

# Research Administration & Proposal Submission System (RAPSS) Legacy Revision Quick Reference

This document is intended for the proposal team.

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## Initiate Legacy Revision (Paper Endorsement)

In an effort to transition current paper base activity into RAPSS, the proposal team should initiate the revision as a “New” funding proposal. This unique action should occur only once to establish the legacy proposal/award in the system. The work flow process would mirror that of a regular funding proposal. However, if a new revision is established from this record, the proposal team should follow the “New Revision” process, as illustrated in the [Revision Quick Reference Guide](#).

**My Roles**  
You may have more than one role in the system. The contents of your Inbox may change depending on the role selected below.

**Proposal Team**

Create...

New Funding Submission

My Inbox In Progress Pending

1.0.3 \* Display title of project:  
[REV] Legacy Proposal- Revision

1.0 Proposal Description & Contacts

Continue >>

**4.0 General Proposal Information**

4.0.1 Type of Application: New

Type of Sponsor Selected: Federal

18.0 Completion Instructions (Grants.gov Submission)

Finish

**Current State**

Draft

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

New Document Review

**My Current Actions**

Create-Update SF424

Submit for Departmental Review

Submit for Departmental Review

ENDORSEMENTS:  
I will abide by applicable sponsor and Institution regulations in the conduct of the program, including provision of timely reporting per terms of the award. For multi-year awards with automatic renewals (no interim progress reporting required), this form will serve the term of the award.

PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE:

- I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research.
- I certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- The proposal budget includes all the Cost Sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modification costs; I do not expect Rutgers to share in such costs.
- If an award is made, I am responsible for compliance with award terms and conditions and University policies and procedures, particularly for the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management.
- I am not aware of potential sponsor publishing restrictions or sponsor requirements for patent rights, which are in violation of Rutgers policies.
- I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency.

As PIVPD for this submission, I approve the above endorsements.

OK Cancel

### Create the Proposal

1. From the My Inbox page, click **New Funding Submission**.
2. For Q. 1.0.3 - Prefix the **Display Title** of the project with **[REV]** so that it can be identified in reports as a Revision.
3. Click **Continue** to proceed to the next page.  
You will notice on page 4.0, the Type of Application will appear as “New”.  
Proceed through the pages.
4. Once the proposal is complete, click **Finish**.

### Submit the Proposal for Review

- After the proposal has been created and completed, the **PI** must submit for internal review.
5. From the funding proposal workspace, click **Submit for Departmental Review**.
  6. Click the box to agree with the statements.
  7. Click **OK**.