

## SmartSimple Signing Official Instructions

All full applications completed in the online application submission database SmartSimple (<https://ucop.smartsimple.com>) require the electronic signature (electronic approval) of the applicant's institution signing official. As a signing official, you are required to review and electronically submit an Applicant Principal Investigator's full application on behalf of your institution.

**Note: The signing official must complete final approval prior to the published application deadline. Please work with the applicant and plan submission timelines accordingly.**

While completing the full application, the submitting Applicant PI must enter the full name and email address of the institution's signing official. Once an Applicant PI has completed the application and clicked the "Submit to Signing Official" button, you will receive an email directing you to log in to review and submit the application using SmartSimple at <https://ucop.smartsimple.com>. Detailed instructions are below.

If you have never used SmartSimple, you will receive an email from SmartSimple with instructions for creating a password and logging into your account.

UNIVERSITY OF CALIFORNIA

Welcome to Research Grants Program Office | UCOP

1. All users accessing SmartSimple for the first time, click "Register Here" to complete your account registration

2. If you see a message indicating that an account with your email address already exists, click "Forgot Password."

3. Users returning to complete an in progress application, enter your email and password and click "Login"

Principal Investigator/New User Registration  
Register Here

Login to SmartSimple

Email:

Password:

Login

Forgot Password?

Privacy & Security

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## 1. Home screen and Assigned Actions

Once logged in to <https://ucop.smartsimple.com>, you will see the Home screen that shows the status of Applications and Assigned Actions in your account. As a signing official, click “Assigned Actions – Signing Official.”

The screenshot shows the University of California Home screen. The top navigation bar includes the University of California logo, a Privacy & Security link, and a user profile for Jack Official. The main content area is titled "My Applications" and displays four cards: "In Progress Applications" (0), "Submitted / Under Review Applications" (0), "Awarded Applications" (0), and "Assigned Actions - Signing Official" (1). The "Assigned Actions - Signing Official" card is circled in red. Below this is the "Assigned Actions" section with four cards: "Deliverables" (0), "Pending Letters of Reference" (0), "Pending Subcontracts" (0), and "Grant Agreements for Review" (0).

## 2. Open the application

Find the project that has been assigned to you for review and signing. Click “Open” to access the application interface.

The screenshot shows the "Assigned Actions - Signing Official" interface. The top navigation bar includes the University of California logo, a user profile for John Smith Signing Official, and links for Home, Available Funding Opportunities, and Historical Applications. The main content area is titled "Assigned Actions - Signing Official" and features a table with the following data:

#	RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status	
1		T19IP0131	STOY Test 21	High Impact Pilot Award	Jane Doe	Institutional Signing Official	07/12/2018	07/12/2018	FA Submitted to Signing Official	Open

A red box highlights the first row of the table with the text: "1. Find the project that has been assigned to you for review and signing. Click 'Open.'" An arrow points from this box to the "Open" button in the last column of the first row.

## 3. Main tab and Notes tab

Once in the application interface, you will see two options on the left sidebar: **Main** and **Notes**.

- Main:** Click this tab to access each section of the application.
- Notes:** Click this tab to view existing Notes or create Notes for the application. Click “+” to add a new Note. Any Notes stored here are for the applicant’s reference only and will not be reviewed by RGPO staff. Please make sure to include all relevant project information in the application sections under the Main tab.

## 4. Review the application (Main tab)

- Click on the section headings to review all sections of the application. You can edit all sections except for fields on the Budget tab. If your review of the Budget tab determines that the Budget or Institution Contacts need to be updated, add instructions for the PI in the “Comments for PI” textbox, leave a Note in the Notes tab, or contact the Applicant PI directly.
- Click the “**Preview**” button at any time to view, download, or print a PDF of the application.
- Once you have reviewed, you can:
  - Click the **Signature Page** to submit the application (see step 5)
  - Send the application back to the PI for further edits. Click “**Send Back to PI.**” An email will be sent to the Applicant PI with a notification that revisions are requested.

The Applicant PI will need to log in, update the application, and re-submit the application to the signing official.

The screenshot shows the University of California application portal for application B26IB1189 RGPOTest - CBCRP IDEA STOY1. The interface includes a navigation sidebar with 'Main' and 'Notes' tabs, a top navigation bar with 'Home', 'Historical Applications', 'Assigned Committees', and 'Open Calls (Testing)'. The main content area displays application details and a form with sections for 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'PROJECT CONTACTS', 'BUDGET', 'ASSURANCES', 'DOCUMENTATION', and 'SIGNATURE PAGE'. The form includes fields for Application ID, Project Title, Project Duration, Proposed Project Start and End Dates, and a re-submission checkbox. At the bottom, there are buttons for 'Save Draft', 'Submit Full Application', and 'Send back to PI'. Five red callout boxes with arrows point to specific UI elements: 1. Points to the 'Main' and 'Notes' tabs. 2. Points to the section headings in the navigation bar. 3. Points to the 'Comments for PI' section. 4. Points to the 'Save Draft' button. 5. Points to the 'Send back to PI' button.

1. After opening the application, you will automatically be taken to the application sections under the Main tab. Switch between the Main and Notes tabs on the left side bar. In the Notes tab, you can view Notes that the Applicant PI has created, or add a new Note by clicking "+".

2. In the Main tab, click on the section headings to access sections of the application. You can edit all sections except the Budget.

3. Leave revision comments for the Applicant PI here.

4. Click "Save Draft" after you update any field.

5. If the application requires updates by the PI, click "Send back to PI."

## 5. Electronically submit the application

If you have reviewed the application and no updates are needed from the Applicant PI, please electronically submit the application by clicking on the “Signature Page” section heading. All signing officials must certify that the statements provided in the application are true, complete and accurate to the best of the signing official’s knowledge. The signing official is aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. The signing official agrees to accept responsibility for the scientific or research conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

- **Signing Official Signature:** Check the box to certify the information in the application.
- **Signee:** Type your full name into the field.
- **Date:** Type the date on which you have signed the application.

The screenshot shows the 'SIGNATURE PAGE' of a SmartSimple application. The navigation tabs at the top include: TITLE PAGE, APPLICANT / PRINCIPAL INVESTIGATOR, PROJECT INFORMATION, PROJECT CONTACTS, BUDGET, ASSURANCES, DOCUMENTATION, and SIGNATURE PAGE. The page contains two signature sections. The first section is for the Applicant, with a checkbox for certification, a text field for the name (filled with 'jane doe 2'), and a date field (filled with '08/22/2019'). The second section is for the Signing Official, with a checked certification checkbox, a text field for the name (filled with 'John Signing Official'), and a date field (filled with '08/14/2019'). At the bottom right, there are three buttons: 'Save Draft', 'Submit Full Application', and 'Send back to PI'. Three red callout boxes with arrows point to specific elements: Box 1 points to the 'SIGNATURE PAGE' tab; Box 2 points to the certification checkbox and the name/date fields of the Applicant section; Box 3 points to the 'Submit Full Application' button.

If your submission was successful, a confirmation message will appear on the screen and a confirmation email will be sent to the signing official and the Applicant PI. The email confirmation typically arrives within a few minutes (the length of time may be greater near the submission deadline). If you do not receive the SmartSimple confirmation email within an hour of your submission, please contact RGPO. You and the Applicant PI can also confirm the status of your submission by logging into your individual SmartSimple accounts and clicking on “Submitted/Under Review Applications” on the Home screen.

## Contact Information

- For questions about these instructions, please contact the Research Grant Programs Office Contracts and Grants Unit at:  
[RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)  
510-987-9386