


Research Administration & Proposal Submission System (RAPSS) Research Certification Quick Reference


This document is intended for the PI/Proposal Team,
Department Administrators, Department Approvers and Central
Office personnel.


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Create/Update a Research Certification

With the recent integration of RAPSS and eCOI, members are now able to create and update their research certification within RAPSS. This can be done from any of the following Proposal states: **Draft; Department Review, Department Review: Pending Changes by PI; Specialist Review; Specialist Review: Pending Changes by PI; Pending Sponsor Review; Award Anticipated; Advance Account Requested** or from any Award state. **If initiating the research certification from the "Draft" state, please be sure ALL information within the proposal smart forms is complete prior to executing the activity. Failure to do so could result in creating an incomplete certification.**

 Manage Proposal Security

 Add Attachments

 Create Financial Disclosure Certification in eCOI

 Update Financial Disclosure Certifications in eCOI

Please select the users that require new COI Disclosures:

Select all

Persons Requiring COI:

Name	Employer	Parent Organization	E-mail Address
<input checked="" type="checkbox"/> Diane Ambrose	ORSP, New Brunswick	Research Policy and Administration	ambrosdm@ored.rutgers.edu

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History	Reviewer Notes	Change Log	Compliance - eCOI	Compliance - eIRB	Compliance - eI
COI Disclosure Certification Status:			COI Last Submission Date		
Research Certification Status:		COI Last Submission Date		Discloser Name	
<input type="radio"/> Draft		<input type="radio"/> Not Available		Diane Ambrose	

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Create Research Certification

Once the FP is complete members can create the certification from any of the above states.

PLEASE BE ADVISED: While members can create the research certification at time of proposal, it is **NOT** required to be done until the project has been awarded. **The COI Committee's review of a Research certification is dependent upon the final version of an *approved* project.**

1. Go to My Current Actions and click the **Create Financial Disclosure Certification in eCOI** activity.
2. Select all appropriate users who require new COI Disclosures and click **OK**.

Once the Certification is created, an email (**with a link to the eCOI system**) will be sent to each individual selected.

3. The status of each conflict of interest certification record will also be displayed under the **Compliance - eCOI** tab. This information will **not** appear until the certification has been created.

Create/Update a Research Certification

ADDITIONAL PERSONNEL: If there are additional personnel involved in a project, be sure to complete the appropriate sections listing each of those individuals prior to creating the certification.

UPDATE FINANCIAL DISCLOSURE CERTIFICATIONS: If there is a change in the project; ie: PI, Title, Description, etc., **OR** you need to update missing information, ie: a change in the sponsor field from TBD to the Sponsor's name, be sure to update the financial disclosure form with the most current information.

1.0.8 * Are there additional personnel associated with this funding proposal (including key personnel, co-investigators, department staff or students)?
 Yes No [Clear](#)

2.0 Additional Personnel
 2.0.1 Identify ALL other Rutgers personnel that will be involved in this project:
[Add](#)

Additional Rutgers Personnel

2.1.1 * Select Staff Member:
 [Select...](#)

2.1.2 * Select Project Role:

 If "Other (Specify)" selected, enter the role below:

2.1.3 * This individual is a:
 Senior / Key Person on the proposal
 Other Significant Contributor on the proposal
 Other Personnel
[Clear](#)

2.1.4 * Please indicate if this individual will be one of the following or does not apply:
 Multi-PI
 Co-PI
 Not Applicable
[Clear](#)

2.0 Additional Personnel

2.0.1 Identify ALL other Rutgers personnel that will be involved in this project:
[Add](#)

Research Certification Status	COI Last Submission Date	Last Name First Name	Key / Other Significant	Role	Multi-PI or Co-PI	
Update <input type="radio"/> Not Created	<input type="radio"/> Not Available	Ambrose Diane	yes	Post Doctoral	Not Applicable	Delete
Update <input type="radio"/> Not Created	<input checked="" type="radio"/> 12/13/2017	Cortez Pedro	yes	Co-Investigator	Not Applicable	Delete

Manage Proposal Security

Add Attachments

Create Financial Disclosure Certification in eCOI

Update Financial Disclosure Certifications in eCOI

Update Financial Disclosure Certifications in eCOI

SEND UPDATED INFORMATION TO ECOI

INSTRUCTIONS: Select the OK option below to update already created eCOI records. Updates include revisions to the project title, description, and sponsors.

Running this activity will update the following COI disclosures:

Research Certification Status	COI Last Submission Date	Discloser Name	Disclosure certification ID	Date Modified
<input type="radio"/> Draft	<input type="radio"/> Not Available	Diane Ambrose	DC00078174	1/18/2018
<input checked="" type="radio"/> No Review Required	<input checked="" type="radio"/> 1/18/2018	Pedro Cortez	DC00078175	1/18/2018
<input type="radio"/> Draft	<input checked="" type="radio"/> 11/30/2017	Richard Drachtman	DC00078178	1/18/2018

[OK](#) [Cancel](#)

Additional Personnel (If Applicable)

- If applicable, be sure to select "Yes" in **Section 1.0.8** for Additional Personnel.
- Section 2.0.1** – Click "**Add**" to identify ALL other Rutgers personnel that will be involved in your project. Select "**OK**" if done or "**Ok and Add Another**" to add multiple.
- Once complete, the Additional Personnel information will appear.

Continue through the remaining smart forms, **completing all required information**. Once done, exit out of the proposal. You will be routed to the FP Workspace. **Follow Steps 1-3**

Update Financial Disclosure Certifications in eCOI – To make changes OR update missing information — (see above for details)

Once all changes/updates have been made to the project:

- Go to My Current Actions and click on the **Update Financial Disclosure Certification in eCOI** activity.
- Select the OK option to update already created eCOI records.

Running this activity will update all listed COI disclosures: