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.

1.0.9 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.