

Research Administration & Proposal Submission System (RAPSS) Agreements Quick Reference Guide Overview

This document is intended for Departments and Central Offices.

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Agreements Overview

An **Agreement** can be initiated by either the Unit or by the Central office (depending on the type of Agreement being prepared). In either case, the individual initiating the agreement would be considered the "Author".

My Inbox | In Progress | Pending | Active

Filter by ID

ID	Name	Date Modified	Type
FP000004	Agreement-CTA2	12/22/2015 11:27 AM	Funding Proposal

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Grants > Agreement-CTA2

Agreement-CTA2

Current State: Draft

Project Information: SF424 Summary

PROPOSAL INFORMATION

PD/PI: Jamie Carr

Department: Biochemistry and Biology

Sponsors: TBD (Industry)

W New Document Review

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Agreements

Create... W New Document Review

Shows all document reviews by Pre-Review (Under Development & not yet Submitted); Under Review External Review (Submissions currently being reviewed externally); Review Complete (Document has been reviewed and approved)

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1.0 General Information

1.0.1 * What office will you be working with?

- Office of Research & Sponsored Programs (ORSP)
- Office of Corporate Contracts (OCC)
- Clear

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1.0.2 * Agreement Type:

- Center Membership Agreements
- Certificate of Confidentiality Agreement
- Clinical Trial Agreement
- Confidential Disclosure Agreement (CDA)/Non Disclosure Agreement (NDA)/Proprietary Information Agreement
- Cooperative Agreement
- Data Use Agreement
- Grants-in-Aid/Gift
- HIPAA-Business Associate Agreement
- Lab Services Agreement
- Letter of Indemnification
- Master Agreement (or SOW under Master Agreement)
- Material Transfer Agreement (RU Providing the Materials)
- Material Transfer Agreement (RU Receiving the Materials)
- Professional Services
- Registry Agreement
- Research Agreement (or SOW under Research Agreement)
- Research Plan
- Service Agreement (or SOW under Service Agreement)
- Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR)

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1.0.3 * Upload a copy of the document to be reviewed:

1.0.4 Version Number:

1.0.5 Upload any supporting documents:

1.0.6 * Provide a short description of the document:

Document Access Rights Definition:

1.0.7 Select team members that have READ and EDIT rights:

1.0.8 Select team members that have READ-ONLY rights:

Save

Initiate an Agreement

There are two ways a new agreement can be initiated:

From the Funding Proposal Workspace (if an agreement requires funding):

1. Under Current State, click **New Document Review**.

From the Agreements Tab (if an agreement does not require funding):

2. Under Create, click **New Document Review**.

General Agreement Information

3. 1.0.1- Select which office you will be working with, (**ORSP** or **OCC**), to ensure that the Agreement is processed by the appropriate Central Office.

4. 1.0.2- From the **Agreement Type** drop-down, select the desired Agreement.

Note: The Agreement type selected will determine the applicable smart forms to be completed.

5. 1.0.7- Be sure to include anyone who is a part of the submitting team and will require **Read** and **Edit** access to the agreement.
6. Once all fields are complete, click **Save** or **Continue** to proceed.

Associate Funding Proposal

The type of Agreement being prepared will determine whether or not a proposal should accompany it. Anything that involves funding (ie: Clinical Trial Agreement) will require an associated proposal and should be initiated via the **Funding Proposal Workspace** before the Agreement is set up. If a funding proposal is not required, you can proceed through the forms via the **Agreements tab**. NOTE: If you initiate an agreement from the Agreements tab first but choose a type that requires funding, you will be unable to continue until the association with the funding proposal has been made.

Funding Proposal Exists

Once the author has chosen the desired agreement type, the next section will inquire about the proposal:

1. Click **Yes**, if the funding proposal exists, then click **Continue**.
2. Associate the **Parent Funding Proposal**.
 - a. If the **Central Office** has initiated the agreement, from the Agreements Workspace go to **Set Parent Funding Proposal** and type in or search for the appropriate proposal number. Once the proposal is selected, click OK and return to **Edit Document Review**.
 - b. If the **Unit** has initiated the agreement, type the proposal number in section 1.0, then click **Select or Enter** when the appropriate funding proposal is found. Click **Continue** to proceed to the next section.

Once all sections are complete: visit [Complete and Submit Agreement](#)

Funding Proposal/Endorsement in RAPSS

1.0 * This type of agreement requires an Endorsement in the RAPSS system, does it already exist?

Yes No Clear

Pre-Submission

Edit Document Review

Printer Version

View Differences

View SmartForm Progress

My Current Actions

Submit for Review

Assign Owner

Take Ownership

Manage Agreement Security

Set Parent Funding Proposal

Set Parent Funding Proposal From RAPSS

Executing this activity link the Parent Funding proposal record to this Agreement.

* Parent Funding Proposal: FP00000470 Select...

ID	Name	PI First Name	Last Name	Organization	Date Created
FP00000470	Agreement-CTA2	Rosetta	McCamery	Biochemistry and Molecular Biology	12/17/2015 12:00 PM

OK Cancel

Pre-Submission

Edit Document Review

Printer Version

View Differences

Select Funding Proposal/Endorsement in RAPSS

1.0 * Parent Funding Proposal/Endorsement: FP00000470 Select...

