

**Research Administration &
Proposal Submission System (RAPSS)
Copy Proposal/Create Template
Quick Reference**

This document is intended for the Proposal Team.

[Copy a Proposal.....2](#)

[Create a Template.....3](#)

Copy a Proposal

If you have completed a funding proposal and would like to begin working on a new one, you can do so by copying the existing proposal into a new document. This new version will be located in your Inbox.

Copy a Proposal

Warning: Do not execute this activity if you are submitting a Renewal, Resubmission or a Revision.

1. From any existing proposal, under My Current Actions, click **Copy Proposal**.
2. Type in the name of your new proposal
3. Be sure to select **No**, for “Copy To My Templates”.
4. Click **OK**.
5. Once the proposal workspace refreshes, scroll down to the History tab and click the **new funding proposal number** (link).
6. The new proposal will appear as a **Draft** with *many* of the smart forms already completed.

NOTE: The SF424 application will NOT copy over and will need to be recreated.

The screenshot illustrates the steps to copy a proposal. On the left, the 'My Current Actions' menu has 'Copy Proposal' highlighted (1). The 'Copy Proposal' dialog box is open, showing 'New Proposal Name' as 'New Proposal' (2) and 'Copy To My Templates?' set to 'No' (3). The 'OK' button is visible (4). Below, the 'History' tab shows a list of activities, with 'New Copy: FP00000472' highlighted (5). Finally, the 'New Proposal' workspace is shown (6), displaying a 'Draft' state and a table of proposal information.

PROPOSAL INFORMATION		CONTACT INFORMATION		BUDGET INFORMATION	
PD/FPI:	Rosetta McCamery	ORSP Contact:		Starting Date:	
Department:		Specialist:	Felipe Zambrana	End Date:	10/31/2021
Sponsors:	TBD (Industry)	Email:	felipe.zambrana@rutgers.edu	Number of Periods:	5
Submission Deadline Date:	12/31/2015	Phone:	848-932-4080	Current Period:	1
ORSP Deadline Date:	12/24/2015	Unit Contact:		Total Direct:	\$0.00
Expected Response Date:		Department Admin:		Total Indirect:	\$0.00
Limited Submission:	no	Email:		Total:	\$0.00
Bypassed Approvals?	no	Phone:			
Permission to Submit Granted?	no				

Create a Template

Creating a template will allow an existing proposal to be used as a **starting point** for other proposals. It will appear under the My Templates tab in your Inbox. You can organize your proposal templates by PI, Sponsors, Due dates, etc.

ID	Name	Primary Sponsor	PI Last Name	PI First Name	Dept	Parent Organization	Submitting Department
FP00000474	NSF	TBD (Industry)	McCamery	Rosetta	Office of Research and Sponsored Programs	Central Administration and Finance	
FP00000473	NH	TBD (Industry)	McCamery	Rosetta	Office of Research and Sponsored Programs	Central Administration and Finance	

Create a Template

7. Under Copy Proposal, name your new template and select **Yes** for “Copy To My Templates”.
8. Click **OK** and refer to step 5.
9. The current state of this proposal will appear as a **Template**.
10. To create a new proposal from this template, click **Copy Proposal** and refer to steps 2-6.
11. To locate templates you’ve created, click the **My Inbox** hyperlink and then on the **My Templates** tab.
12. To create a new proposal from a template listed, select the desired template, click **Copy Proposal** and refer to steps 2-6.

Note: The template is only a **starting point** for other proposals to be created. While you will have the ability to edit information within the template, the PI will **NOT** be able to submit for review. A new proposal must be created first, referring to steps 2-6.