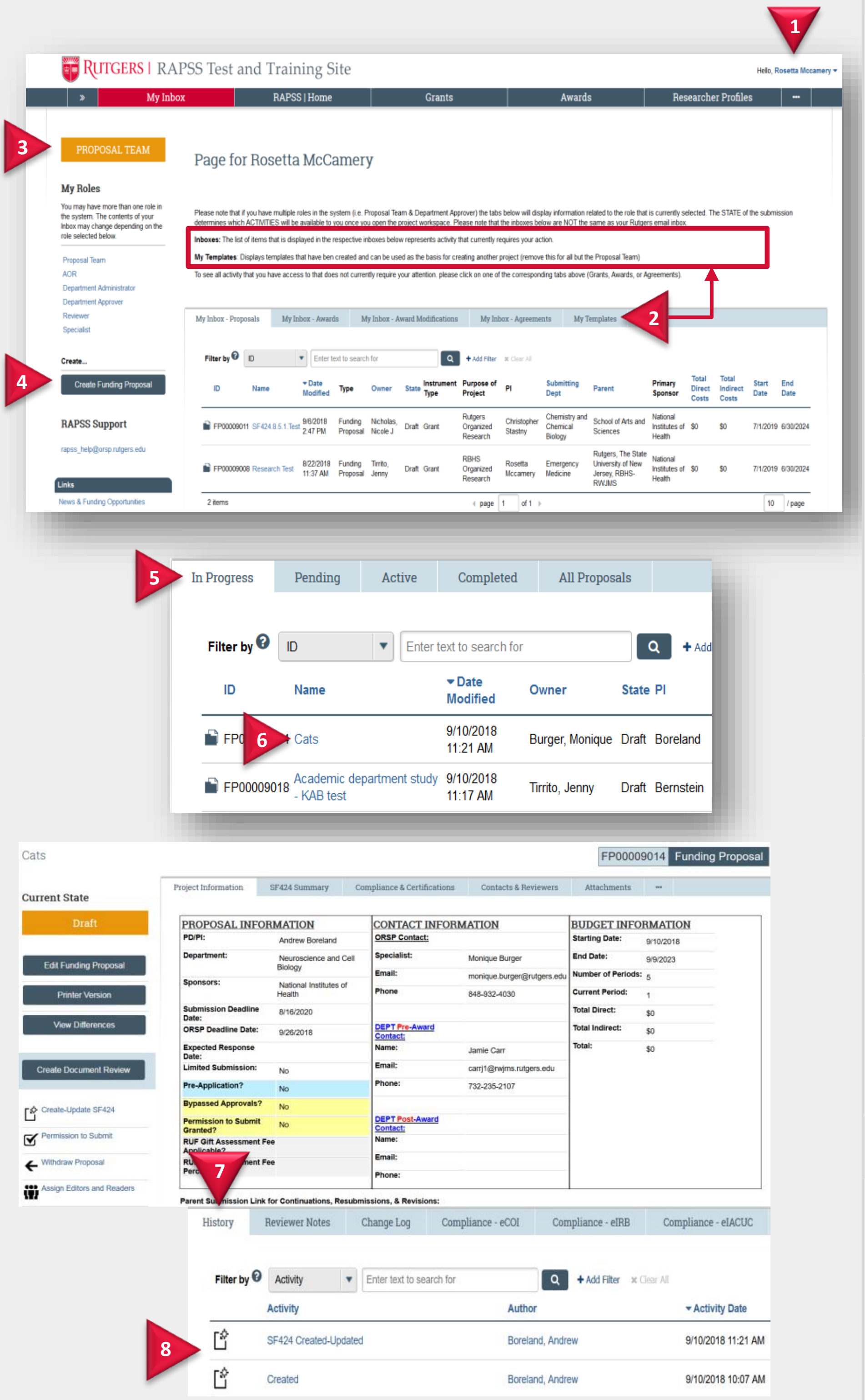
RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

Research Administration & Proposal Submission System (RAPSS) Proposal Team Quick Reference

This document is intended for the proposal team.

Software Overview and Basic Navigation

When you first log in, you will be on your My Inbox page. You can always get back to this page by clicking My Inbox in the top right.



Navigate My Inbox

From My Inbox, you will find:

1. **Logout** link to exit the system.
2. **Tabs** listing your funding proposals in various stages of the process. The text at the top of the page describes the tabs.
3. Your **Role**. If you have more than one role, select the Proposal Team role under My Roles. Roles determine what appears in My Inbox as well as your access to proposals, actions, and activities in the system.
4. **Buttons** or **Links** to which your role has access, for example, a button to **Create Funding Proposal**.

