

TRDRP Letter of Intent Requirements

Due August 26, 2021, by 12 pm PDT

Notified of eligibility by September 9, 2021

Purpose: TRDRP staff will conduct a blinded, non-scientific review to determine eligibility

Required for all new submissions and all resubmissions

Letter of Intent Instructions

LOI Section 1: Title Page

- Project Title: 100 characters or fewer including spaces.
- Project Duration (Year): Specify the number of years for which the project will occur.
- Project Start Date: auto-filled.
- Project End Date: Enter the project end date consistent with your selected project duration.
 - End date is June 30, 2023, 2024, or 2025
- End Date of Last Mentored Position (**New Investigator Awards only**): Please enter the end date of your last mentored training position here.
 - End Date Explanation: Provide explanation if you entered a date before April 1, 2017.
 - Enter “N/A” if you entered a date on or after April 1, 2017.
- Application History: Select Yes/No to specify whether this application is a Resubmission.
 - If Yes: Select your previous application from the drop-down menu.
- Out-of-State: Please indicate (Yes/No) if your proposed research involves out-of-state (outside of California) expenses.

LOI Section 2: Applicant/Principal Investigator

- Applicant/Principal Investigator information will be auto-populated from the “My Profile” section of your SmartSimple account.
- Please note that not all information on the Applicant/PI profile is required.
- ORCID: The Applicant/PI ORCID is optional for the current TRDRP cycle but will be required in future cycles. If the ORCID for the Applicant/PI is not available, consider registering for one at orcid.org.

LOI Section 3: Project Information: Research Area and Keywords

- Lay Abstract: Provide a concise summary of your project in non-scientific terms that would be understood by a lay audience. 2400 characters (approximately 350 words) limit.

- Specific Aims: 2400 character maximum.
- Tobacco-relatedness: Indicate (Yes/No).
 - If yes, describe how your project is advancing tobacco-related science, practice, or public policy for California.
- Impact (Research, Pilot, and New Investigator Awards only): Describe how the proposed research would do so.
- TRDRP Research Priority:
- Select up to three of TRDRP's Research Priorities that best fit your research using the multi-select list:
 - Social and behavioral prevention and treatment
 - Cancer prevention, treatment, and biology
 - Cardiovascular and cerebrovascular diseases
 - Environmental exposure and toxicology
 - Neuroscience of nicotine addiction and treatment
 - Oral diseases and dental health
 - Pulmonary biology and lung diseases
 - State and local tobacco control policy research
 - Other tobacco-related health effects

*A full description of TRDRP's research priorities, including examples of areas in which research is needed, is provided in the [2022 Call for Applications](#).

- CSO Research Type(s) and Sub-Type(s): Select the CSO Types and corresponding SubType(s) that best represent your project.
- Subject Area(s): Select the subject area(s).
- Focus Area(s): Start typing your project's focus area and the system will populate options. Please see Appendix B of this document for a full list of available focus areas.

LOI Section 4: Budget

Amount Requested: Enter the estimated total amount requested (direct cost) for each project period.

Note: This amount is an estimate only and is not binding. If your LOI is approved, you may adjust the amount(s) in the full application stage.

LOI Section 5: Signature Page

All applicants must certify that the statements provided in the LOI are true, complete, and accurate to the best of the applicant's knowledge.

TRDRP Full Proposal Requirements – Once LOI is Approved

Two types of forms: (1) data form completed online and (2) application templates to be downloaded, completed, and uploaded as a PDF

1. Data form online

Will be partially filled from Letter of Intent Information

Additional sections:

- a. Milestones and timetable
- b. Project personnel – role on project and uploaded biosketch
- c. Budget, Budget Justification, Subcontractor Budget(s)
- d. Organization Assurances - usage of vertebrate animals, human subjects, biohazards, and DEA substances.
- e. Signature page - To be completed once all online and downloaded templates have been uploaded to SmartSimple.

2. Application Templates to be downloaded, completed, and uploaded

Form Name & Template Availability	Notes & Page Limits	Research & Pilot Awards	New Investigator Award	Postdoctoral Award
Research Plan -Word template provided	Page limit: 10 plus literature cited. Resubmissions must include an additional 2 pages revision statement immediately preceding the Research Plan. Upload a single PDF.	Required	Required	Required
Facilities -Word template provided	Page limit: 1 per template. One template per application plus one extra template per each subcontract involved.	Required	Required	Required

	Upload a single PDF.			
Biosketch -Use 2020 or newer NIH biographical sketch format; template provided -Required for Applicant PI, Co-Is, advisors/ Mentors, & other senior research roles.	Page limit: 5 pages Upload each biosketch as an individual PDF. Label as person's name and role: Doe, Jane – Co-Investigator.	Required	Required	Required
Community Engagement & Communication -Word template provided	Page limit: 1 page Upload as a PDF	Required	Required	Required
Career Development Plan -Word template provided	Page limit: 1 page Upload as a PDF	Not Applicable	Not Applicable	Required
Mentor Training Experience -Word template provided	Page limit: 2 pages Upload as a PDF	Not Applicable	Not Applicable	Required
Human Subjects Accrual -Word template provided	Page limit: None Upload as a PDF	Required	Required	Required
Vertebrate Animals -Word template provided	Page limit: None Upload as a PDF	Required	Required	Required
Appendix List & Attachments -Word template provided	Page limit: 30 including cover list. Upload as a single PDF.	Optional	Required Letters of	Optional

			Recommendation must be included as part of the appendix (Department Chair's letter is required ; provide up to 2 other reference letters if desired)	
Letters of Recommendations*	For Postdoctoral: Letter from research advisor and At least two other individuals. Minimum of 3 and up to 5 letters should be provided.	Not Applicable	Not Applicable	Required

* Letter of Recommendations for Postdoc Awards:

- Click [here](#) to access information for reviewee
- Must be submitted before the proposal is officially submitted by your signing official