

# Research Administration & Proposal Submission System (RAPSS) Central Office Quick Reference

This document is intended for Grants Specialists and  
Authorized Organization Representatives.

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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.

The screenshot displays the RAPSS Test and Training Site interface. At the top, a navigation bar includes 'My Inbox', 'RAPSS | Home', 'Grants', 'Awards', and 'Researcher Profiles'. A red arrow labeled '1' points to the 'My Inbox' link. Below the navigation bar, the 'AOR' (Applicant Organization Representative) section is visible, with a red arrow labeled '3' pointing to the 'My Roles' list, which includes 'Proposal Team', 'AOR', 'Reviewer', and 'Specialist'. The main content area is titled 'Page for Melissa Vinch'. A red arrow labeled '2' points to the 'My Inbox - Proposals' tab. Below this, a table lists proposals with columns for ID, Name, Date Modified, Type, Owner, State, Instrument Type, Purpose of Project, PI, and Sub Dep. A red arrow labeled '4' points to the 'In Progress' filter. A red arrow labeled '5' points to a proposal entry 'FP0009018 Academic department study - KAB test'. A red arrow labeled '6' points to the 'Draft' button in the 'Current State' section. A red arrow labeled '7' points to the 'History' tab at the bottom, which shows a list of activities including 'SF424 Created-Updated' and 'Created'.

### Navigate My Inbox

From My Inbox, you will find:

1. **Logout** link to exit the system.
2. Your **Role**. If you have more than one role, select the appropriate role under My Roles. Roles determine what appears in My Inbox as well as your access to proposals, actions, and activities in the system.
3. **Tabs** listing funding proposals and SF424 applications in various stages of the process. Your role determines which tabs appear.

### Open a Proposal

4. Click the appropriate tab. To find a specific proposal, see [Filter Data in a Table](#).
5. Click the proposal name to open it.

The funding proposal workspace opens. See [Navigate Funding Proposal Workspace](#) for details.

### View Proposal History

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

In Progress Pending Active Completed All Proposals

Filter by ? ID text to search for

ID Name Date Modified Choose a column to search in

ified Owner State PI Submi

Filter by ? ID FP0000

+ Add Filter x Clear All

## Filter Data in a Table

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

8. Select the column to filter by.
9. 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
10. For a list of operators you can type in the text box, click the Help icon.
11. Click **magnifying glass** to apply the filter.
12. 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, Specialist Review means the proposal is currently undergoing review by the ORSP.
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 funding proposal, SF424, and review process.

### Navigate Funding Proposal Pages

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

5. **Back** and **Continue** move you backward and forward through the pages. Continue saves your entries; Back does not.
6. **Save** saves your edits and **Exit** returns you to the proposal workspace. Save only appears if you can edit the proposal.
7. **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.
8. **Jump To** menu lists all the proposal pages. Select a page to jump to it.
9. **Finish** on the last page returns you to the proposal workspace.

## Review a Funding Proposal

You will receive an email when a funding proposal is ready for you to review.

**RUTGERS RAPSS**  
THE STATE UNIVERSITY OF NEW JERSEY RESEARCH ADMINISTRATION & PROPOSAL SUBMISSION SYSTEM

Office of Research & Sponsored Programs  
Rutgers, The State University of New Jersey  
3 Rutgers Plaza  
ASB III, 2nd Floor  
New Brunswick, NJ 08901-8559  
<http://orsp.rutgers.edu>  
p.732-235-4032  
[rapss@rutgers.edu](mailto:rapss@rutgers.edu)

This is an auto-generated email. Please do not reply to this email message. The originating e-mail account is not monitored. If you have questions, please contact your local ORSP office at <http://orsp.rutgers.edu/contact-us>

Proposal ID Link: [FP00000024](#) **1**

PI Name: William Moyle

Title: Breathing Exercises and Heart Rate

Sponsor: National Institutes of Health

MESSAGE: This above proposal has been submitted for your review and appropriate action.  
Please click on the link above to go to the funding proposal.  
If you have any questions about the proposal, please contact the PI.

If you have any questions about the RAPSS application, please email [rapss@rutgers.edu](mailto:rapss@rutgers.edu)

Current State

Specialist Review

Edit Funding Proposal **2**

Printer Version

View Differences **3**

Create Document Review

Project Information SF424 Summary Compl

### SF424 INFORMATION

SF424 Link to Form:	SF-42400002337
SF424 Tracking#:	
SF424 Received Date/Time:	
SF424 Status Updated:	
<b>SF424 Current State:</b>	Pre-Submission
PDF Version	TBD

### Open the 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.

### Review the Proposal

2. Review the proposal:
  - **Grants Specialists:** Click **Edit Funding Proposal**. You can edit the proposal as needed.
  - **Authorized Organization Representatives:** Click **View Funding Proposal**.
3. To help with the review, you can:
  - Click **Printer Version** to print out the proposal pages.
  - Click **View Differences** to see what changed between this and a previous version.

