

# Research Administration & Proposal Submission System (RAPSS) Workflow Reference Guide

This document is intended for department and Central Office administrative staff.

<a href="#">Overview of the Proposal Submission System .....</a>	<a href="#">2</a>
<a href="#">System Requirements.....</a>	<a href="#">3</a>
<a href="#">User Roles .....</a>	<a href="#">4</a>
<a href="#">Submission Workflow States and Transitions.....</a>	<a href="#">5</a>

## Overview of the Proposal Submission System

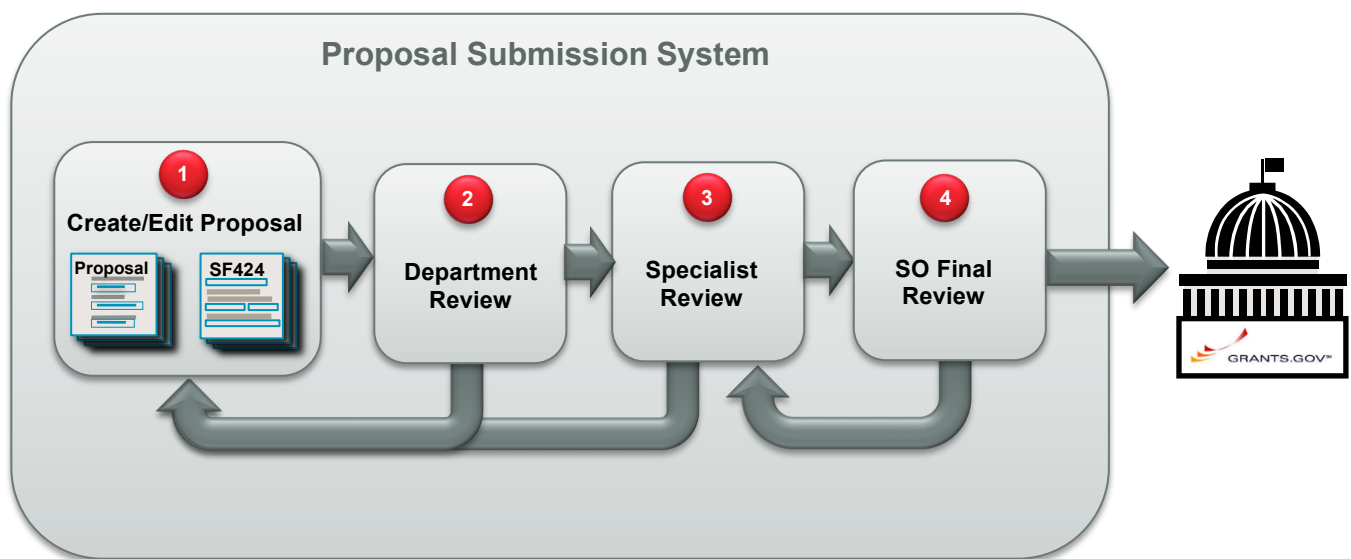
The Research Administration & Proposal Submission System (RAPSS) automates and streamlines the process of applying for sponsored funding, from creating the grant application to submitting it to Grants.gov. Below is a high level overview of how the system is used.

- 1.** The PI (and proposal team) creates a new funding proposal, entering project information on a series of user-friendly pages. When finished, the PI generates the SF424 application. The system maps data from the proposal to the appropriate places on the SF424 application and the PI adds any other information needed. The PI uses a validation feature to ensure the application has all the information required by Grants.gov, and when satisfied that the application is complete, submits the proposal (including the SF424 application) for review.
- 2.** The proposal first goes through a **Department Review**, which consists of two or three sequential reviews depending on the department. The required number of department approvers must approve the proposal before it can move to Specialist Review.
- 3.** During **Specialist Review**, a Financial/Grants Specialist reviews both the proposal and SF424 application. Specialists can also update the SF424 application if necessary. **Note:** When a proposal is in certain states, specialists can also cause a proposal to bypass Department Review and go straight to Specialist Review. In this situation, department approvals are obtained retroactively.