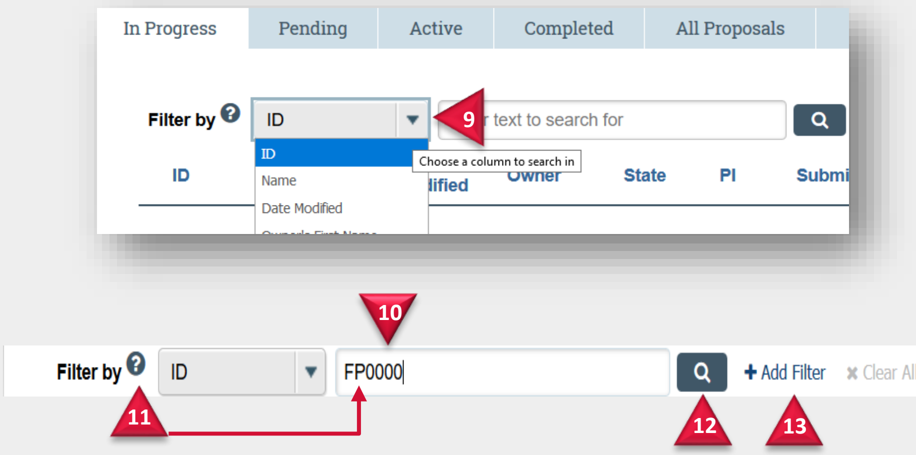
Open a Proposal

5. From the **Grants** tab, click the appropriate tab to see your proposals. To find a specific proposal, see Filter Data in a Table.
6. Click the proposal name to open it.

The funding proposal workspace opens. See Navigate Funding Proposal Workspace for details.

View Proposal History

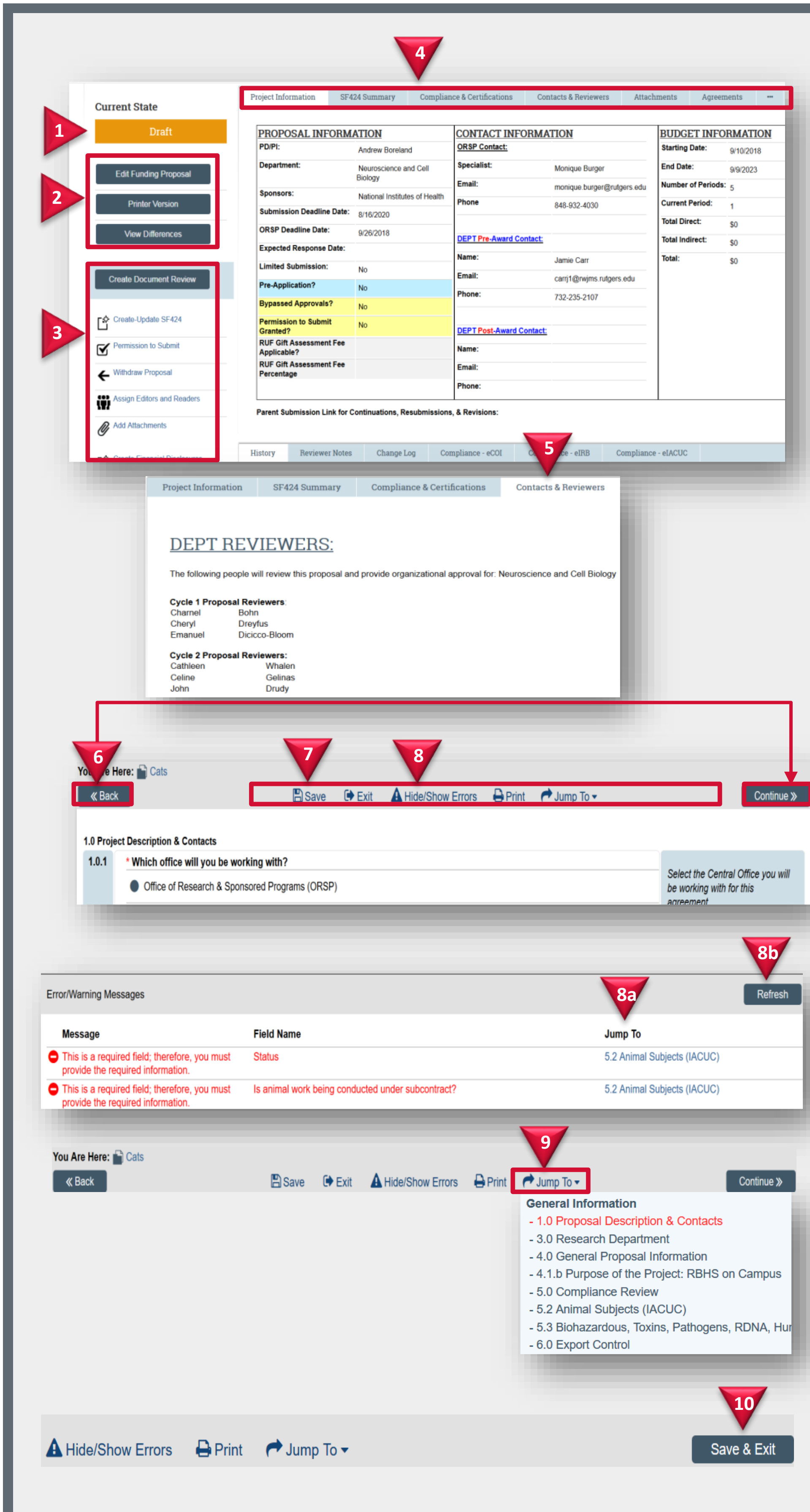
7. In the proposal workspace, click the **History** tab.
8. The history lists the activity taken on the proposal including any comments or attachments added.



