

LEVEL OF RSP SERVICES BASED ON 5/2 DAY DEADLINE SUBMISSION POLICY

Dated: 3/19/2021

Available Service
 Unavailable Service

RSP Services	5 Days	4 Days	3 Days	2 Days	1 Day	Due Date
ANNOUNCEMENT / SOLICITATION / RFP						
Review of Sponsor announcement/guidelines (see Note 1)						
Review for eligibility/sponsor registration						
Assistance in understanding the announcement requirements						
F&A APPLICABILITY AND WAIVER REQUESTS						
Discussion on the applicability of the appropriate F&A						
Provision of guidance (if needed) for the creation of F&A waiver request						
Ensure that F&A waiver approvals have been obtained (see Note 2)						
APPLICABILITY OF COST SHARE						
Discussion on the necessity of cost share inclusion and allowability of the various types						
Review of cost share budget and provision of comments / recommendations / revisions						
Ensure that cost share approvals have been obtained						
RUF ASSESSMENT FEE						
Interface with RUF for applicability of RUF assessment fee						
Provision of guidance for inclusion of RUF fee (if needed)						
BUDGET AND BUDGET JUSTIFICATION						
Discussion on the creation of budget and applicability of budget categories (see Note 3)						
Review of budget and budget justification						
Provision of comments / recommendations / corrections to budget and budget justification (if needed)						
Followup review of revised budget and budget justification (if needed)						
OTHER NON-TECHNICAL DOCUMENTS						
Review of other non-technical documents (biosketch, current & pending, facilities & other resources, formatting, etc.)						
Provision of comments / recommendations / corrections to other non-technical documents (if needed)						
Followup review of revised non-technical documents (if needed)						
TECHNICAL DOCUMENTS						
Review of Technical Documents for administrative purposes only						
Provisions of comments / recommendations / corrections to Technical documents (if needed)						
Followup review of revised technical documents (if needed)						

INSTITUTIONAL DOCUMENTS						
Assistance in gathering Institutional documents provided by RSP (e.g. W-9 forms, letter of support, audit reports, etc.) (if needed)						
Representations & Certifications, signed by RSP, notarization (if needed)						
SUBRECIPIENT & CONSULTANT DOCUMENTATION						
Ensure that all subrecipient documentation has been gathered						
Review Subrecipient documentation						
Provision of comments / recommendations / corrections to subrecipient documentation (if needed)						
Follow up review of revised subrecipient documentation (if needed)						
Assistance of determination of subrecipient vs consultant (if needed) (see Note 4)						
eCOI						
Ensure up-to-date disclosure of financial interests in eCOI for research						
TERMS AND CONDITIONS (if required at proposal stage)						
Review of terms and conditions of award (if needed)						
Creation of list of T&Cs to be negotiated at award time (see Note 5)						
RAPSS RECORDS AND SUBMISSION VIA RAPSS						
Ensure RAPSS FP has been initiated						
Ensure all necessary documents are uploaded						
Check for validations / errors in RAPSS						
Assist in resolution of errors / warnings in RAPSS						
Submit proposal via RAPSS						
Correction of errors / warning identified in grants.gov or eRA Commons						
Resubmission of corrected application via RAPSS						
Confirmation of submission						
Confirmation of Sponsor acceptance of submitted proposal						
SUBMISSION VIA SPONSOR PORTAL/EMAIL/PAPER						
Ensure all necessary documents are uploaded						
Check for validations / errors in the Sponsor's portal						
Assist in resolution of errors / warnings in Sponsor's portal						
Submit proposal via Sponsor's portal						
Correction of errors / warning identified in Sponsor's portal (if applicable)						
Resubmission of corrected application via Sponsor's portal						
Confirmation of submission						
Confirmation of Sponsor acceptance of submitted proposal						

How to Use This Chart: RSP internal deadline policy states that the complete proposal package, with the exception of the final proposal narrative, must be submitted to the RSP Grant Specialist by 12 noon five (5) business days in advance of the sponsor's deadline.

The completed package is submitted through our electronic system, RAPSS, so that appropriate departmental and school-level endorsements are obtained.

The RAPSS record must reach a state of "Specialist Review" on the 5 day deadline so that the specialist is notified of the need for review.

The final narrative (aka "final science") is due to RSP by 12 noon two (2) business days prior to the sponsor deadline.

This chart depicts the availability of services from RSP when the proposal package is submitted according to the 5 day/2 day internal deadline policy. Green indicates that the service is available. Red indicates that the service is generally unavailable.

Some activities, such as obtaining certain prior approvals from the sponsor, decisions on eligibility, F&A waiver or reduction approvals, determining the applicability of the Gift Assessment Fees, etc, require more time and should be undertaken well before the 5 day deadline for the proposal package.

NOTES:

Note 1: Exceptionally long, unusual or complex guidance documents may require several hours for a specialist to review. These documents should be provided to the RSP grant specialist as early as possible and before the 5 day deadline to ensure adequate review.

Note 2: Current process expects that any F&A reduction or waiver requests be submitted 10 business days prior to sponsor deadline. When the budget is submitted to RSP at the 5 day deadline, the F&A waiver should already be submitted for consideration or approved. Process and form available at: <https://orsp.rutgers.edu/facilities-and-administrative-costs>

Note 3: Researchers that require guidance on budget development, allowability of costs, and assistance with completing the Rutgers budget template and/or sponsor budget forms must contact their RSP grant specialists well in advance of the 5 day deadline.

Note 4: The categorization of collaborators as either a subawardee or consultant/vendor significantly affects the budget with respect to indirect costs anticipated. This determination should be made in advance of the 5 day internal deadline so that an accurate budget is submitted to RSP.

Note 5: Some sponsors will provide terms and conditions of award in their opportunity announcement. Rutgers must either (a) accept these terms and conditions if the application is awarded, usually without the ability to modify them, or, if Sponsors allows, (b) identify the terms and conditions that will require negotiations at the time of award and list them in a letter which will be included in the proposal package. These terms and conditions should be reviewed by RSP well in advance of the 5 day deadline to ensure that Rutgers can accept the terms and conditions if an award is made.

Any proposals with no specific due date identified by the Sponsor, must follow the same 5-2 day deadline as those with a due date specified by the Sponsor. The PI must submit a RAPSS record and identify their desired due date. They will be expected to follow the same 5/2 internal deadline policy, even for proposals with no formal deadline. The level of services to be provided by RSP is the same as with the proposals that have a due date specified by the Sponsor.

It must be emphasized that large multidisciplinary proposals, involving several collaborators and / or subrecipients, require extensive time for the complete and thorough review of all the documents involved. RSP strongly encourages the PI and the department administrator to start working on the proposal at least three (3) months prior to the due date and have documents available for RSP review at least 10 to 15 business days prior to the due date.

Please note that the RSP grant specialist has many duties in addition to proposal submission, such as award intake and initiation of the set up process, training (both receiving and giving), and non-financial post-award tasks, that take their time. The 5 day/2 day internal deadline is intended to allow them time to schedule submissions and give them enough time to conduct a thorough review and address any errors or complications that may negatively impact proposal submission.