At any point in the Department and Specialist Reviews, the reviewer may request changes to the proposal or SF424 application resulting in a back and forth between the PI and reviewer before moving to the next review. Specialists can make the proposal go back through Department Review again rather than return to Specialist Review.

- 4.** During **SO Final Review**, an Authorized Organization Representative (AOR) reviews the proposal and SF424 application, and if necessary, can send it back to Specialist Review. When the SO (Signing Official) Final Review is complete and proposal approved, the AOR submits the SF424 application to Grants.gov with a high level of confidence that it will not be rejected for errors or omissions.

The term SO (Signing Official) and AOR (Authorized Institutional Representative) are interchangeable.



## System Requirements

RAPSS is a browser-based Web application that requires an internet connection and a supported browser to access. Browsers must allow cookies, JavaScript, and Java applets.

### Supported Browsers

RAPSS supports and has been tested on the following browsers:

Platform	Browser
Microsoft Windows XP, Vista, 7, 8, Server 2008 R2, and Server 2012 <b>Windows 8.1 and Windows Server 2012 R2 not yet supported</b>	<ul style="list-style-type: none"> <li><b>Internet Explorer:</b> 8, 9, and 10  <b>Internet Explorer 11 not yet supported</b>                      If you are having difficulty viewing a page with Internet Explorer, turn on Compatibility View. For details, see <a href="http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-10-win-7">http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-10-win-7</a>.</li> <li><b>Firefox:</b> latest version</li> <li><b>Chrome:</b> latest version                      If you install a theme in Chrome, vertical scrollbars might disappear in pop-up windows.</li> </ul>
Apple Mac OS X 10.6, 10.7, and 10.8 <b>OS X 10.9 Mavericks not yet supported</b>	<ul style="list-style-type: none"> <li><b>Safari:</b> 5 or 6  <b>Safari 6.1 and 7 not yet supported</b></li> <li><b>Firefox:</b> latest version</li> <li><b>Chrome:</b> latest version</li> </ul>
Apple iOS 5 or later (iPhone and iPad)	<ul style="list-style-type: none"> <li><b>Safari</b></li> </ul>

### Other Recommendations

- Display capable of at least 1024x768 resolution.
- High-speed internet connection (128K or higher); dial-up internet connections are not recommended.

## User Roles

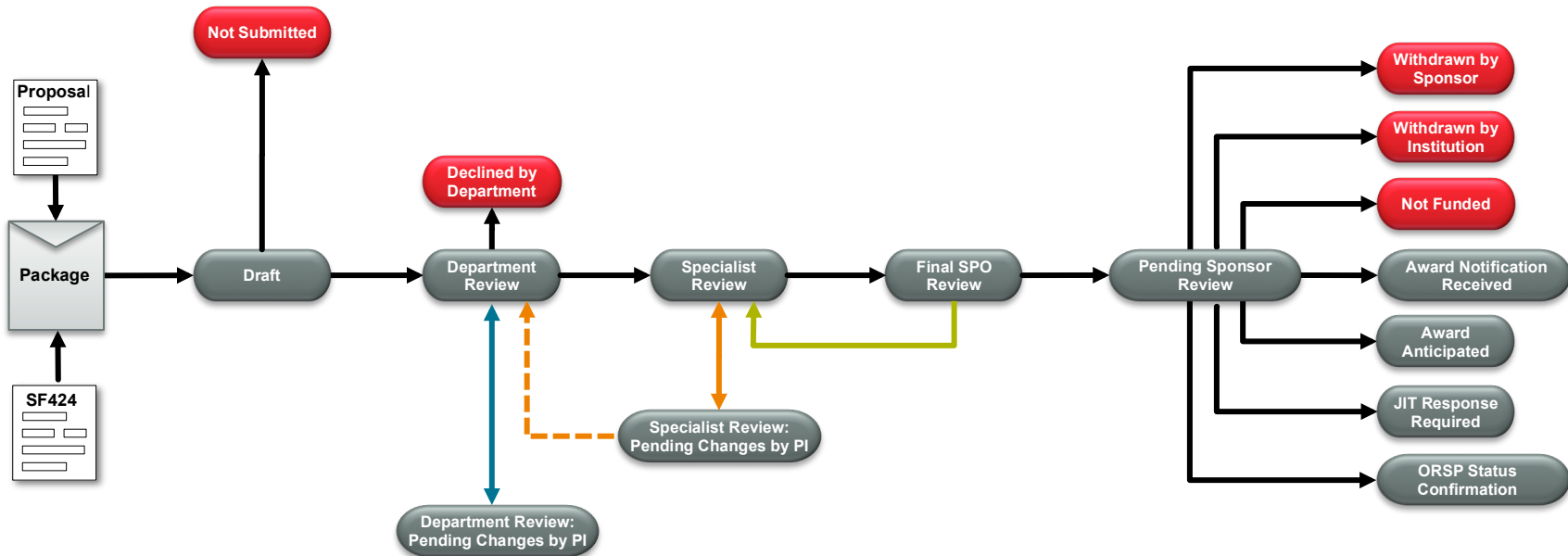
User roles determine what appears in My Inbox as well as user access to proposals, actions, and activities in the system. **Note:** Some roles require users to be identified on the proposal to view or edit the proposal.

