

# Research Administration & Proposal Submission System (RAPSS) Legacy Continuation Quick Reference

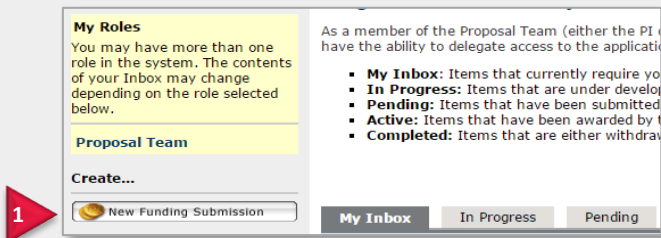
This document is intended for the proposal team.

[Initiate Legacy Continuation \(Paper Endorsement\)..... 2](#)

[Submit Proposal for Review ..... 3](#)

## Initiate Legacy Continuation (Paper Endorsement)

In an effort to transition current paper base activity into RAPSS, the proposal team should initiate the upcoming (non-competitive) continuation as a “New” funding proposal. This unique action should occur only once to establish the legacy proposal/award in the system. The work flow process would mirror that of a regular funding proposal. However, for all future budget periods, the proposal team should follow the “New Continuation” process, as illustrated in the [Continuation Quick Reference Guide](#).



### Create the Proposal

1. From the My Inbox page, click **New Funding Submission**.
2. For Q. 1.0.3 - Prefix the **Display Title** of the project with **[CON]** so that it can be identified in reports as a Continuation.
3. Click **Continue** to proceed to the next page.  
You will notice on page 4.0, the Type of Application will appear as “New”.  
Proceed through the pages.
4. For Q. 12.0.1 - Adjust the **Submission Deadline** date to correspond with the upcoming progress report deadline date.
5. For Q. 12.0.4 - Adjust the **Expected Start Date** to correspond with the upcoming budget year for the continuation, i.e.: Year 2.
6. For Q. 13.0.1 - Enter the **Target Direct/Indirect** budget information for both the upcoming and future budget periods.
7. **Do not** change the budget “Period Name”; leave as the default, ie: (Period 1).
8. If necessary, remove any additional budget period fields.
9. Once the proposal is complete, click **Finish**.

1.0.3 \* Display title of project:  
[CON] Progress Report - Yr 2

Hide/Show Errors | Print... | Jump To: - 1.0 Proposal Description & Contacts - Continue >>

4.0 General Proposal Information

4.0.1 Type of Application: New  
Type of Sponsor Selected: Federal

12.0 Submission Dates

12.0.1 \* Application submission deadline: 6/5/2018

12.0.2 ORSP submission deadline: 5/29/2018

12.0.3 \* Date response expected from sponsor (estimated): 6/25/2018

12.0.4 \* Expected Start Date: 7/1/2018

13.0 Budget Periods

13.0.1

Use Advanced Editing

Date Project Starts: 7/1/2018  
Date Project Ends: 6/30/2023  
Project Length (Years): 5

rows	Add	Duration (Months)	Target Direct \$	Target Indirect \$	Start	End	
1	Period Number Period Name	1 Period 1	\$250000	\$137500	7/1/2018	6/30/2019	
2	Period Number Period Name	2 Period 2	\$250000	\$137500	7/1/2019	6/30/2020	
3	Period Number Period Name	3 Period 3	\$0	\$0	7/1/2020	6/30/2021	Remove

Hide/Show Errors | Print... | Jump To: - 18.0 Completion Instructions (Grants.gov Submission) - Finish

**Current State**

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

**My Current Actions**

- Create-Update SF424
- 10** Submit for Departmental Review

**Submit for Departmental 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 PIPD for this submission, I approve the above endorsements:

**12**

OK Cancel

## Submit the Proposal for Review

After the proposal has been created and completed, the **PI** must submit for internal review.

- 10.** From the funding proposal workspace, click **Submit for Departmental Review**.
- 11.** Click the box to agree with the statements.
- 12.** Click **OK**.

Unlike a continuation that is initiated from a funding proposal established in RAPSS, this one time submission will include the Departmental Review workflow.