

## **TechAdvance RAPSS Funding Proposal Instructions**

Although the RAPSS portal has clear instructions on navigating the forms, this document will provide TechAdvance® award specific information to facilitate the process.

To start, go to Rutgers Research Administration and Proposal Submission System (RAPSS), using the following link and use your Rutgers NetID to log in:

<https://rapss.rutgers.edu/>

Once in the Inbox, select the **Grants** tab –

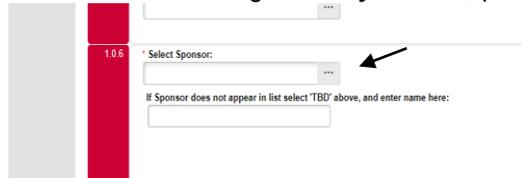


A new page opens. Select “**Create funding proposal**” from the left panel.

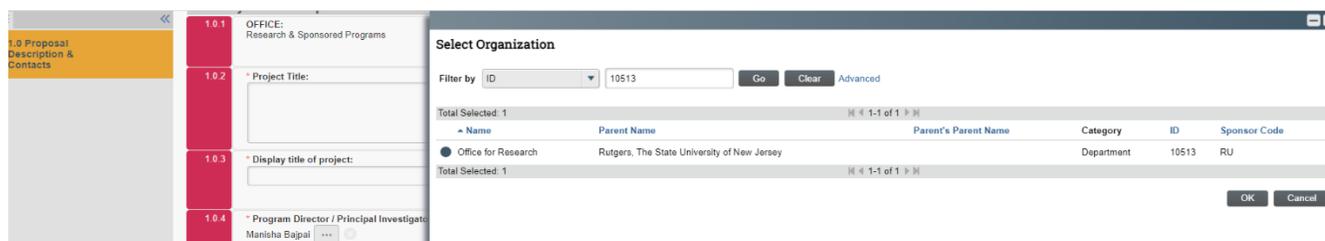
### 1.0 **Project Description & Contacts**

1.0.1 Ensure “**ORSP**” is pre-selected.

1.0.2 When entering the **Project Title**, please be sure to enter “**TechAdvance:**” followed by the title.



- 1.0.6 Browse, using the three dots next to: Select Sponsor:  
A list of options appear,  
Change the “**Filter by**” to ID and **search 10513**.  
Select **Office for Research** and click **OK**.



- 1.0.09 Using the browse option (three dots next to the bar) add your research team members  
Also add **TechAdvance Manager Manisha Bajpai (bajpaima@research.rutgers.edu)**  
and your **Department/ Business Administrator** as READ and EDIT members

## **Section 2**

If there are any sub-awards to those outside of Rutgers, list them under Non-Rutgers recipients

## **Section 3: Research Department Determination**

Use the browse option (three dots next to the selection bar) to select your department

## **Section 4: General Proposal Information**

4.0.4 Indicate how the forms will be submitted to the Sponsor: Select “**Electronic via other**”

4.0.5 Instrument type: **Grant**

4.0.9 Select “**Yes**” this is a limited submission

4.0.11 Select “**No**” this is not a pre-application

## **Section 9.0 Limited Submission Proposal**

9.0.1 Select “**This proposal was selected after a competitive internal process at Rutgers.**”

## **Section 10.0**

10.0.1 **Contact Information** : Using the browse option (three dots) and the menu, select **Manisha Bajpai  
Innovation Ventures Office of Research manisha.bajpai@rutgers.edu**

10.0.2 Select “**TechAdvance/TechXpress**”

## **Section 12.0 Submission Dates (Non-Grants.gov)**

12.1.1 Application submission deadline – put today’s date

12.1.3 Date response expected from sponsor – put today’s date

12.1.4 Expected Start Date – put the date which you plan to begin work on your TechAdvance project

## **Section 13.0 Budget Periods**

This information should be found in your award email sent through TechAdvance Automation Platform

- Submit the total approved budget amount as the Target Direct \$ in a single project period (no need to break it down by milestone). Leave the Target Indirect \$ as 0.00

13.1.2 Select “**No**” – there is no cost sharing

13.1.3 Select “**No**” – there is no F&A being applied

**Note:** Once you receive all the appropriate RAPSS approvals, you will be required to set up a new account via the Controller’s office (<http://uco.rutgers.edu/forms-repository>) and then send the project number to the TechAdvance® team to initiate the transfer of funds.