed in one session. Note: please be sure to save your work after each entry.

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

### Proposed In-Residence Lab Location:

- Using the available radio buttons, please indicate the lab at which you propose to conduct in-residence research. A response to this question is required. The available choices are:
  - ☐ Los Alamos National Lab (LANL)
  - ☐ Lawrence Livermore National Lab (LLNL)

### Concurrent Funding:

- i. Provide a response (Yes/No) to the question “Do you currently receive any campus or extramural research or fellowship funding?” A response is required.
  - If you select “Yes,” please provide
    - Source(s) of Funding,
    - Total Annual Amount, and
    - End Date(s), if any, in the available textboxes.
- ii. Provide a response (Yes/No) to the question “At this time, do you anticipate that you will receive any concurrent research or fellowship funding during the Fellowship term?” A response is required.
  - If you select “Yes,” please provide the anticipated amount and funding period in the available textbox.

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

This section includes downloadable LOI submission instructions.

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

This section allows applicants to designate others to access the LOI to assist with writing or submission.

## **Section 4: Applicant**

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

### Candidacy Status:

- Provide a response (Yes/No) to all questions. A response is required for each questions.
  - Are you a full-time student enrolled in a doctoral program at one of the 10 UC campuses?
  - Have you advanced to candidacy (note: your faculty advisor is required to verify your candidacy status in the full proposal)?
    - If you select "No," please provide the anticipated date (Month/Year) advancing to candidacy in the available textbox.
  - Are you able to be in-residence at the proposed lab location for at least 6 months each year of the fellowship?

## **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: Research Supervisors**

Provide contact information for your UC Faculty Advisor and the Laboratory Scientist who will serve as mentor and research supervisor. Please refer to the RFP for definitions of these roles.

## **Section 7: Abstract, Disciplines, & Institutions**

Abstract: In the text box below, briefly describe the proposed research and training plan, scholarly contributions and expected outcomes, including the specific benefits and outcomes of being in location at the national lab. This summary description is limited to 2,400 characters including spaces (approximately 350 words). 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 summary is non-confidential, and may be published or circulated by the program.

Disciplines: Using the available textboxes, please identify the disciplines addressed in the following questions:

1. Please identify the primary discipline of your doctoral research
2. Optional: Please identify the secondary discipline or subfield, if any
3. Please identify your faculty advisor's department
4. Please identify your lab mentor's directorate or division

Applicant Campus: Select the campus where you are currently a student and plan to obtain your PhD.

- UC Berkeley
- UC Davis
- UC Irvine

- UC Los Angeles
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco
- UC Santa Barbara
- UC Santa Cruz

### **Section 8: Validate**

Section 8 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 9: View LOI PDF**

This section allows you to view or download a PDF of your LOI 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 with Attachments” 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 10: Submit**

Click 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 2 hours, please contact pC tech support.

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/lab-fees/index.html>

**Appendix 3:**  
**2020 UC Laboratory Fees Research Program**  
**UC-NL In-Residence Graduate Fellowships**  
**Frequently Asked Questions (FAQs)**  
Version Dated: April 1, 2019

***Please refer to the 2020 Request for Proposals (RFP) for program requirements***

*This document is a supplement to the RFP and is intended to provide additional guidance to applicants. Based on questions we receive, it may be updated periodically. Applicants are responsible for checking the UC Research Initiatives ([UCRI](https://ucresearchinitiatives.org/)) website for updates.*

**How to Apply:**

All application materials must be submitted online via [proposalCENTRAL](https://proposalcentral.org/). **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 submissions are available in Appendix 2.

**Required Letters of Intent (LOIs) are due Thursday, May 30, 2019 at 12:00 noon Pacific Time**  
**Full Graduate Fellowship Proposals are due Thursday, September 5, 2019 at 12:00 noon Pacific Time**  
(Please note that deadlines appear as 3:00 PM Eastern Time in proposalCENTRAL)

**Eligibility and Program Structure**

**1. Who can apply for this funding opportunity?**

Any graduate student enrolled full-time in a doctoral program at one of the ten UC campuses may apply, provided the student is in good standing at their campus and is, or will be, advanced to candidacy at the Fellowship start date. Students who are not advanced to candidacy at the time of application, but will be advanced by the Fellowship start date, must have their academic advisor indicate the likely date for achieving that status in their nomination letter.

**2. What disciplines are eligible?**

The Fellowship is open graduate students in any discipline or field for which the fellowship placement at LANL or LLNL is relevant and beneficial.

**3. Can a Masters student apply?**

Masters students are not eligible. The program is only open to students enrolled in doctoral (or equivalent) programs.

