

Research Administration & Proposal Submission System (RAPSS) Department Approver Quick Reference

This document is intended for the Department Administrators and Department Approvers.

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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.

1 Hello, Rosetta McCormary

2 My Templates: Displays templates that have been created and can be used as the basis for creating another project (remove this for all but the Proposal Team)

3 PROPOSAL TEAM

4 Create Funding Proposal

ID	Name	Date Modified	Type	Owner	State	Instrument Type	Purpose of Project	PI	Submitting Dept	Parent	Primary Sponsor	Total Direct Costs	Total Indirect Costs	Start Date	End Date
FP00009011	SF424 8.11 Test	9/20/18 2:47 PM	Funding Proposal	Nicholas Nicole J	Draft	Grant	Rutgers Cancer Research	Christopher Stealey	Chemistry and Chemical Biology	School of Arts and Sciences	National Institutes of Health	\$0	\$0	7/10/2018	0/30/2024
FP00009008	Research Test	8/22/2018 11:31 AM	Funding Proposal	Terri, Jenny	Draft	Grant	RHS Organoid Research	Rosetta McCormary	Emergency Medicine	Rutgers, The State University of New Jersey, Newark, RWJMS	National Institutes of Health	\$0	\$0	7/10/2018	0/30/2024

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.

5 In Progress

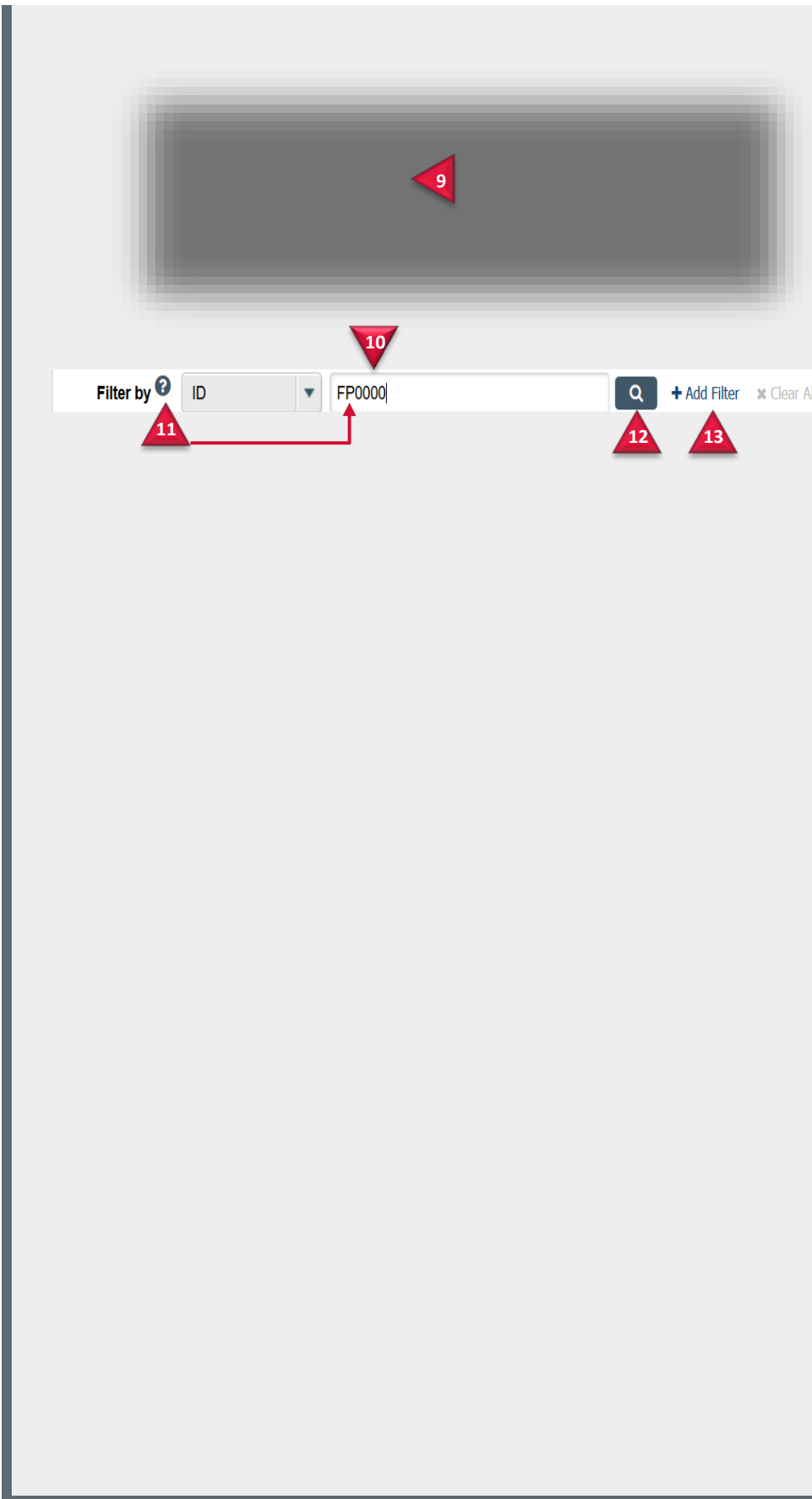
6 Cats

ID	Name	Date Modified	Owner	State	PI
FP00009011	Cats	9/10/2018 11:21 AM	Burger, Monique	Draft	Boreland
FP00009018	Academic department study - KAB test	9/10/2018 11:17 AM	Tirrito, Jenny	Draft	Bernstein

7 History

8

Activity	Author	Activity Date
SF424 Created-Updated	Boreland, Andrew	9/10/2018 11:21 AM
Created	Boreland, Andrew	9/10/2018 10:07 AM



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**.