Filter Data in a Table

To find a specific item in a table, use the Filter by feature:

9. Select the column to filter by.
10. Type the beginning characters for the items you want to find. You can also type a % symbol as a wildcard before the characters. For example:
    - FP shows all items beginning with FP
    - %FP0000 shows all items containing FP0000
11. For a list of operators you can type in the text box, click the Help icon.
12. Click **magnifying glass** to apply the filter.
13. To combine multiple filter criteria, click **Add Filter**.



Navigate Funding Proposal Workspace

When you open a proposal, you will see the proposal workspace:

1. The **State** of the proposal in the process. For example, Draft means the proposal has not been submitted for review.
2. **Buttons** for activities related to proposal pages such as edit, view, or print pages, depending on your role.
3. **Actions** you can perform in the current state.
4. **Tabs** of information related to the proposal, SF424, and review.
5. The **Contacts and Reviewers** tab lists the reviewers and approvers for the proposal.

Navigate Funding Proposal Pages

A navigation bar appears at the top and bottom of each proposal page:

6. **Back** and **Continue** move you backward and forward through the pages. Continue saves your entries; Back does not.
7. **Save** saves your entries and **Exit** returns you to the proposal workspace. Save only appears if you can edit the proposal.
8. **Hide/Show Errors** shows a pane at the bottom of the page listing all pages with errors. If you can edit the proposal, you can fix the errors as follows:
   a. Click the **Jump To** link to go to that page and fix the error.
   b. Click **Refresh** to update the messages.
9. **Jump To** menu lists all the proposal pages. Select a page to jump to it.
10. **Save & Exit** on the last page saves your proposal and returns you to the proposal workspace.

Create a Funding Proposal

If you have more than one role in the system, select the **Proposal Team** role under My Roles to create a funding proposal.

Create the Proposal

1. From the My Inbox page, click **Create Funding Proposal**.
2. Complete the pages. Click **Continue** to move through the pages.
3. Click **Hide/Show Errors** to validate the proposal. To correct errors, see Navigate Funding Proposal Pages.
4. On the final page, click **Save & Exit**.

   You can continue to edit the proposal (Edit Funding Proposal button on the workspace) until **the PI** submits it for review.
5. **Only if applicable**, create the SF424 application. See Create or Update the SF424 Application.
6. If the proposal is complete, including all documents and final science, see Grant Permission to Submit Proposal to Sponsor. If not, you will need to perform this step before your proposal can be submitted to the sponsor.

