

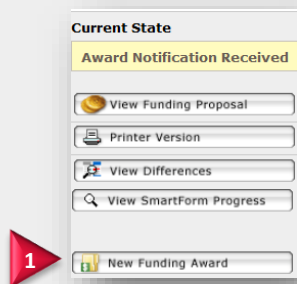
Research Administration & Proposal Submission System (RAPSS) Award Notification Received Quick Reference Guide

This document is intended for the Central Office- Award Setup Team (**AST**), Departments and Reviewers.

<u>Award Notification Received (New Funding Award).....</u>	<u>2</u>
<u>Department Reconciliation/Review</u>	<u>3</u>
<u>Submit for Review/Submit Review</u>	<u>4</u>
<u>Pending Account Setup</u>	<u>5</u>
<u>Activate/Activate Restrictions</u>	<u>6</u>

Award Notification Received

Once the Central Office (GS) confirms Award Notification Received for a project, the Central Office Award Setup Team (AST) would initiate the New Funding Award process.



<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 General Information -

Continue >>

1.0 General Information

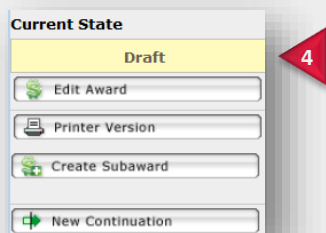
1.0.1

* Award Short Display Title:
OCC_C_NE_G

* Full Title of Project:
ORSP-NIH-Electronic Grants.gov-Grant

Save | Exit | Hide/Show Errors | Print... | Jump To: - Completed Award -

Finish



New Funding Award (AST)

1. Under Current State click **New Funding Award**.

Note: Executing this activity will route you to the pre-populated Award smart forms and generate a new Award Number.

2. Complete all of the "Central Office" required Award smart forms. Click **Continue** to move through the pages.

Note: There will be pages that the Central Office AST will be required to complete while the Department has "View Only" access.

3. Once the forms are completed, on the final page click **Finish**.

4. The State of the Award will change to **Draft**.

Current State

Draft

Edit Award

Printer Version

Create Subaward

New Continuation

Award Documents

Terms And Conditions

Activities

Pending Account Setup

1 Forward to Department Reconciliation

Forward to Department Reconciliation:

The responses in this form will be sent via email notification to the project team. You will be copied on this notification.

Rutgers has received the attached Notice of Award (NoA)/Fully-Executed Contract in the Office of Research and Sponsored Programs (ORSP)/Office of Corporate Contracts (OCC). Please review this documentation for accuracy, all Terms and Conditions and reporting requirements as well as save a copy for your records.

Required actions:

*** Department Reconciliation Checklist:**

- ☐ Budget Reduction: This project was awarded at a funding level less than originally proposed. Please submit a detailed project budget by the date indicated below. If ORSP/OCC does not receive an updated budget by the date indicated, we will apply the funding reduction equally across all cost categories included in the original proposal budget.
- ☐ Budget Reduction: This project was awarded at a funding level less than originally proposed by 25% or more. We want to confirm that you still wish to accept the award due to the significant programmatic impacts and/or changes in scope represented by this budget reduction. If not, please submit a detailed project budget reflecting the revised amount of funding. If you have concerns about the scope of work and need to negotiate or revise with the Sponsor or wish to decline the funding as awarded, please contact your ORSP Grants Specialist/OCC Contract Specialist.
- ☐ Compliance: Per the submitted proposal, this project involves the following compliance related items. Please confirm the protocols and provide the protocols numbers associated with this award.
- ☐ Conflict of Interest: Please create a research certification in eCOI and verify that all FCOI Investigators have completed the certification.
- ☐ Subawards: This award includes one or more outgoing subawards. Please collect the Statement of Intent, budget, budget justification, compliance approvals (if applicable), and the Commitment Form from each subaward institution. Please send all required updates and documents to ru_subawards@grants.rutgers.edu.
- ☐ Subawards: This award includes one or more outgoing subawards. The subaward documents have been sent to the ORSP subaward team execution.
- ☐ Account/Index Request: If this award requires multiple accounts or indices, please complete the Sponsored Programs Fund Source/Index Establishment and Modification Request Form and completed budget template for each fund source/index and return to the ORSP/OCC Specialist.