1 Draft

2 Edit Funding Proposal
Print Version
View Differences

3 Create Document Review
Create/Update SF424
Permission to Submit
Withdraw Proposal
Assign Editors and Readers
Add Attachments

4 Project Information | SF424 Summary | Compliance & Certifications | Contacts & Reviewers | Attachments | Agreements

5 DEPT REVIEWERS:
The following people will review this proposal and provide organizational approval for: Neuroscience and Cell Biology

6 Back | Continue

7 Save | Exit

8 Hide/Show Errors

8a Refresh

9 Jump To

10 Save & Exit

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.

Review and Approve a Funding Proposal

You will receive an email when a proposal is ready for you to review. **Note:** To make a submission deadline, a Grants Specialist or Authorized Organization Representative may decide to bypass the department review to ensure the proposal is submitted to the sponsor on time. In this situation, department approvals will be collected later.

RUTGERS RAPSS

Office of Research & Sponsored Programs
Rutgers, The State University of New Jersey
32 Knightbridge Road
2nd Floor, East Wing
Piscataway, NJ 08854-3025

Website: <http://orsp.rutgers.edu>
Help & Support Email: orsp_help@orsp.rutgers.edu

Proposal ID Link: **FP00009014** **1**

PI Name: **PI's Name Here**

Title: **Cats**

Sponsor: **National Institutes of Health**

MESSAGE:
The above proposal has been submitted by PI Name for your review and approval. Please click on the link above to view the proposal. The proposal is due to ORSP by 5/29/2019.
Please note this proposal will not move forward for review or submission, by ORSP, until you take action.
If you have any questions about this proposal, please contact the PI.

Current State

Department Review

View Funding Proposal **2**

Printer Version

View Differences

Create Document Review

Issue Departmental Approval **3**

Decline Submission

Department Requests Changes

Issue Departmental Approval

I approve this application.

Upon approval, this proposal will be submitted to the Office of Research and Sponsored Programs for review.

If you would like to request changes on this proposal before approval, select "Cancel" to return to the workspace and the "Department Request Changes" activity.

Please add any comments you may have regarding the approval of this proposal below:

Comments (Optional):

OK Cancel **4**

Review a Proposal

1. Click the proposal ID link to open the proposal.
If you no longer have the email, you will find the proposal on the My Inbox tab.
2. Click **View Funding Proposal** and review the proposal pages.
 - To print out the proposal, click **Printer Version**.
 - To see what changed between this and a previous version, click **View Differences** and select the version to compare against.

To request changes from the proposal team, see [Request Changes to a Funding Proposal](#).

When finished reviewing the proposal, approve it (steps below).

Approve a Proposal

After you have finished reviewing the proposal and all requested changes have been made, approve the proposal.

3. From the proposal workspace, click **Issue Departmental Approval**.
4. Add any comments about the approval, if applicable, and click **OK**.

Request Changes to a Funding Proposal

You can ask the proposal team to make changes to a funding proposal by adding reviewer notes to specific proposal pages. To make a general change request that is not about a specific page, see [Send Change Request to Proposal Team](#).

Current State

Department Review

View Funding Proposal

Printer Version

View Differences

Create Document Review

Issue Departmental Approval

Decline Submission

Department Requests Changes

ID	Name	Date Modified	Owner	State PI
0009014	Cats	9/10/2018 11:21 AM	Burger, Monique	Draft Boreland
FP00009018	Academic department study KAB test	9/10/2018 11:17 AM	Tirito, Jenny	Draft Bernstein

Reviewer Note + Add Previous Next

Add Reviewer Note

Type: Department Draft Change Request

Note: Department Draft Change Request

Comments go here

Required OK

Exit Hide/Show Errors Print Jump To

Request Changes

Please describe the changes you are requesting in the comment box below or open the smartform and use the reviewer notes functionality.

Note: To create reviewer notes in the funding proposal, select "Edit Funding Proposal" and click the "Add" button on the "Reviewer Notes" ribbon at the top of the appropriate page(s).

NOTE: You have added 0 Reviewer Notes. To log notes on this submission please view the forms and click 'Add' to create reviewer notes.

Comments:

Comments go here

Attachments (Optional):

+ Add

name	description
There are no items to display	

OK Cancel

Add Reviewer Notes to Proposal Pages

1. Open the funding proposal.
2. From the funding proposal workspace, click **View Funding Proposal**.
3. Navigate to the page to which you want to add a reviewer note and click **Add** in the Reviewer Note bar.
4. Select your role "Type".
5. Type your change request in the Note box and click **OK**.
6. When done adding notes, exit the proposal.

Send the reviewer notes to the proposal team via a change request (steps below).

Send Change Request to Proposal Team

To send the proposal back to the proposal team with the reviewer notes or a general change request:

7. In the funding proposal workspace, click **Department Requests Changes**.
8. Type a comment or change request in the Comments box.
9. Click **OK**.