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

When finished reviewing the proposal, go to [Review and Update an SF424 Application](#)

## Request Changes to a Funding Proposal

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

The screenshot displays the RAPSS interface with the following components and step indicators:

- Step 1:** A table of proposals with columns: ID, Name, Date Modified, Owner, and State PI. The first row shows ID 'FP0000018' and Name 'Academic department study - KAB test'.
- Step 2:** A 'Current State' sidebar with buttons: 'Specialist Review' (highlighted), 'Edit Funding Proposal', 'Printer Version', 'View Differences', and 'Create Document Review'.
- Step 3:** A 'Reviewer Note' section with a '+ Add' button and a 'Filter by' dropdown set to 'Type'.
- Step 4:** The 'Add Reviewer Note' dialog box with a 'Type' dropdown set to 'Specialist Draft Change Request' and a 'Note' text area.
- Step 5:** A toolbar with buttons: 'Save', 'Exit', 'Hide/Show Errors', 'Print', and 'Jump To'.
- Step 6:** A 'Specialist Requests Changes' section with a 'Specialist Requests Changes' button.
- Step 7:** A 'Department Review Required' checkbox, which is currently unchecked.
- Step 8:** A 'Comments' text area.
- Step 9:** An 'Attachments (Optional)' section with an 'Add' button and a table with columns 'name' and 'description'.

### Add Reviewer Notes to Proposal Pages

1. Open the funding proposal.
2. From the proposal workspace, click **Edit Funding Proposal** or **View Funding Proposal**, depending on your role.
3. Navigate to the page to which you want to add a reviewer note and click **Add** in the Reviewer Note bar.
4. Type your change request in the Note box and click **OK**.
5. 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:

6. In the proposal workspace, click **Specialist Requests Changes**.
7. If the proposal should go back through a department review, select the check box.
8. Type a comment or change request in the Comments box.
9. Click **OK**.

## Review and Update an SF424 Application

The Grants Specialist can review and manually update the SF424 application as necessary.

**My Inbox** In Progress Pending Active

Filter by ID

ID	Name	Date Modified	Type
FP000	Breathing Exercises and Heart Rate	12/12/2014 6:39 PM	Funding Proposal

**Current State**

Specialist Review Project Information **SF424 Summary** Contacts & Reviewers

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

**My Current Actions**

Submit for SO Final Review

Specialist Requests Changes

**SF424 INFORMATION**

SF424 Link to Form: SF-42400000021

SF424 Tracking#:

SF424 Received Date/Time:

SF424 Status Updated:

SF424 Current State: Pre-Submission

PDF Version: TBD

History Reviewer Notes Change Log

**Application Status**

Pre-Submission

Edit Grant Application...

Print Version

**Activities**

Validate Submission

Application Filing Name: FP00000024

Following forms are optional, Please select any that you wish to include in your application:

Form Name

☐ Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3

☐ PHS 398 Cumulative Inclusion Enrollment Report

☐ Planned Enrollment Report

Following forms are required:

Form Name

☐ Research & Related Senior/Key Person Profile (Expanded) V2.0

☐ Research & Related Budget V1.3

☐ Research & Related Project/Performance Site Location(s) V2.0

☐ Research & Related Other Project Information V1.3

☐ PHS398 Cover Page Supplement V2.0

☐ SF424 (R&R) V2.0

☐ PHS 398 Career Development Award Supplemental Form V2.0

Save | Exit | Hide/Show Errors | Print... | Continue

Save | Exit | Hide/Show Errors | Print... | Validate Submission

### Review and Update the SF424 Application

1. Open the funding proposal.
2. From the proposal workspace, click the **SF424 Summary** tab.
3. Click the SF424 ID link.
4. In the SF424 workspace, click **Edit Grant Application**.
5. To add an optional form, select the form check box and then click **Continue** to update the form.
6. To review or update an existing form, click the link to open it. Edit the form as needed.
7. Click **Save** and then **Exit** to return to the SF424 workspace.

Validate the SF424 application to ensure there are no errors with it (steps below).

### Validate the SF424 Data

8. In the SF424 workspace, click **Validate Submission**.

The system not only validates the application, but builds an XML version of it.

Fix any errors listed in the Error/Warning Messages pane by manually updating those pages (steps above). Click **Validate Submission** again to ensure no errors.

When finished updating and validating the SF424 application, go to [Approve a Funding Proposal and SF424 Application](#).



## Approve a Funding Proposal and SF424 Application

After you have reviewed the funding proposal and SF424 application and all updates have been made, “approve” the proposal by moving it to the next state in the proposal submission process.

**Current State**

**Specialist Review** | Project Information | **SF424 Summary** | Contacts & Reviewers

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

**My Current Actions**

Submit for SO Final Review

Specialist Requests Changes

**SF424 INFORMATION**

SF424 Link to Form: SF-42400000021

SF424 Tracking#:

SF424 Received Date/Time:

SF424 Status Updated:

SF424 Current State: Pre-Submission

SF424 Version: TBD

History | Reviewer Notes | Change Log

### Approve Proposal

After you have reviewed the proposal and SF424 application perform the next step depending on your role:

#### Grants Specialists:

1. From the proposal workspace, click **Submit for SO Final Review**.
2. Add any comments, if applicable, and click **OK**.

