

Research Administration & Proposal Submission System (RAPSS) Agreements Quick Reference Guide Under Review

This document is intended for all Reviewers.

Under Review:

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Under Review

Once an agreement is routed to the Reviewers, the State of the agreement changes from Owner Review to **Under Review**. While **Under Review**, all assigned reviewers will have the ability to **Check in/Check out documents**, **Add Reviewers**, **Check for Compliance** and **Submit Review**.

Check In/Out Documents

Reviewers can download and review an agreement from the **Agreements Workspace**:

1. Click on the **Agreement Information** tab.
2. Under **Document Information** click on the **link** to download and review the agreement.

Note: If reviewers wish to make changes or add information, they would need to upload the changed version of the agreement utilizing the **Check-in/Check-out** feature:

3. From My Current Actions, click the **Check Out** activity.

Note: Executing this activity will allow only that reviewer the ability to upload a changed version of the agreement. All other reviewers will be restricted to downloading the document for review.

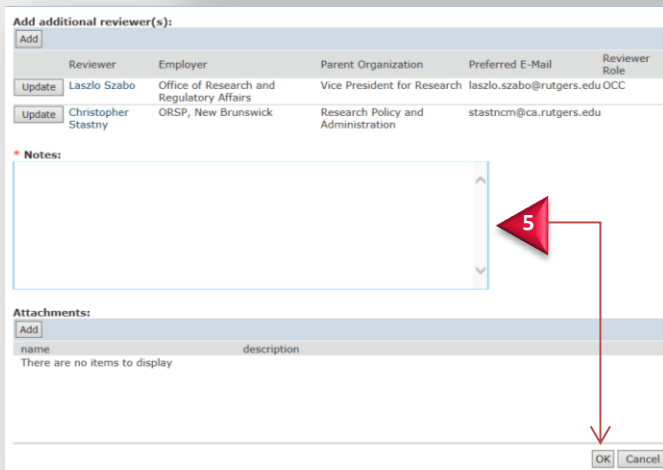
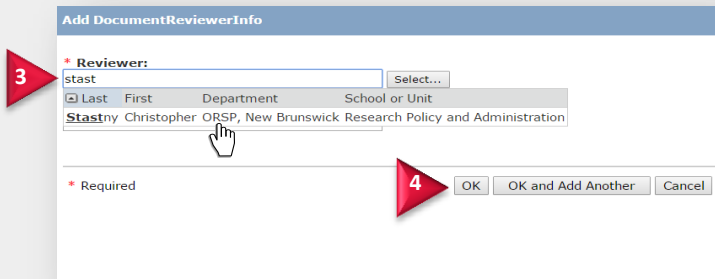
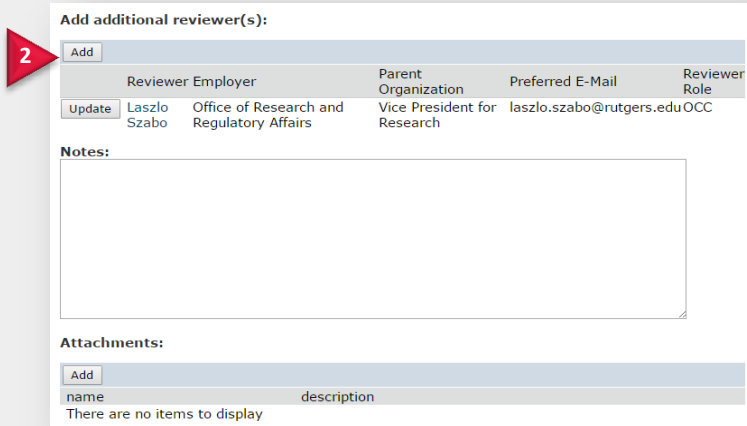
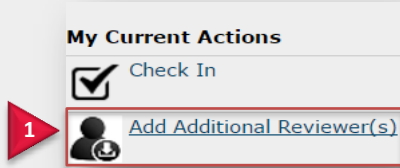
4. When all changes have been made to the agreement, click **Check-in**.

5. Click **Choose File** and upload the changed version. Be sure to maintain the same file name.

6. Click **OK**.

Note: Other reviewers may now check-out the agreement to make any additional changes.