Budget Deadline Date:

COMPLIANCE REQUIREMENTS:

Human Subjects (IRB):	<input type="radio"/> Yes	<input type="radio"/> No	Clear
Animal Subjects (IACUC):	<input type="radio"/> Yes	<input type="radio"/> No	Clear
Biohazards, Toxins, Pathogens, rDNA, Human Tissues/Cells (Biosafety):	<input type="radio"/> Yes	<input type="radio"/> No	Clear
Materials, Machines, Lasers, Chemicals (REHS):	<input type="radio"/> Yes	<input type="radio"/> No	Clear
Human Embryonic Stem Cell Research (HESCRO):	<input type="radio"/> Yes	<input type="radio"/> No	Clear

Comments:

attachments:

Add

Document

There are no items to display

Select "OK" to Submit for Department Reconciliation for this award.
Select "Cancel" to return to the award workspace without taking action.

OK Cancel

Current State

Departmental Reconciliation

Edit Award

Printer Version

Create Award Modification

Create Subaward

New Continuation

6

1.0 General Information

1.0.1

* Award Short Display Title:
OCC_C_NE_G

* Full Title of Project:
ORSP-NIH-Electronic Grants.gov-Grant

Department Approves Reconciliation

Comments:

Attachments:

Add

name description

There are no items to display

OK Cancel

8

9

10

Central Office Review

Edit Award

Printer Version

11

Email Subaward Specialist

Department Reconciliation/Review (AST)

If the project involves any type of compliance, budget, sub awards or conflict of interest related items, it will need to be sent to the department for reconciliation before the account is set up:

- Under Activities, click **Forward to Department for Reconciliation** and select the desired options from the reconciliation checklist.
- Add **comments**.
- Click **OK**.
- The project will be routed back to the Department and the State of the Award will change to **Departmental Reconciliation**.

Department Reconciliation/Review (Department)

- Click the **Edit Award** activity.
- Complete the "Department" required Award smart forms and click **continue** to move through the forms.
- Once all other reconciliation requests have been addressed, go back to the award workspace and execute the **Department Approves Reconciliation** activity.
- Add **comments**.
- Click **OK**.
- The project will be routed back to the state of **Central Office Review (AST)**.
- If there is a sub-award involved, the department should also email the sub-award specialist informing him/her of this during this time.

Activities

- Pending Account Setup
- Forward to Department Reconciliation
- Set Award Relationships
- Upload Attachments
- Assign Ownership
- Assign to Default Owner
- Log Comment
- Log Correspondence
- Submit for Review**

Submit for Review

PLEASE NOTE: If a previously identified reviewer has already submitted their review **AND** you require that they re-review the agreement, you **MUST** remove them from the list and re-add them. This will clear date they submitted their previous review and allow for the re-review.

DO NOT remove any other reviewers from the list, **ONLY** the ones that need to re-review. The other reviewers **WILL NOT** be sent a notification requesting a re-review.

* Select which users must review this award:

Add

Reviewer: E
There are no items to display

Add Ancillary Review

* Reviewer: **2**

Role in review process

* Required

OK OK and Add Another Cancel

Submit for Review

* Select which users must review this award:

Add

Reviewer	Employer	Parent Organization	E-Mail	Reviewer Role
Update	Rosetta McCamery	Office of Research and Sponsored Programs	Central Administration and Finance	rose.mccamery@rutgers.edu

3

* Comments:

4

Attachments:

Add

There are no items to display

OK Cancel

5

Pending Compliance Review

Edit Award

Printer Version

Create Award Modification

Create Subaward

New Continuation

6

Submit Review

7

Submit Review

* Do you approve this submission?
☐ Yes ☐ No [Clear](#)

Comments

Supporting Documents:

Add

Name	Description	Owner	Created Date	Modified Date	Version Number
There are no items to display					

8

OK Cancel

9

Current State

Central Office Review

Edit Award

Printer Version

Submit for Review (AST)

If the project requires additional compliance or legal review, it would be routed to the appropriate individuals within that department for review. However, execution of this activity/process need only be performed **if applicable**.

