

# Research Administration & Proposal Submission System (RAPSS) Status of Award Quick Reference Guide

This document is intended for the Departments/Central Office.

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## Status of Award (from Sponsor to Department)

Once a decision has been made by the Sponsor concerning whether or not a project will be funded, an award notification will be sent to either the Department or the Central Office providing a status update. If sent to the Department:

**1**

In Progress	Pending	Active	Completed	All			
Filter by State pending Go Clear Advanced							
ID	Name	Date Modified	State PI	Submitting Dept	Parent	Primary Sponsor	Date Resp Expe
FP00000442	OCC_C_NE_G	12/16/2015 3:52 PM	Pending Sponsor Review	Copeland Biochemistry and Molecular Biology	Rutgers, The State University of New Jersey, RBHS-RWJMS	Chemistry and Chemical Biology	6/1/2

**2**

**3**

**4**

**5**

**6**

**7**

### Notify ORSP of Proposal Status (Department)

If the Department receives the Award Notification from the Sponsor, notify the Central Office of the status:

1. From the **Pending** tab, select the desired project.
2. Under My Current Actions click **Notify ORSP of the Proposal Status**.
3. Select the appropriate notification status.
4. Add any **Comments** and supporting attachments (optional).
5. Click **OK**.
6. The State of the project will change from Pending Sponsor Review to **ORSP Status Confirmation**.

### ORSP Status Confirmation (Central Office)

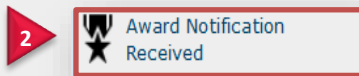
7. Once notification of proposal status is received, confirm the status by selecting from, and executing, the appropriate action.

## Status of Award (from Sponsor to Central Office)

If the Central Office/Grant Specialists (GS) receives the Status of Award, either from the Department or directly from the Sponsor, they should confirm the award status.

1

In Progress	Pending	Active	Completed	All				
Filter by State pending Go Clear Advanced								
ID	Name	Date Modified	State PI	Submitting Dept	Parent	Primary Sponsor	Date Resp Expe	
FP00000442	OCC_C_NE_G	12/16/2015 3:52 PM	Pending Sponsor Review	Copeland	Biochemistry and Molecular Biology	Rutgers, The State University of New Jersey	Chemistry and Chemical Biology	6/1/2



3

Award Notification Received

\* Sponsor Award ID:

\* Direct Sponsor: National Institutes of Health

\* Expected Sponsor Decision Date: 4/24/2017

\* Notice of Award Date:

\* Current Proposal Grand Total: \$0

\* Total Budget Target: \$0

\* Total Award Amount: \$0

\* Comments or notes for this award (Limit comments to 5 characters):

\* Sponsor Award Documents:

Add

name	description
There are no items to display	

Attachments:

Add

name	description
There are no items to display	

4

5

6

Current State

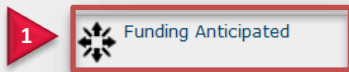
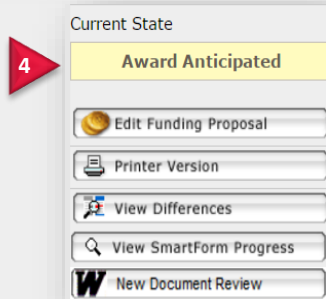
Award Notification Received

### Award Notification Received

If the Sponsor has decided to award the project, the Central Office (GS) would execute the **Award Notification Received** activity and initiate the Award Setup:

1. From the **Pending** tab, select the desired project.
2. Under My Current Actions select the **Award Notification Received** activity.
3. Complete the award information.
4. Include any **comments** and attach the **Supporting Awards Document**.
5. Click **OK**.
6. The State of the project will change to **Award Notification Received**.

**Note:** An email will now be sent to the Proposal Team as well as the Award Setup Team.

A screenshot of a web form titled 'Funding Anticipated'. The form contains instructions: 'Execution of this activity indicates that the sponsor has notified Rutgers that we will receive funding or a Notice of Award soon. Documentation to support the anticipated funding state is required. Please add comments and attach any available supporting documentation.' It has sections for 'Comments' (a text area), 'Sponsor Award Documents' (with an 'Add' button and a table with columns 'Name' and 'Version'), and 'Attachments' (with an 'Add' button and a table with columns 'Name' and 'Version'). An 'OK' button is at the bottom right. A red arrow with the number '2' points to the 'Comments' text area, and a red arrow with the number '3' points to the 'OK' button.