Rutgers personnel imported into the system are assigned the Study Staff role by default. To request additional roles, users should send an email to [rapss@rutgers.edu](mailto:rapss@rutgers.edu).

Role	Description
PI	The Principal Investigator (PI) listed on the funding proposal. While others assist the PI in developing and editing the proposal, only the PI can submit the proposal to start the review process.
Proposal Team (Study Staff)	Individuals involved in developing the proposal and creating the grant application (SF424 application). This may include co-investigators, science contributors, faculty, and administrative staff. This role also includes the PI.  Users of this role must be identified on the proposal to view or edit the proposal.
Department Reviewer/Chair (DEPT)	Individuals that will perform department reviews.  If an individual with this role is listed on an organization's approvers list, this person can also approve proposals on behalf of the department.
Financial/Grants Specialist (F/GS)	Individuals at the Central Office that review the proposal and SF424 application after it has gone through Department Review.  This role can also determine if a proposal bypasses Department Review. In this case, the F/GS will review the package first and obtain department approvals later in the process.
Authorized Organization Representative (AOR)	Individuals at the Central Office who perform the final review (after Specialist Review) and then submit the grant application to Grants.gov.  This term is interchangeable with SO (Signing Official)
Grants Assistant (GA)	Individuals at the Central Office that assist in the processing of funding proposals.
Contract Specialist (CON)	Individuals at the Central Office that review and negotiate sponsor award contracts and agreements.
Site Administrator	Individuals that have system wide access. This includes complete access to security and system settings, and all data, workspaces, activities, and actions in the system.

## Submission Workflow States and Transitions

The diagram shows the most basic workflow a proposal (and SF424) can go through. Refer to the following table for the activities user roles can perform in each state and the activities that cause state changes (→). See [User Roles](#) for a description of each role.



**Legend**

- End states
- Basic workflow
- Department Review change request loop
- Specialist Review change request loop
- - - Optional loop to return to Department Review
- Return to Specialist Review loop