ID	Name	PI First Name	Last Name	Organization	Date Created
FP00000470	Agreement-CTA2	Jamie	Carr	Biochemistry and Molecular Biology	12/17/2015 12:00 PM

Submitting Department:

Short Title:

Full Title:

Funding Proposal Does Not Exist

If a funding proposal does not yet exist:

1. Select **No** in section 1.0 and then **Continue**.
2. Click **Finish** and create the appropriate funding proposal.

Note: Either the **Central Office** or the **Unit** can create the **Funding Proposal**.

3. From the Grants tab, click **New Funding Submission** and complete the pages.
4. If the **Central Office** initiates the proposal, be sure to **Add** any proposal team members who need Read/Edit rights.
5. Complete the pages. Click **Continue** to move through the pages.
6. Once all pages are complete, follow the completion instructions on the last page of the proposal and click **Finish**.

Return to the Agreement and follow the instructions for [Funding Proposal Exists](#).

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Funding Proposal/Endorsement in RAPSS -> Continue >>

Funding Proposal/Endorsement in RAPSS

1.0 * This type of agreement requires an Endorsement in the RAPSS system, does it already exist?

☒ Yes ☐ No

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Funding Proposal/Endorsement in RAPSS -> Continue >>

Funding Proposal/Endorsement does not exist in RAPSS

You have indicated that the Endorsement does not exist in RAPSS. A record will need to be created by the ORSP or OCC in order for you to continue. Depending upon the office that you have indicated you will be working with, please contact your designated Grants Specialist (ORSP) or your designated Contracts Manager (OCC). They will assist in the creation of an Endorsement in the RAPSS and associate it with the Agreement. Once that has been done, you may return to the Agreement to complete the required information. If you have any questions, please contact your Grants Specialist or Contracts Manager for assistance or please request assistance through RAPSS Support: rapss_help@orsp.rutgers.edu

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Grants

Create...

New Funding Submission Grants

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1.0 Project Description & Contacts

1.0.1 * Which office will you be working with?

☒ Office of Research & Sponsored Programs (ORSP)

☐ Office of Corporate Contracts (OCC)

Clear

Document Access Rights Definition:

1.0.7 Select team members that have READ and EDIT rights:

First Name	Last Name	Employer	Parent Organization Name	Title	
Rosetta	McCamery	Office of Research and Sponsored Programs	Central Administration and Finance	Education Training Specialist	Remove

Enter the names of those individuals that you wish to grant READ and EDIT rights to your agreement.

1.0.8 Select team members that have READ-ONLY rights:

First Name	Last Name	Employer	Parent Organization Name	Title
There are no items to display				

Enter the names of those individuals that you wish to grant READ ONLY rights to your agreement.

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Hide/Show Errors | Print... | Jump To: - 18.0 Completion Instructions -> Finish

Complete and Submit an Agreement

Once all of the agreement smart forms have been completed, submit the agreement for Owner Review.

Complete and Submit Agreement

1. Click **Hide/Show Errors** to validate the agreement and make any necessary corrections.
2. On the final page, click **Finish**.
3. Under My Current Action click **Submit for Review**.
4. Review the Assurance and click **OK**.
5. The State of the agreement will move from Pre-Submission to **Owner Review**.

Owners: To re-route the Agreement back to the Author/Agreement team for further revisions, please review: [Owner Review- Agreements Quick Reference](#) (Page 5).

6. **Author/Agreement Team:** If an Agreement has been re-routed to you for further revisions, and all changes have been made, advance the agreement back to the Owner by executing the “**Submit Changes**” activity, as shown.

The State of the agreement will move back to **Owner Review**.

The diagram illustrates the process of completing and submitting an agreement. It features three main screenshots with numbered callouts (1-6) indicating key steps:

- Step 1:** The top navigation bar includes 'Save | Exit | Hide/Show Errors | Print... | Jump To: - Completion Instructions' and a 'Finish' button.
- Step 2:** The 'Pre-Submission' sidebar on the left includes 'Edit Document Review', 'Printer Version', 'View Differences', 'View SmartForm Progress', and 'My Current Actions' with a 'Submit for Review' button.
- Step 3:** The 'Submit for Review' form displays an 'ASSURANCE' section with a list of statements and a 'Comments (Optional)' text area. An 'OK' button is at the bottom right.
- Step 4:** The 'Owner Review' sidebar on the left includes 'View Document Review', 'Printer Version', and 'View Differences'.
- Step 5:** The 'Office Review: Pending Changes by Author' sidebar on the right includes 'Edit Document Review', 'Printer Version', 'View Differences', 'View SmartForm Progress', and 'My Current Actions' with a 'Submit Changes' button.
- Step 6:** The 'Submit Changes' form displays instructions, a 'Comments' text area, and an 'Attachments (optional)' section with an 'Add' button. 'OK' and 'Cancel' buttons are at the bottom right.

Red arrows indicate the workflow: from 'Submit for Review' (3) to 'Owner Review' (5), and from 'Submit Changes' (6) back to 'Owner Review' (5).