

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

This document is intended for the Departments.

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# 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.

**Current State**  
Awarded

- View Funding Submission
- Printer Version
- View Differences
- View SmartForm Progress
- New Revision (Supplement)**
- New Renewal
- New Document Review

**Create Revision**

This activity will create a new Revision for this Funding Proposal.

\* **Revision Name:** Award test 2 (ORSP AwdRec) RMM - Revision - 1

This activity will create the Revision. Upon completion, you will be redirected to the new Revision SmartForm.

OK Cancel

**Current State**  
Draft

- Edit Funding Proposal
- Printer Version
- View Differences
- View SmartForm Progress
- New Document Review

**1.0 Project Description & Contacts**

1.0.1 \* **Which office will you be working with?**

- Office of Research & Sponsored Programs (ORSP)
- Office of Corporate Contracts (OCC)
- Clear

1.0.2 \* **Project Title:**

Award test 2 (ORSP AwdRec) RMM

1.0.3 \* **Display title of project:**

Award test 2 (ORSP AwdRec) RMM - Revision - 1

Hide/Show Errors

Message	Field Name	Jump To
This is a required field; therefore, you must provide the required information. Submitting Department	Submitting Department	3.0 Research Department
This is a required field; therefore, you must provide the required information. Subaward-Subcontract Other S	Subaward-Subcontract Other S	4.0 General Proposal Information
This is a required field; therefore, you must provide the required information. Proposal Purpose	Proposal Purpose	4.1.a Purpose of the Project: Rutgers on Campus
This is a required field; therefore, you must provide the required information. TempVar-Opportunity ID	TempVar-Opportunity ID	10.0 Federal Grant Information
This is a required field; therefore, you must provide the required information. Date Response Expected From Sponsor	Date Response Expected From Sponsor	12.0 Submission Dates

Refresh

**1.0 Project Description & Contacts**

1.0.1 \* **Which office will you be working with?**

- Office of Research & Sponsored Programs (ORSP)
- Office of Corporate Contracts (OCC)
- Clear

1.0.2 \* **Project Title:**

AMT\_CMS\_050316 #5

1.0.3 \* **Display title of project:**

Copy Proposal Test - Revision - 1

Continue >>

**4.0 General Proposal Information**

4.0.1

Type of Application: Revision

Type of Sponsor Selected: Federal

Submitting Department: Biochemistry and Molecular Biology - Rutgers, The State University of New Jersey, RBHS-RWJMS - Rutg

4.0.2

If Resubmission or Renewal, please enter the Sponsor Number:

## 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.

The screenshot displays the SF424 submission interface. At the top, a navigation bar includes '<<Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: 18.0 Completion Instructions', and 'Finish'. A red arrow labeled '1' points to the 'Finish' button.

The main content area is titled '18.0 Completion Instructions:' and contains the following text:
   
Congratulations! You have completed the ORSP/OCC required information.
   
Please take the following steps.
   
1) In the toolbar, select "Hide / Show Errors" to validate that this form is complete.
   
Correct any errors or finish any incomplete sections.
   
Do this until you see the message "No errors or warnings found"
   
2) Click the "Exit" link on the menu bar.

Below the instructions is a 'Current State' section with a yellow header 'Draft'. It contains several buttons: 'Edit Funding Proposal', 'Printer Version', 'View Differences', and 'View SmartForm Progress'. Underneath is the 'My Current Actions' section, which includes 'Create-Update SF424' and 'Submit for Departmental Review'. A red arrow labeled '2' points to the 'Submit for Departmental Review' button.

To the right of the 'My Current Actions' is a table with columns 'Action' and 'Status'. The table lists various items, many of which are checked:
 

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	

 A red arrow labeled '3' points to the 'Submit for Departmental Review' button in the 'My Current Actions' section. Below this, a dialog box titled 'Submit for Departmental Review' is shown, containing 'ENDORSEMENTS:' and 'PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE:' sections. A red arrow labeled '3' also points to the 'OK' button in this dialog box.

## 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.