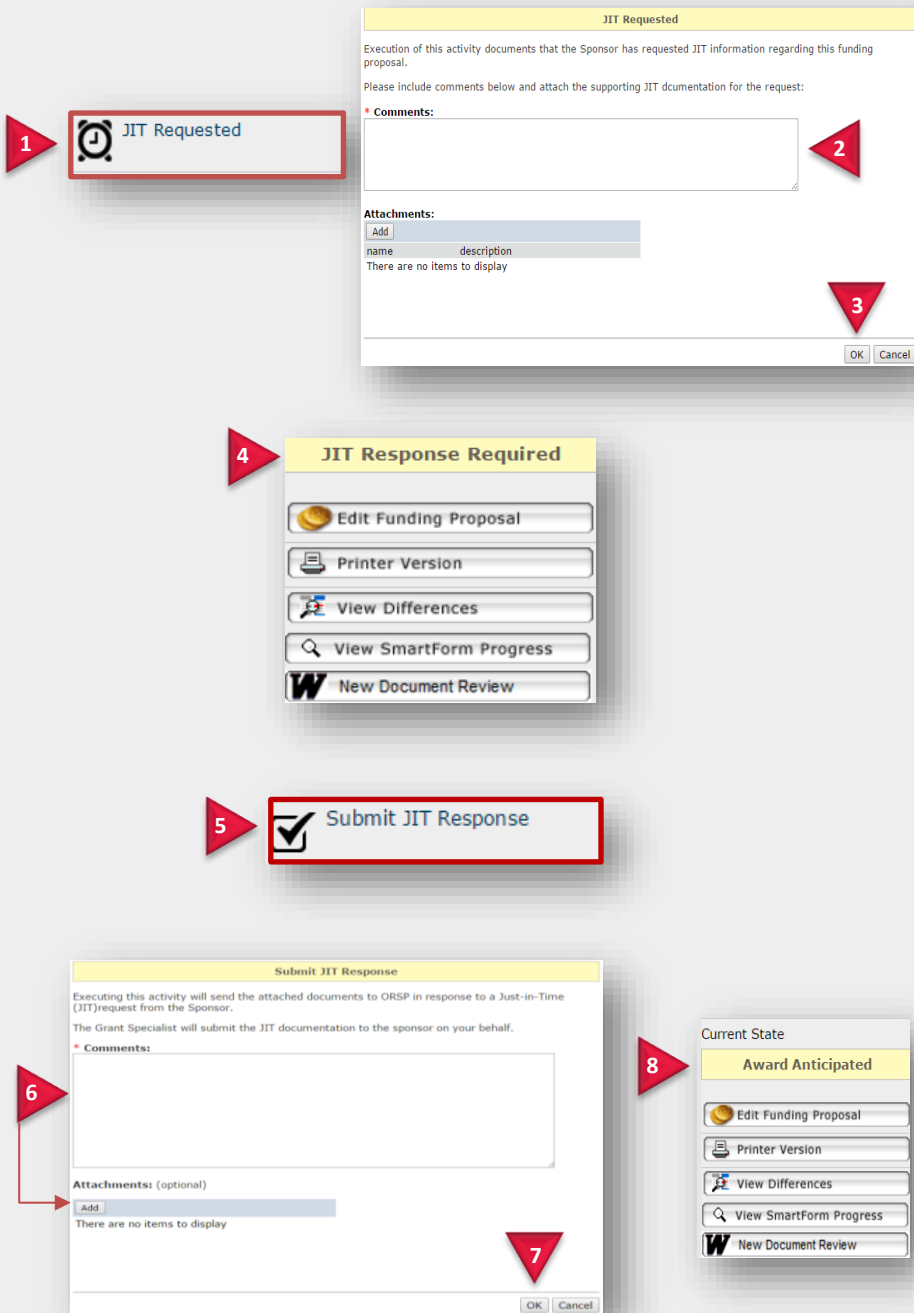
## Funding Anticipated

If the sponsor has notified Rutgers that the department will receive funding or a Notice of Award soon, the central office would update the state of the project:

1. Under My Current Actions click the **Funding Anticipated** activity.
2. Add comments and attach the required **Sponsor Award Documentation**.
3. Click **OK**.
4. The State of the project will change to **Award Anticipated**.

## JIT (Just in Time)

If the Sponsor has requested JIT information, the central office would update the state of the project and notify the department of this request. The department would then provide the central office with the necessary JIT documentation.



### Just in Time (JIT)- Central Office

1. Under My Current Actions select the **JIT Requested** activity.
2. Add comments.
3. Click Ok.
4. The State of the project will change to **JIT Response Required**.

**Note:** The central office will notify the department of this request and wait for the department to provide the necessary information.

### Just in Time (JIT)- Department

5. Once notification of a JIT is received, provide the necessary information by executing the **Submit JIT Response** activity.
6. **Add comments** and include all appropriate supporting documentation.
7. Click **Ok**.

**Note:** Executing this activity will send the attached documents to the central office in response to the Just-in-Time (JIT) request from the Sponsor.

8. The State of the project will change to **Award Anticipated**.
- Note:** The central office will submit the JIT documentation to the sponsor on the department's behalf.

**1** ← [Withdraw Submitted or Not Funded Proposal](#)

**Withdraw Submitted or Not Funded Proposal**

Execution of this activity changes the funding proposal from "Pending Sponsor Review" to one of the states indicated below.

**Warning:** There is **NO** activity available to move the funding proposal back to a previous state.

Comments justifying this action must be entered and any available documentation should be uploaded.

**\* Reason For Withdraw:**

Withdrawn By Institution

Not Funded

Withdrawn By Sponsor

**\* Comments:**

**Attachments (optional):**

Add	
name	description
There are no items to display	

**5a**

**Not Submitted**

- 
- 
- 
- 
- 

**5b**

**Not Funded**

- 
- 
- 
- 
- 

**Withdraw Submitted or Not Funded Proposal**

If the project has been withdrawn by the institution or the Sponsor, or it has been determined that the project will not be funded, the Central office would update the state of the project:

- 1.** Under My Current Actions click the **Withdraw Submitted or Not Funded Proposal** activity.
- 2.** Select the appropriate option under **Reason for Withdraw**.
- 3.** Add **comments**.
- 4.** Click **OK**.
- 5a.** If withdrawn by the sponsor or institution, the State of the project will change to **Not Submitted**.
- 5b.** If the project is Not Funded, the State of the project will change to **Not Funded**.