#### Authorized Organization Representatives:

Go to [Submit an SF424 Application to Grants.gov](#).

**Submit for SO Final Review**

Executing "Submit for SO Final Review" will lock the funding proposal from further edits. If there is an SF424, it will be locked as well. This is done in preparation for submission to the sponsor.

Note: if the "Bypass Review & Approvals" activity was used to bring the funding proposal to the "Specialist Review" state, then the "Permission to Submit" activity will automatically be completed.

Click "Cancel" if you do not wish to execute this activity.

\* Comments:

OK Cancel



## Submit an SF424 Application to Grants.gov

An Authorized Organization Representative can submit the application to Grants.gov during the SO Final Review state.

**My Inbox** | In Progress | Pending | Active

Filter by ID

ID	Name	Date Modified	Type
FP000	Breathing Exercises and Heart Rate	12/12/2014 6:39 PM	Funding Proposal

**Current State**

SO Final Review | Project Information | **SF424 Summary** | Contacts & Reviewers

**SF424 INFORMATION**

SF424 Link to Form: SF-42400000021

SF424 Tracking#: SF-42400000021

SF424 Received Date/Time: TBD

SF424 Status Updated: Valid for Submission

SF424 Current State: TBD

PDF Version: TBD

**My Current Actions**

Return To Specialist Review

**Application Status**

Valid for Submission

View Grant Application...

Print Version

**Activities**

Submission Pre-Check

Submit to GrantsGov

Generate PDF Version

**Submit to GrantsGov**

Submit the generated application package to Grants.gov.

After submission, the tracking number and received date will be updated when you receive a response from Grants.gov. According to Grants.gov, it may take up to 48 hours to receive a response, especially during times when submission volume is high.

Are you sure?  
OK Cancel

Grants > Breathing Exercises and Heart Rate > SF-42400000021 for FP00000024

**Application Status**

Valid for Submission

SF-42400000021 for FP00000024

**My Current Actions**

Return To Specialist Review

Administrative Withdraw

Notification Submitted via Grants Gov

**Submit via Grants.Gov**

Execution of this activity records the official submission of a proposal, through the Office of Research and Sponsored Programs, that is being submitted via Grants.gov.

\* Comments:

Attachments:

Add

There are no items to display

OK Cancel

### Submit SF424 Application to Grants.gov

1. Open the funding proposal.
2. From the proposal workspace, click the **SF424 Summary** tab.
3. Click the SF424 ID link.
4. In the SF424 workspace, click **Submission Pre-Check** to verify that the generated XML is error-free.
5. Click **Submit to GrantsGov**.
6. In the confirmation window, click **OK** to submit the application.
7. Click the proposal name in the breadcrumb link to return to the proposal workspace.

Go to [Indicate Application Accepted](#).

### Indicate Application Accepted

Perform these steps only after the application has been accepted by eRA Commons with no warnings or errors.

8. Click **Notification Submitted via Grants Gov**.
9. Type any comments regarding the submission.
10. Click **OK**.

When the proposal transitions to the Pending Sponsor Review state, the funding proposal submission process is complete.

## Bypass Department Review and Approval

When a proposal is in certain states, Grants Specialists and Authorized Organization Representatives can bypass the department review and go right to a Specialist Review, for example, if a department review cannot be performed in time to meet a sponsor deadline. When this occurs, however, the technical/scientific portion of the proposal is considered complete.

Filter by  ID <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Clear"/>					
ID	Name	Date Modified	Type	State	PI
FP0000	Breathing Exercises and Heart Rate	12/12/2014 6:39 PM	Funding Proposal	Draft	William Moyle
1 items					

**Current State**

**Draft**

View Funding Proposal

Printer Version

View Differences

View SmartForm Progress

**My Current Actions**

Create-Update SF424

Bypass Review and Approvals

**Bypass Review & Approvals**

Execution of this activity will bypass any remaining Departmental and School reviews & approvals and will go directly to Specialist Review state.

As a result of using this activity it is automatically considered that the "Permission to Submit" activity has been executed. Additionally, the technical/scientific portion of the proposal (if applicable) is will be considered to be complete.

**\* Enter the reason for bypassing review and approvals:**

**Attachments (optional):**

There are no items to display

- Select **OK** to bypass review and approvals for this funding proposal
- Select **Cancel** to return to the funding proposal workspace without taking action.

### Bypass Department Review

1. Open the proposal in Draft state.
2. Click **Bypass Review and Approvals**.
3. Type the reason for bypassing the department review and approval.
4. Click **OK**.

The proposal transitions to Specialist Review. Go to [Review a Funding Proposal](#).

When a proposal transitions to Pending Sponsor Review, the PI and department approvers will receive an email to perform retroactive approvals.