**4. Should I apply for a 2 year fellowship term or a 3 year fellowship?**

The initial term of the Fellowship is two years, with the possibility of an extension for a third year. If the applicant would like to be considered for all three years, the proposal should include both the proposed scope of work and accomplishments for the first two years, and then the proposed activities and goals for the third year. If you want to be considered for 2 years only, the year 3 plan need not be included. Only applicants who include a plan for the third year can be considered for the merit-based extension. The review and determination of the year 3 extension will occur at the beginning 4<sup>th</sup> quarter of year 2, and will be based on an assessment of the accomplishments and milestones achieved to date, and letters from the UC faculty advisor and mentor regarding the expected success and value to be derived from a third year in the program.



**5. Who needs to approve of my proposal prior to submission?**

Applicants to the program must develop a proposed plan of research with their UC-based academic advisor and a researcher at either LANL or LLNL who will serve as a supervisor and mentor for the duration of the Fellowship. The full proposal requires letters from both the academic advisor and the lab-based mentor indicating concurrence with the research plan, and commitment to oversee the work and training of the graduate student. The letter from the lab-based mentor must also describe the lab's commitment to providing any required resources for the duration of the Fellowship.

**6. Does the Lab Fees program match me with a national lab mentor and supervisor?**

No. In consultation with your faculty advisor, you are responsible for identifying a suitable researcher to work with at the lab and securing any needed agreements prior to applying. Contacts at the national labs that can help you if you need guidance are provided on the last page of the RFP. Please note that the UC faculty advisor must also approve the proposed training planning and research topic. UC Research Initiatives, which manages the Lab Fees Research Program, does not provide matching services as part of the Fellowship program.

**7. Can the same person serve as both UC faculty advisor and national lab mentor supervisor?**

No. The laboratory supervisor must be in-residence at the lab during the fellowship period, and may not serve concurrently as the Fellow's UC academic advisor.

**8. Can I apply to the Fellowship program if my advisor is participating in a research proposal to the Lab Fees Research Program Collaborative Research and Training Award?**

Yes, you are eligible to apply to the Fellowship program during the same competition cycle with an advisor's participation in a UC-NL CRT proposal. However, if awarded, you may not receive concurrent funding from both the UC-NL CRT and the Graduate In-Residence Fellowship. A disclosure of all your current and anticipated funding is required in both the LOI and the full proposal.

**9. My laboratory mentor has asked if I can be involved in classified research or activities at secure sites during my Fellowship at the lab. Is this allowed?**

The student's proposed research for the Fellowship must be on unclassified research only, with no restrictions on publication. At the discretion of the host lab, and with joint agreement among the Fellow, faculty advisor, and lab supervisor, the Fellow's training experience may include access to classified discussions or restricted activities. However, obtaining the required security clearance cannot delay commencement of the fellowship or proposed dissertation research, or otherwise delay academic progress to degree.

## **Funding**

**10. Is the indirect cost reimbursement included in, or in addition to, the annual award amount?**

Funding is awarded to the graduate student's home department and campus. The campus receives an indirect cost reimbursement of 8%, which is in addition to (not deducted from) the annual award amount of \$60,000 and total travel funds of \$5,200.

**11. Does the Fellowship cover my tuition and fees?**

The Fellowship award is used to cover your tuition and fees, and the remaining amount may be used to as a student stipend. If the student has other overlapping fellowship funding, this award amount may be reduced as part of the review of Other Support. If you have questions about tuition and fees once you have been advanced to candidacy, please check with your campus Graduate Division or Graduate Dean's Office. Tuition, fees, and policies may change from year to year subject to the Regents of the University of California, and campuses have different local amounts.

**Proposal Submission and Application Guidelines**

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

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

**13. 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 applicants who are invited to submit a proposal based on their LOI may submit a full proposal.

**14. How will LOIs be reviewed?**

LOIs will be evaluated for responsiveness to the RFP in three areas: 1) compliance with program requirements; 2) eligibility; and 3) appropriateness of the research project for the national labs.

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

The LOI must fairly present your research plan (as described in the abstract) and the national lab where you propose to be in-residence. Eligible proposals that diverge significantly from the approved LOI may be less competitive for funding.

**16. The application requires an academic transcript. Can I submit an unofficial transcript?**

Yes, an unofficial transcript suffices for the application. We may request an official transcript for verification if you are awarded a Fellowship.

**17. How are the letters from my advisor and the lab-based mentor submitted?**

The advisor and mentor will receive emails from the proposalCentral system with instructions on how they can upload the letters directly. The letters are blinded – the applicant will not be able to view them.