Submit the Proposal for Review

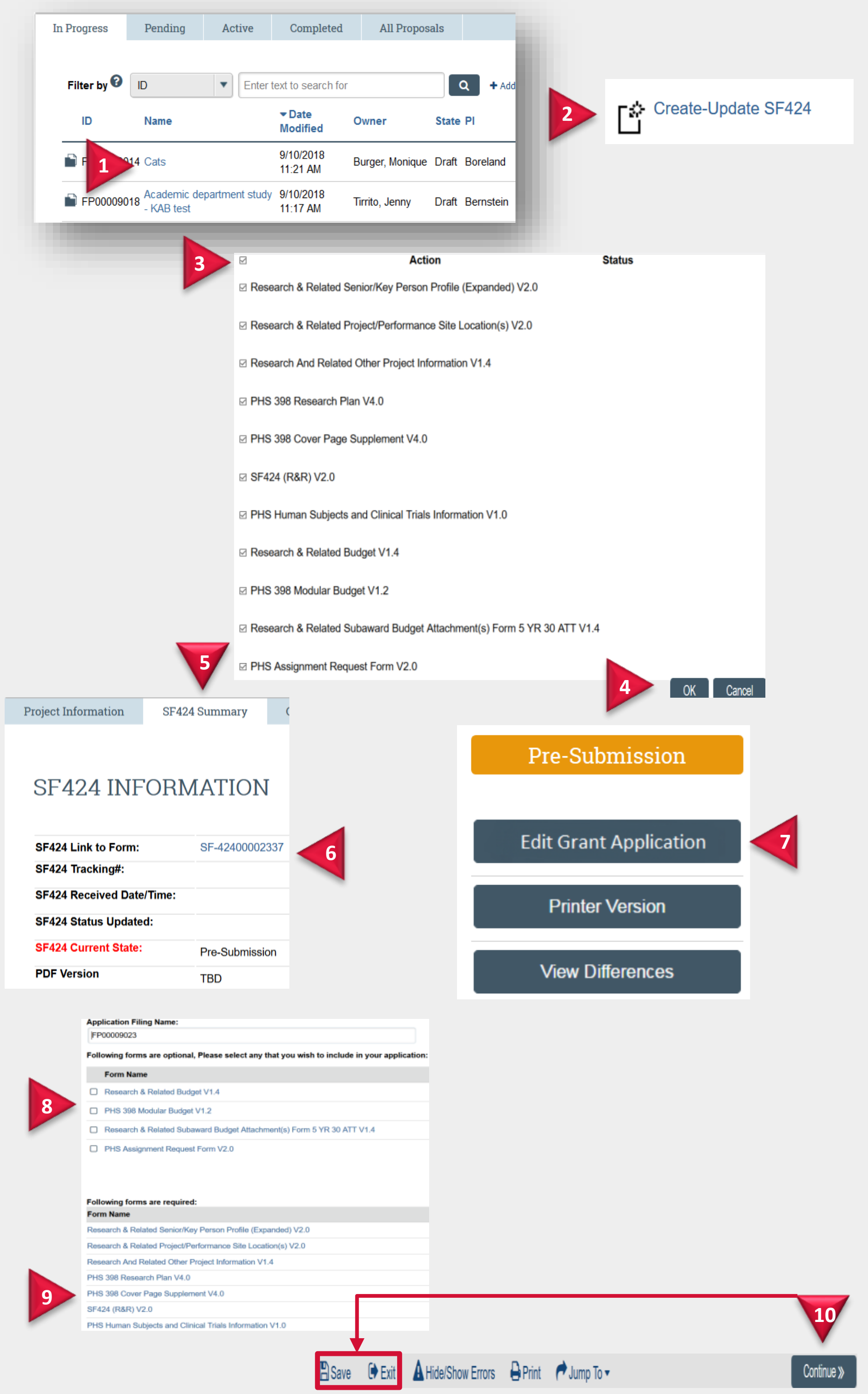
After you have created the proposal and SF424 application, **only the PI** can submit the proposal for internal review.

7. From the funding proposal workspace, click **Submit for Departmental Review**.
8. Click the check box to agree to the statements.
9. Click **OK**.

You can continue to update your SF424 while the proposal is in review.

Create or Update the SF424 Application

Generally, you will create the SF424 application prior to submitting the funding proposal for review.
Warning: Once created, any manual updates you make to mapped fields in the SF424 application will be overwritten if you recreate the SF424 application. To update an existing SF424 application, see Update the SF424 Application.



Create the SF424 Application

1. Open the funding proposal.
2. From the proposal workspace, click **Create-Update SF424**.
3. Select the forms you want to include in the SF424 application.
4. Click **OK**. The SF424 is created, populated with data from your funding proposal.

Update the SF424 application with any missing data (steps below).