In this state...	These user roles...	Can perform these activities...	Changing the state to...
	SS	Create a new proposal →	Draft
<b>Draft</b>	PI	Submit For Department Review →	Department Review
		Permission to Submit (This activity informs the SPO that the proposal is complete and ready for submission to the sponsor.)	
	SS*	Withdraw proposal →	Not Submitted
		Create-Update SF424	
	F/GS	Bypass Review & Approvals →	Specialist Review
Create-Update SF424			
AOR	Bypass Review & Approvals →	Specialist Review	
<b>Department Review</b>	DEPT	Decline Submission →	Declined by Department
		Approve Submission →	Specialist Review
		Department Request Changes →	Department Review: Pending Changes by PI
	PI	Permission to Submit (Informs the SPO that the proposal is complete and ready for submission to the sponsor.)	
	F/GS, AOR	Bypass Review & Approvals →	Specialist Review
<b>Department Review: Pending Changes by PI</b>	PI	Permission to Submit (This activity informs the SPO that the proposal is complete and ready for submission to the sponsor.)	
	SS	Submit Changes to Department Reviewer →	Department Review
		Withdraw Proposal →	Not Submitted
		Create-Update SF424	
	F/GS	Bypass Review & Approvals →	Specialist Review
		Create-Update SF424	
	AOR	Bypass Review & Approvals →	Specialist Review

\* The Study Staff user role includes the PI.

<b>Specialist Review</b>	F/GS <b>Note:</b> Specialists can edit the funding proposal and SF424 during this state.	Submit for SO Review →	SO Final Review
		Specialist Requests Changes → (During this activity, the Grants Specialist can select a check box causing the proposal to go back through Department Review after the PI makes the requested changes.)	Specialist Review: Pending Changes by PI
	PI	Permission to Submit (informs SPO that the proposal is complete and ready to be submitted to the sponsor)	
<b>Specialist Review: Pending Changes by PI</b>	PI	Permission to Submit (informs SPO that the proposal is complete and ready to be submitted to the sponsor)	
	SS	Submit for Department Re-Review →	Department Review
		Submit Changes to Specialist →	Department Review or Specialist Review
		Withdraw Proposal	
		Create-Update SF424	
	F/GS	Bypass Review & Approvals →	Specialist Review
		Create-Update SF424	
AOR	Bypass Review & Approvals →	Specialist Review	
<b>SO Final Review</b>	AOR	Submitted via Grants.Gov →	Pending Sponsor Review
		Return to Specialist Review →	Specialist Review
<b>Pending Sponsor Review</b>	F/GS, GA	Withdraw Submitted or Not Funded Proposal: Withdrawn by Sponsor → Withdrawn by Institution → Not Funded →	Withdrawn by Sponsor Withdrawn by Institution Not Funded
		Funding Anticipated →	Award Anticipated
		Award Notification Received →	Award Notification Received
		JIT Requested →	JIT Response Required
	CON	Notify ORSP of Proposal Status →	ORSP Status Confirmation
	PI	Submit Endorsement Assurances	
	SS	Notify ORSP of Proposal Status →	ORSP Status Confirmation

<p><b>ORSP Status Confirmation</b></p> <p>This state is used for evaluating the PI's funding status notification; OSRP makes the final decision on disposition.</p>	F/GS	Withdraw Submitted or Not Funded Proposal: Withdrawn by Sponsor → Withdrawn by Institution → Not Funded →	Withdrawn by Sponsor Withdrawn by Institution Not Funded	
		Funding Anticipated →	Award Anticipated	
		Award Notification Received →	Award Notification Received	
		JIT Requested →	JIT Response Required	
		Return to Pending Sponsor Review →	Pending Sponsor Review	
		Department Decline →	Declined by Department	
		Issue Departmental Approval		
	GA	Withdraw Submitted or Not Funded Proposal: Withdrawn by Sponsor → Withdrawn by Institution → Not Funded →	Withdrawn by Sponsor Withdrawn by Institution Not Funded	
		Funding Anticipated →	Award Anticipated	
		Award Notification Received →	Award Notification Received	
		JIT Requested →	JIT Response Required	
	<b>JIT Response Required</b>	SS	Submit JIT Response to ORSP →	Award Anticipated
	<b>Award Anticipated</b>	F/GS, GA	Withdraw Submitted or Not Funded Proposal: Withdrawn by Sponsor → Withdrawn by Institution → Not Funded →	Withdrawn by Sponsor Withdrawn by Institution Not Funded
			Award Notification Received →	Award Notification Received
JIT Requested →			JIT Response Required	
<b>Award Notification Received</b>	SS	New Revision		
		New Renewal		