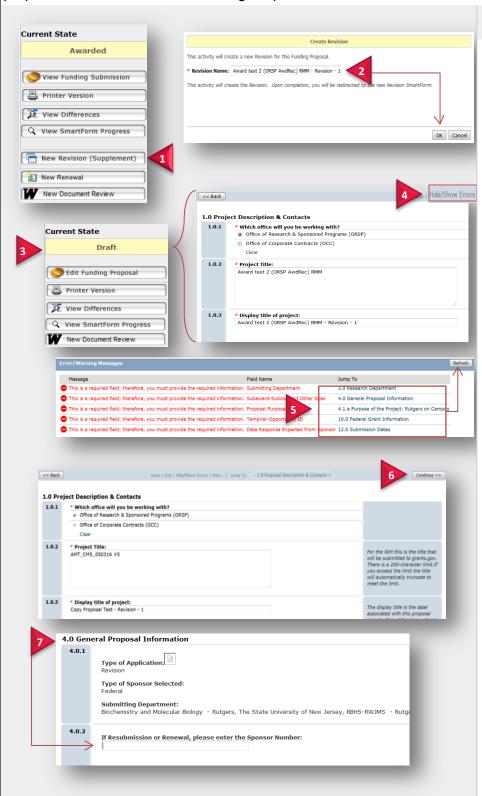# RUTGERS

THE STATE UNIVERSITY OF NEW JERSEY

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

This document is intended for the Departments.

Initiate a Revision

A Revision can only be initiated when the State of the proposal is listed as **Awarded**. Once the Revision activity is executed from the Funding Proposal Workspace, you will be prompted to complete a new funding proposal. However, similar to the **Copy Proposal** function, much of the information entered will transfer from the awarded proposal to the new Revised Funding Proposal.
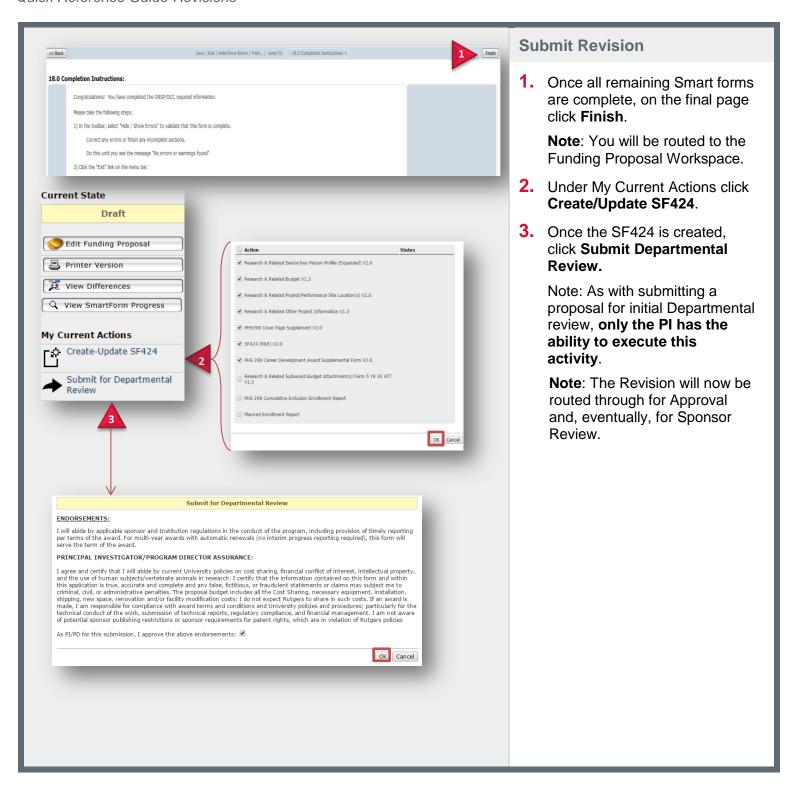

From the Awarded State

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

1. Click the **New Revision (Supplement)** activity.

   Note: This activity will create a new Revision for this funding proposal.

2. Give the document a new name and click **OK**.

3. Once the document refreshes, the State of the new Revision will be listed as **Draft** and you will be routed to the first page of the new funding proposal.

4. To validate only the fields requiring your immediate attention, click the **Hide Show Errors** link.

5. Complete all necessary sections and click **Refresh**.

6. To review/edit the entire funding proposal, move through the smart forms by clicking **Continue** from page 1.0.

7. 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.

Submit Revision

1. Once all remaining Smart forms are complete, on the final page click **Finish**.

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

2. Under My Current Actions click **Create/Update SF424**.

3. 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**.

   Note: The Revision will now be routed through for Approval and, eventually, for Sponsor Review.