

Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide Initiate/Submit a Renewal

This document is intended for the Departments.

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Initiate a Renewal

A Renewal can only be initiated when the State of the proposal is listed as **Awarded**. Once the Renewal activity is executed from within the Funding Proposal Workspace, you will be prompted to complete a new funding proposal.

The screenshots show the following steps:

- Current State:** The 'Awarded' state is selected in the 'Current State' menu. The 'New Renewal' option is highlighted.
- Create Renewal:** A dialog box prompts the user to create a new renewal. The 'Renewal Name' field is populated with 'Award test 2 (ORSP AwdRec) RMM - Renewal - 1'. The 'OK' button is highlighted.
- Current State:** The 'Draft' state is selected in the 'Current State' menu.
- 1.0 Project Description & Contacts:** The user is prompted to select an office. The 'Office of Research & Sponsored Programs (ORSP)' is selected.
- 4.0 General Proposal Information:** The user is prompted to enter the 'Type of Application' (Revision) and 'Type of Sponsor Selected' (Federal). The 'Submitting Department' is 'Biochemistry and Molecular Biology - Rutgers, The State University of New Jersey, RBHS-RWJMS - Rutgers'. The '4.0.2' section prompts the user to enter the 'Sponsor Number'.
- 18.0 Completion Instructions:** The user is prompted to click the 'Finish' button to complete the renewal process.

From the Awarded State

Once a project has been Awarded and it is determined that a Renewal is needed:

1. Click the **New Renewal** activity.
Note: This activity will create a Renewal for this funding proposal.
2. Give the document a new name and click **OK**.
3. Once the document refreshes, the State of the Renewal will change to **Draft** and you will be routed to the first page of the new funding proposal.
4. Complete the pages. Click **Continue** to move through the pages.
5. Depending on your Sponsor, you may be required to include a **Sponsor Number** for this Revision. If so, go to page 4.0 **General Proposal Information** and enter the Sponsor Number in section 4.0.2.
6. Once all remaining Smart forms are complete, on the final page click **Finish**.

Note: You will be routed back to the Funding Proposal Workspace.

Current State

Draft

- Edit Funding Proposal
- Printer Version
- View Differences
- View SmartForm Progress

My Current Actions

- Create-Update SF424
- Submit for Departmental Review

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input checked="" type="checkbox"/> Research & Related Budget V1.3	
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input checked="" type="checkbox"/> Research & Related Other Project Information V1.3	
<input checked="" type="checkbox"/> PHS398 Cover Page Supplement V2.0	
<input checked="" type="checkbox"/> SF424 (R&R) V2.0	
<input checked="" type="checkbox"/> PHS 398 Career Development Award Supplemental Form V2.0	
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	
<input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report	
<input type="checkbox"/> Planned Enrollment Report	

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

As PI/PD for this submission, I approve the above endorsemments:

Submit Renewal

From the Funding Proposal Work Space:

1. Under My Current Actions click **Create/Update SF424**.
2. Once the SF424 is created, click **Submit Departmental Review**.

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

The Renewal will now be routed through for Approval and, eventually, for Sponsor Review.