The composite image illustrates the workflow for checking in/out documents. It includes a screenshot of the 'Agreement Information' tab with fields for Agreement Information, Contact Information, and Document Information. Below this are two 'My Current Actions' panels: one with 'Check Out' selected and another with 'Check In' selected. A 'Choose File' dialog box is shown with a file named 'CTA2-For AG' selected. The steps are numbered 1 through 6 with red arrows pointing to the corresponding elements in the screenshots.



Add Reviewers

If a reviewer wishes to include additional individuals to review the agreement, he can do so by executing **Add Additional Reviewer(s)**:

- 1.** Under My Current Actions click **Add Additional Reviewers**.
- 2.** Click **Add** to include all appropriate Reviewers.
- 3.** Type the desired name into the search field and **double-click** the name when it appears in the dropdown.
- 4.** Click **OK**.
- 5.** Once all desired Reviewers have been added, include your notes and click **OK**.

Check for Compliance

Depending on the type of Agreement being executed, a reviewer has the ability to check certain compliance information for accuracy (if applicable):

1. From the Agreements Workspace, click the **Compliance and Certifications** tab.
2. Reviewers can check information such as **Intellectual Property**, **Compliance Information** and **Export Control**.
3. To review the **Intellectual Property** or **Clinical Trial** smart forms for accuracy, from the Agreement Workspace, click **View Document Review**.
4. From the **Jump To** drop down menu, click the appropriate forms.
5. To review the **Compliance** or **Export Control** smart forms for accuracy, click on the associated **Parent Funding Proposal** number found under the **Agreement Information** tab.
6. From the Funding Proposal Workspace, click **View Funding Proposal**.
7. From the **Jump To** drop down menu, click the appropriate forms.

Agreement Information | **Compliance & Certifications** | Contacts & Reviewers | External Contacts | Attachments

Additional Certifications

INTELLECTUAL PROPERTY

Will RU/RBHS background intellectual property be used:

Is there new intellectual property potential?

Is the Sponsor or Small Business Concern a licensee of background Intellectual property?

CLINICAL TRIAL INFORMATION:

Is Clinical Trial? no

Is this a Drug or Device Trial? There are no items to display

Indicate the phase of the trial

Compliance Information

Human Subjects: no

Animal Subjects: no

BioSafety: no

REHS: no

hESCRO: no

Export Control

Foreign Nationals: No

Funding by International Sponsor: no

Work outside of USA: no

Under Review

W View Document Review

Printer Version

View Differences

Jump To: - General Information

1 - General Information

- General Information

- Agreement Information

4 - Intellectual Property

- Intellectual Property

6 - Clinical Trials or Registry Agreements

- Clinical Trials or Registry Agreements or Subco

Agreement Information | Compliance &

AGREEMENT INFORMATION

PD/PI:

Submitting Department:

Sponsor:

Category:

Description:

Term/Period Performance Start Date:

Term/Period Performance End Date:

Parent Funding Proposal: FP00000253

Draft

View Funding Proposal

Printer Version

View Differences

View SmartForm Progress

W New Document Review

Jump To: - 1.0 Proposal Description & Contacts

General Information

- 1.0 Proposal Description & Contacts

- 3.0 Research Department

- 4.0 General Proposal Information

4.1.b Purpose of the Project: RBHS on Campus

- 5.0 Compliance Review

5.4 Materials, Machines, Lasers, Chemicals (REHS)

- 6.0 Export Control

- 7.0 Financial Conflict of Interest (FCOI)

Submit Review

Instructions: Use this form to submit your review of the agreement.

* Reviewer Comments:

Attachments:

name	description
There are no items to display	

OK Cancel

My Current Actions

- ✓ Check Out
- ✓ **Submit Review**
- ⊕ Add Additional Reviewer(s)
- ✉ Log Correspondence

Owner Review

- W Edit Document Review
- Printer Version
- View Differences

Submit Review

Once a Reviewer completes his review and the document is checked back in, the Reviewer will execute **Submit Review**:

1. Under My Current Actions click **Submit Review**.
2. Add reviewer comments and click **OK**.

Note: The agreement will remain in the **Under Review** state until all reviews have been completed.

3. Once the last Reviewer submits his review, the agreement will move from Under Review back to **Owner Review**.