Update the SF424 Application

5. From the proposal workspace, click the **SF424 Summary** tab.
6. Click the SF424 ID link.
7. In the SF424 workspace, click **Edit Grant Application**.
8. To add an optional form, select the form check box and then click **Continue** to update the form.
9. To update an existing form, click the link and make the changes.
10. To continue working on the form click **Continue**. When done updating a form, click **Save** and then **Exit** to return to the SF424 workspace.

When finished filling out the SF424 application, go to Validate the SF424 Data.

Validate the SF424 Data

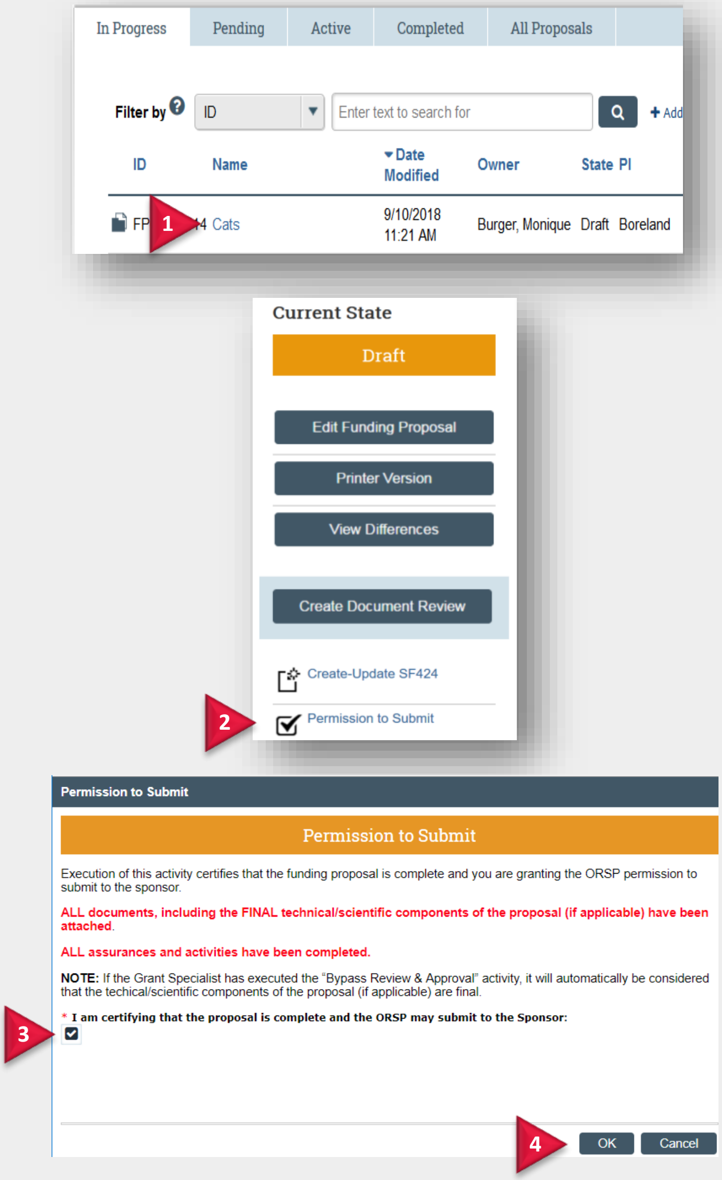
After you have filled in as much of the SF424 as possible, validate the form.

11. From the funding proposal workspace, click the **SF424 Summary** tab.
12. Click the SF424 ID link.
13. In the SF424 workspace, click **Validate Submission**.

    Fix any errors listed in the Error/Warning Messages pane by manually updating those pages. See Update the SF424 Application. Click **Validate Submission** again to ensure no errors.

Grant Permission to Submit Proposal to Sponsor

Before a proposal can be submitted to the sponsor, it must include all required documents and the final science. If a proposal was not complete when it was submitted for department review, you can perform this step at any time up to and while the proposal is in the Specialist Review state.



