

Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide Initiate/Submit a Continuation

This document is intended for the Departments.

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Initiate a Continuation

A New Continuation must be initiated from the Awards module but can be executed from any State.

Project Length (Years) 3

Add 1 row: Add	Duration (Months)	Target Direct \$	Target Indirect \$	Start	End
1 Period Number Period Name Period 1	12	\$58250	\$0	1/1/2018	12/31/2018
2 Period Number Period Name Period 2	12	\$58250	\$0	1/1/2019	12/31/2019
3 Period Number Period Name Period 3	12	\$58250	\$0	1/1/2020	12/31/2020 Remove

AWARDS | Budgets | Grant Finder | Agreements | Reports

Awards

The STATE of the submission determines which tab the award appears in and will determine which ACTIVITIES will be available to you once you open the award.

- Awards in Progress: Displays awards that are in the development phase
- Active Awards: Displays awards that have an active status
- All Awards: Display all awards regardless of their current state
- Modifications in Progress: Displays Award Modifications that are in the development phase
- All Modifications: Displays all award modifications in their current state
- Approved/Declined Modifications: Displays all award modifications that have been approved or declined
- Subawards: Displays subaward activity

Awards in Progress | Active Awards | All Awards | Modifications in Progress | Approved Modifications | All Award Modifications

Filter by ID: [] Go Clear Advanced

ID	Name	Date Modified	Owner	State	PI Last Name	Submitting Dept	Parent Unit	Sponsor	Total Sponsor Authorized Amount
AWD0000025	Award test 4 (OCC AwdRec) RHM	5/16/2016 11:53 AM	McCamery, Rosetta M	Draft	Copeland	Biochemistry and Molecular Biology	Rutgers, The State University of New Jersey, Lung and Blood Institute	National Heart, Lung and Blood Institute	\$0.00

Current State

Draft

Edit Award | Printer Version | **New Continuation**

From the Awards Module:

1. To see and execute the “New Continuation” activity, there must be more than one budget period set up in RAPSS for the project.
2. Choose the desired Award from the **Awards** tab.
3. Once the Awards Workspace is opened, under Current State, click the **New Continuation** activity.
4. Give the document a new name (if desired) and click **OK**.

Note: This activity will create the new continuation.

Once the document refreshes, the State of the continuation will change to **Draft** and you will be redirected to the Continuation Smart Forms.

5. Complete the pages. Click **Continue** to move through the pages.
6. Once all remaining Smart forms are complete, on the final page click **Finish**.

Note: You will be routed to the Funding Proposal Workspace.

Create Continuation

This activity will create a new Continuation for this Award.

* Continuation Name: Continuation test

This activity will create the Continuation. Upon completion, you will be redirected to the new Continuation Smartform.

OK Cancel

1.0 General Information - Award Continuation Year Approval

PD/PI: Paul Copeland
 Submitting Department: Biochemistry and Molecular Biology
 Sponsor: National Heart, Lung and Blood Institute
 Prime Sponsor:
 Sponsor Award Number: 1R01HL123456-01
 Title: Award test 4 (OCC AwdRec) RHM
 Office: Office of Corporate Contracts (OCC)

1.0.1 * Description:

1.0.2 Mentor: [Select...]

If applicable, please indicated if there will be any changes to the mentor for the upcoming budget period.

Continue >>

5.0 Completion Instructions

Congratulations, you have completed the Award Continuation Year approval forms.

1. In the toolbar, select "Hide / Show Errors" to validate that all required questions in this application are complete. Update any errors or incomplete sections.
2. When you select "Finish" in the lower right-hand corner of this form, you will be returned to the Continuation's main workspace. When you are ready to initiate the approval process, select the activity "Submit for Review" from the Continuation's main workspace.
3. If the continuation includes updates to either compliance or export control, it will automatically be routed for "Department Review". Otherwise, the continuation will be routed directly to the ORSP/OCC for review.

Please note: If the Sponsor requires that a progress report be submitted, please proceed with the steps necessary to initiate that process, or contact either ORSP/OCC for more information.

Finish

Current State

Draft

- Edit Funding Proposal
- Printer Version
- View Differences
- View SmartForm Progress
- New Document Review

My Current Actions

- 1** Submit for Specialist Review

Submit for Specialist Review

ENDORSEMENTS:

I will abide by applicable sponsor and Institution regulations in the conduct of the program, including provision of timely reporting per terms of the award. For multi-year awards with automatic renewals (no interim progress reporting required), this form will serve the term of the award.

PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE:

- I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research.
- I certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- The proposal budget includes all the Cost Sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modification costs; I do not expect Rutgers to share in such costs.
- If an award is made, I am responsible for compliance with award terms and conditions and University policies and procedures; particularly for the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management.
- I am not aware of potential sponsor publishing restrictions or sponsor requirements for patent rights, which are in violation of Rutgers policies
- I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency.

As PI/PD for this submission, I approve the above endorsements:



Submit Continuation

From the Funding Proposal Work Space:

- 1.** Under My Current Actions click **Submit for Specialist Review.**

Note: Only the PI has the ability to execute this activity.

- 2.** Check the box to approve the endorsement and click **OK.**

The Continuation will now be routed to the Specialist for review and eventually to the sponsor for further processing.