

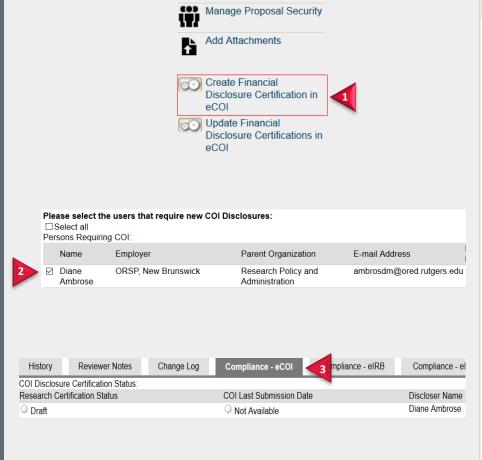
## Research Administration & Proposal Submission System (RAPSS) Research Certification Quick Reference

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; 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 "<b>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.



## **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.

- Go to My Current Actions and click the Create Financial Disclosure Certification in eCOI activity.
- 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.

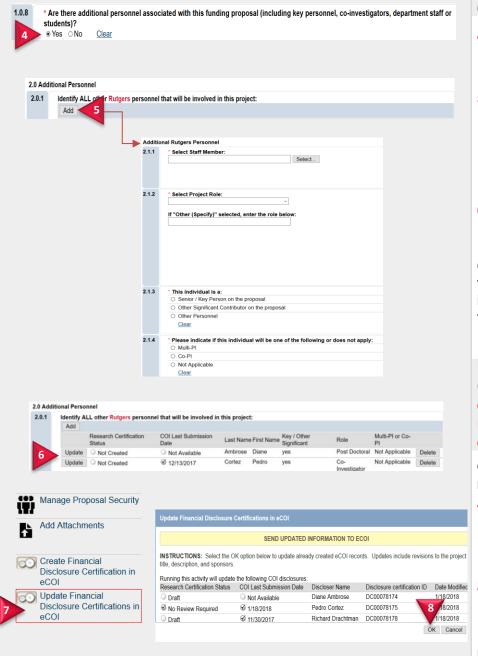
The status of each conflict of interest certification record will also be displayed under the Compliance - eCOI tab. This information will not appear until the certification has been created.

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## 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.



Additional Personnel (If Applicable)

- **4.** If applicable, be sure to select "Yes" in **Section 1.0.8** for Additional Personnel.
- 5. 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.
- **6.** 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.
- **8.** Select the OK option to update already created eCOI records.

Running this activity will update all listed COI disclosures:

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