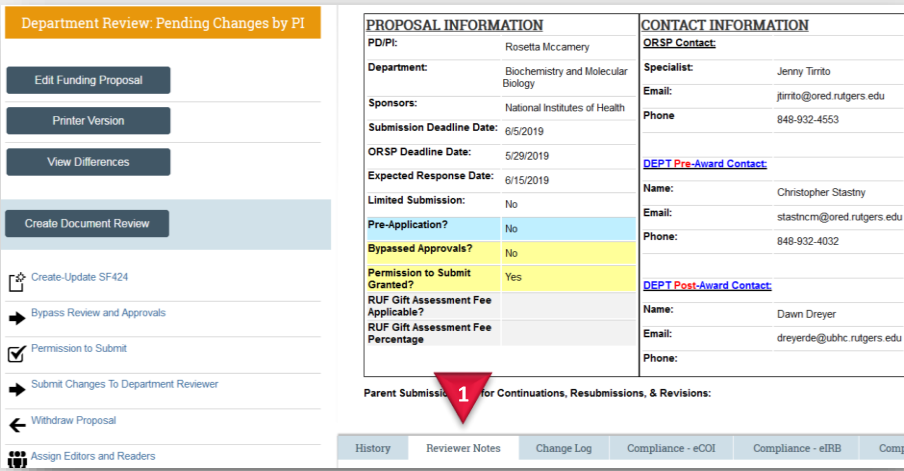
Grant Permission to Submit

Important: **DO NOT** perform these steps if you are not ready to submit your proposal to the sponsor. Doing so indicates to the ORSP that the application is final and ready to be submitted.

1. Open the funding proposal.
2. From the funding proposal workspace, click **Permission to Submit**.
3. Select the check box to indicate the proposal is complete and can be submitted to the sponsor.
4. Click **OK**.

Respond to a Reviewer Request

If a reviewer requires you to change something in your proposal, you will receive an email indicating this. Review the request details and then respond to the request.

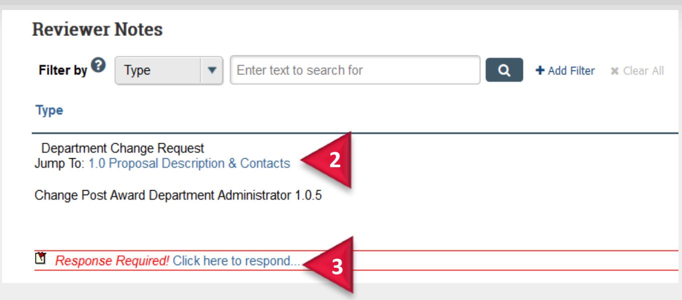


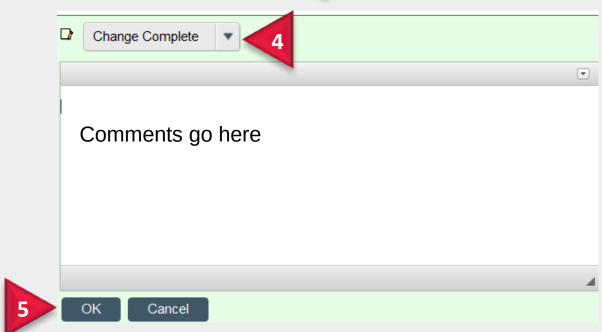
Review Request

Review the email message and click the proposal ID link to open the proposal.

If you no longer have the email, you will find the proposal on your My Inbox tab.

1. If the reviewer logged reviewer notes, click the **Reviewer Notes** tab and go to Respond to Reviewer Notes below. If not, go to Submit a Response.



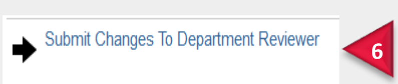


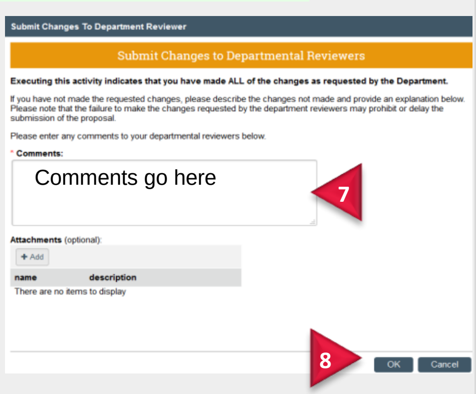
Respond to Reviewer Notes

For each reviewer note:

2. If you need to edit the proposal in response to the reviewer note, click the **Jump To** link and make the change.
3. From either the proposal page or the Reviewer Notes tab, click the **Click here to respond** link.
4. Select a response and explain your response in the text box.
5. Click **OK**. If on a proposal page, exit the proposal when done.

Submit your response (steps below).





Submit a Response

6. On the proposal workspace, click **Submit Changes To Department Reviewer** or **Submit for Department Re-Review**.
7. In the Comments box, explain your response to the reviewer.
8. Click **OK**.