- 1.** To initiate compliance review, execute the **Submit for Review** activity and click **Add** to include reviewers.
- 2.** If multiple reviewers are required click **OK and Add Another**, otherwise click **OK**.
- 3.** Once all reviewers have been identified, add **comments**.
- 4.** Click **OK**.
- 5.** The project will be routed to the Reviewers and the State of the Award will change to **Pending Compliance Review**.

Submit Review (Reviewers)

Once under compliance review, review the necessary documents for congruency.

- 6.** Upon completion of compliance review, execute the **Submit Review** activity.
- 7.** If approved, select "Yes" and add any relevant comments.
- 8.** Click **OK**.
- 9.** The state of the Award will change to **Central Office Review**.

Note: If the submission was not approved, the award would be routed back to the Central Office for further review/changes.

Note: To see the Reviewers listed, or to check the status go to the **Contacts and Reviewers** tab.

Pending Account Setup

Pending Account Setup occurs once the award smart forms have been completed, all reviews and approvals have been accomplished (if applicable), and the award is ready to be activated. By noon of each business day, all awards in this state will be transmitted to the DGCA Oracle Cloud. By the next business day, the primary project (account) number will have been established in the cloud and will be available for retrieval by the AST to complete the award set up.

Pending Account Setup (AST)

- 1a.** If the Department Reconciliation and Review process is executed and completed, from the state of **Central Office Review**, execute **Pending Account Setup**.
- 1b.** If the New Funding Award activity is executed and no further review is required, from the state of **Draft** execute **Pending Account Setup**.
- 2.** Include the required Oracle Cloud **Award** and **Primary Project** numbers.
- 3.** Add comments.
- 4.** Click **Ok**.
- 5.** The State of the project will change to **Pending Account Setup**.
- 6.** If additional changes are required, execute the **Return to Central Office Review** activity.
- 7.** Make the necessary changes and re-execute the **Pending Account Setup** activity.

Note: Once an Award has reached the state of **Pending Account Setup**, no further changes should be made.

Note: This will stop the Award setup process, and will prevent it from being included in the nightly oracle transmit.

Note: Once an award reaches the state of **Pending Account Setup**, the next and final step would be to activate the award.

Current State: Central Office Review

- Edit Award
- Printer Version
- Create Award Modification
- Create Subaward
- New Continuation
- Award Documents
- Terms And Conditions

Activities

- Pending Account Setup (1a)

Current State: Draft

- Edit Award
- Printer Version
- Create Subaward
- New Continuation
- Award Documents
- Terms And Conditions

Activities

- Pending Account Setup (1b)

Pending Account Setup

1.0 * Financial Management System (Oracle Cloud) Award Number: Enter the Financial Management (Oracle Cloud) award number

2.0 * Financial Management System (Oracle Cloud) Primary Project Number: Enter the primary number to be associated with the Financial Management (Oracle Cloud) award number above. This will be the first project associated with the award and will be that for Contact PO/PI

3.0 * Comments:

4.0 attachments: Document
There are no items to display

OK (4)

Current State: Pending Account Setup

- Edit Award
- Printer Version

Activities

- Return to Central Office Review (6)

Current State: Central Office Review

- Edit Award
- Printer Version
- Create Award Modification
- Create Subaward
- New Continuation
- Award Documents
- Terms And Conditions

Activities

- Pending Account Setup (7)

Activate/Activate-Restrictions

Once the Oracle Cloud Award and Primary Project Numbers are received, the Central Office (AST) can choose to either activate the award or activate the award with restrictions (if applicable).

Current State

Pending Account Setup

Edit Award

Printer Version

Create Award Modification

Create Subaward

New Continuation

Award Documents

Terms And Conditions

Activities

Return to Central Office Review

Activate - Restrictions

Activate

1 **Activate**

2

ACTIVATE

Instruction: Clicking the OK button below will activate this award for the following Funding Proposals.

