

Research Administration & Proposal Submission System (RAPSS) Initiating a Resubmission

This document is intended for the Grant Specialists and
Proposal Team.

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Initiating a Resubmission

A Resubmission can only be initiated when the State of the **original proposal*** is listed as Award **Not Funded**. This change in States would move the proposal from Pending to Complete and essentially to the end state of the project. At this point members can initiate the process of creating a Resubmission. **NOTE: Notification of the Proposal Status can come from either the Department to ORSP or directly from the Grant Specialist.**

From Pending Sponsor Review (Grant Specialist)

Once it has been determined that a project is **Not Funded** and will be withdrawn:

1. Click the **Withdraw Submitted or Not Funded Proposal** activity.
2. Once the notification box appears, **under Reason for Withdraw** select the second option, **Not Funded**.
3. Include required remarks in the **Comment** box justifying the "Not Funded" action.
4. If there are no attachments, click **OK**.

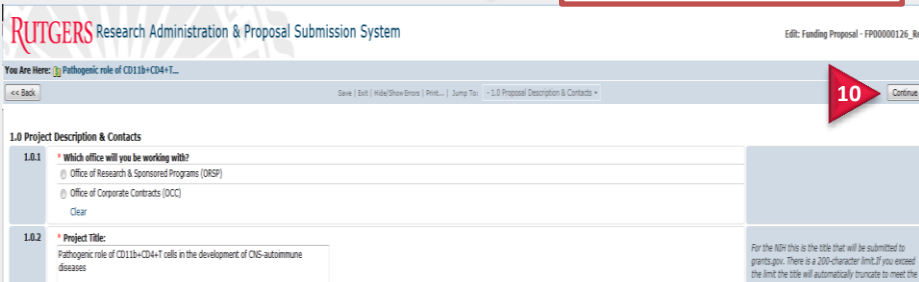
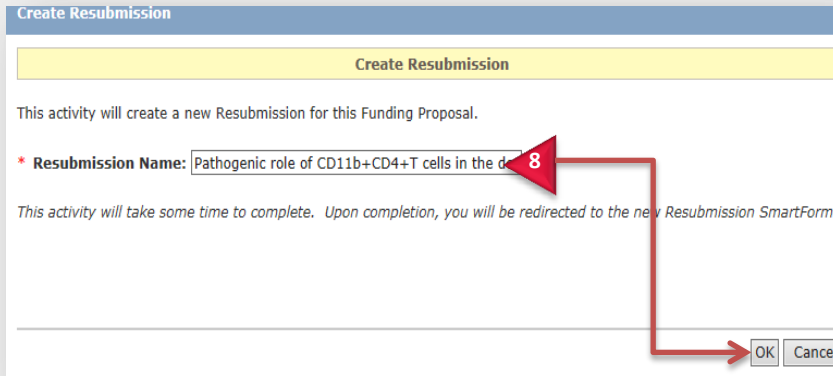
From Completed Tab (Proposal Team)

5. Click the **Completed** tab to view your proposal.
6. Click the appropriate name to open the proposal workspace.
7. The **Current State** should now say **Not Funded**; click **New Resubmission**

ID	Name	Type	State
FP0000026	Pathogenic role of CD11b+CD4+T cells in the development of CNS-autoimmune diseases	Funding Proposal	Not Funded

Initiating a Resubmission

Creating a Resubmission



From Completed Tab (Proposal Team) cont.

8. Change the name of the Resubmission if necessary, otherwise click **OK**.

Note: Performing this activity will create a new Resubmission for this Funding Proposal.

9. Notice the Funding Proposal Number is now followed by **_Res1**

10. Complete the pages as appropriate. Click **Continue** to move through the pages.

*** NOTE:** A Resubmission can only be initiated from an original proposal processed via RAPSS.