

Research Administration & Proposal Submission System (RAPSS) Pre-Application Quick Reference

This document is intended for the Proposal Team & Central Office.

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Create a Pre-Application (Proposal Team)

The process of initiating a pre-application in RAPSS is almost identical to that of the funding proposal process. However, because this is only a preliminary submission, no SF424 will be created and the Department Review process is omitted.

1 Create... New Funding Submission

2 1.0 Project Description & Contacts

3 4.0.11 * Is a pre-application required prior to submitting a full proposal?
 Yes No [Clear](#)

4 18.0 Completion Instructions:

5 My Current Actions
 Permission to Submit

PROPOSAL INFORMATION	
PD/PI:	Rosetta McCamery
Department:	Biochemistry and Molecular Biology
Sponsors:	National Institutes of Health
Submission Deadline Date:	3/1/2016
ORSP Deadline Date:	2/23/2016
Expected Response Date:	2/29/2016
Limited Submission:	no
Pre-Application?	yes
Bypassed Approvals?	no
Permission to Submit Granted?	yes

6

7 My Current Actions
 Bypass Review and Approvals
 Submit Pre-Application for Review

8 Submit Pre-Application for Review

9 Current State
 Specialist Review

Create a Pre-Application (Proposal Team)

1. From the My Inbox page, click **New Funding Submission**.
2. Complete the pages. Click **Continue** to move through the pages.
3. Under section 4.0., General Proposal Information, scroll down to 4.0.11 and click **Yes** to indicate that a pre-application is required.
4. Once all remaining smart forms are complete, on the final page click **Finish**.
5. From the funding proposal workspace, click **Permission to Submit**.
6. Under the Project Information tab, make sure “**Yes**” is reflected for **Pre-Application** and **Permission to Submit Granted**.
7. Under My Current Actions, click **Submit Pre-Application for Review**.

Note: As with submitting a proposal for initial departmental review, **only the PI has the ability to execute this activity**.

8. Add comments and click **OK**.
9. The state of the pre-application will change to **Specialist Review**.

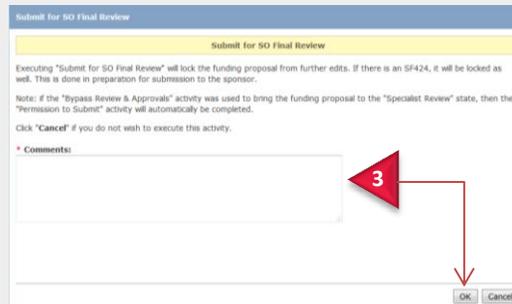
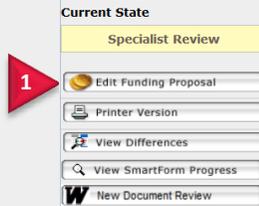
Submit a Pre-Application (Central Office)

As the Central Office, you are responsible for submitting the Pre-Application to the sponsor for review once your internal review is complete.

Submit a Pre-Application (Central Office)

Once the pre-application has been received:

1. Click the **Edit Funding Proposal** tab to review/edit the document as needed.
2. Once the review is complete, from the proposal workspace click **Submit for SO Final Review** to move it to the next state.
3. Add any comments and click **OK**.
NOTE: Executing this activity will lock the proposal from any further edits.
4. If the pre-application is ready for submission, click **Submit Pre-Application to Sponsor**.
5. Add any comments and click **OK**.
This activity is intended to record the official submission of the pre-application to the sponsor by ORSP/OCC.
6. The state of the application will change to **Pending Sponsor Review**.



Status of a Pre-Application Submission

The Proposal Team will receive notification from the sponsor regarding the status of a pre-application and notify the Central Office. ORSP/OCC will then confirm and update the status accordingly.

The screenshot displays the 'Pending Sponsor Review' section with buttons for 'View Funding Proposal', 'Printer Version', 'View Differences', 'View SmartForm Progress', and 'New Document Review'. A 'My Current Actions' list includes 'Notify ORSP-OCC of Pre-application Status'. The 'Current State' is 'ORSP Status Confirmation'. Below this is another 'My Current Actions' list with options like 'Funding Anticipated', 'Return to Pending Sponsor Review', 'Manage Proposal Security', 'Administrative Withdraw', 'JIT Requested', and 'Confirm Status of Pre-Application'. A 'Notes' section explains the 'Pre-Application Status' options: 'Accepted', 'Not Accepted', and 'Withdrawn'. A 'Comments' field and an 'Attachments' section are also visible. Red arrows numbered 1 through 9 point to specific elements in the interface, corresponding to the numbered steps in the adjacent column.

Status of a Pre-Application Submission (Proposal Team)

1. Once a determination has been made regarding your submission, click **Notify ORSP of Pre-Application Status**.
2. Select the appropriate **Status** (Accepted/Not Accepted/Withdrawn).
3. Include any **Comments** and click **OK**.
4. The State will change to **ORSP Status Confirmation**.

Status of Pre-Application Submission (Central Office)

5. Once status confirmation has been received, click **Confirm Status of Pre-Application**
6. Confirm that the appropriate status is marked and click **OK**.
7. If the pre-application is **accepted**, the proposal will return to the State of **Draft** allowing the Proposal Team to click **Edit Funding Proposal** and complete the full application.
8. If the pre-application is **NOT accepted**, the proposal will be closed by the Specialist and the state updated to **Pre-Application not Accepted**.
9. If the pre-application is **withdrawn** the proposal will be closed by the Specialist and the state updated to **Pre-Application Withdrawn**.

In either case, no further action will be required.