Awarded Funding Proposals:

ID	Name	Principal Investigator	Submitting Department	Parent Organization	Primary Sponsor	Project State
FP00001988	Training in pharmacokinetics and pharmacodynamics	Leonid Kagan	Pharmaceutics	Ernest Mario School of Pharmacy	Achillion Pharmaceuticals, Inc.	Award Notification Received

Awarded Through Funding Allocations **Recorded Sponsor Award Amounts**

\$0	\$150,500
-----	-----------

WARNING : Total of award amounts entered on funding allocations are less than total Sponsor Award amount (2.0 Award Setup). If this is not correct cancel this activity and make adjustments as needed

Authorized Through Funding Allocations **Total Authorized**

\$0	\$74,000
-----	----------

WARNING : Total Authorized amounts entered on funding allocations are less than total Sponsor Authorized amount (2.0 Award Setup). If this is not correct cancel this activity and make adjustments as needed

Financial Management System (Oracle Cloud) Award Number: awd12345

Financial Management System (Oracle Cloud) Primary Project Number: awd67890

Restriction Comments:

PI needs to complete the following actions during Dept. Reconciliation:

- Please submit a detailed project budget. Total Direct, Indirect & Project Costs must match the awarded amounts on the NoA. Budget Template webpage < <https://onp.rutgers.edu/budget-template> >. Upload the budget template as attachment in the RAPSS as a supporting award document.
- RAPSS: complete section 5.0

Once Dept. Reconciliation is complete & routed back to 'Central Office for Review' for final verification & Account Set-up if all actions successfully fulfilled.

Other:

- Due to the blackout period, we will continue with the Award Setup reviews & collect the requested actions above. October 10th will be the live date to upload all finalized awards into the new Oracle system to activate accounts. If all of the above are completed in a timely manner prior to the live date, your awarded endorsement will be uploaded.

Comments:

Attachments:

Add Document

There are no items to display

3

4

OK Cancel

Activate Award (AST)

1. To activate the award, click the **Activate** activity.
2. Review the Award information.
3. Add **comments**
4. Click **OK**.
5. The State of the project will change to **Active**.

Note: Executing this activity will activate the award for the associated project. The AST would then grant ownership back to the GS.

Activate - Restrictions (AST)

6. To activate the award with restrictions click the **Activate Restrictions** activity.
7. Enter the **Primary Account Number** for the Award.
8. Select the restrictions to be placed on the award.
9. Add all applicable **comments** for the restriction.
10. Click **OK**.
11. The state of the project will change to **Active-Restrictions**.

Note: This activity will setup the award with a restricted account. The award may be granted full active status once the requirements have been met. The AST would then grant ownership back to the GS.

6 **Activate - Restrictions**

ACTIVATE RESTRICTIONS

Instructions: This activity will setup the award with a restricted account. The award may be granted full active status once the requirements to do so have been met.

Awarded Funding Proposals:

ID	Name	Principal Investigator	Submitting Department	Parent Organization	Primary Sponsor	Project State
FP00001255	Test-RAPSS DEV 7.29.16 (3) McCamery	Rosetta	Biochemistry and Molecular Biology	Rutgers, The State University of New Jersey, Institutes of Health	National Health	Award Notification Received

Awarded Through Funding Allocations **Recorded Sponsor Award Amounts**

\$300,000	\$300,000
-----------	-----------

Authorized Through Funding Allocations **Total Authorized**

\$150,000	\$150,000
-----------	-----------

7 Enter the primary account number for the award: pan12345

8

Restrictions:

- ☒ RESTRICTION: No studies involving Human Subjects until IRB issues are resolved
- ☒ RESTRICTION: No studies involving Animal Research until IACUC issues are resolved
- ☒ RESTRICTION: No studies involving Biohazards, Toxins, Pathogens, Human Tissue/Cells until Biosafety issues are resolved
- ☒ RESTRICTION: No studies involving Materials, Machines, Lasers, Chemicals until REHS issues are resolved
- ☒ RESTRICTION: No studies involving Human Embryonic Stem Cell studies until HESORO issues are resolved
- ☒ RESTRICTION: The award has Export Control issues requiring resolution
- ☒ RESTRICTION: Other

9

Restriction Comments:

Comments:

If available, please include any attachments that support this action:

Add Document

There are no items to display

10

OK Cancel

Current State

Active - Restrictions

View Award

Printer Version

11

