

Funding Proposal (FP) Checklist



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Section 1.0: Project Description & Contacts

- Question 1.0.1: Enter the full title of the project. If this is a Federal grants.gov submission, this will be carried into the SF424 application. Full Title is the exact match from the NOA.
- Question 1.0.2: Short title of the project that will be displayed in the RAPSS workspace. The short title should mimic the full title and contain the Sponsor ID (if applicable) for easier access.
- Question 1.0.4: RAPSS will pre-populate the PI field with the name of the individual that initiated the record. If you are not the PI, remove your name and identify the correct PI of the project. List your name in question 1.0.9 with Read/Edit access. This will ensure you have access to the record. This individual **is** part of the project team and **will** receive RAPSS notifications related to the project.
- Question 1.0.5: Enter the Mentor if applicable. Should the project be funded Research Financial Services (RFS) will use the Mentor as the PI for the purpose of the Oracle Financial System, not the fellow. This individual **is** part of the project team and **will** receive RAPSS notifications related to the project.
- Question 1.0.7: Identify a pre-award contact that can be reached regarding pre-award matters. This individual **is** part of the project team and **will** receive RAPSS notifications related to the project.
- Question 1.0.8: Identify a post-award contact that can be reached regarding post-award matters. This individual **is** part of the project team and **will** receive RAPSS notifications related to the project.
- Question 1.0.9: Identify any individuals that need **READ/EDIT** access this record. They **are** part of the project team and **will** receive RAPSS notifications related to the project.
- Question 1.0.10: Identify any individuals that need **READ ONLY** access this record. They **are not** part of the project team and **will not** receive RAPSS notifications related to the project.

HINT: Use the "%" as the "wild card" to search any field

(e.g., search for National Institute of Mental Health, type **%mental%** and all sponsors with containing "mental" in their name will be retrieved.

Section 4.0 General Proposal Information

- Question 4.0.3: Ensure the correct on/off campus designation is made.
- Question 4.0.4: Ensure correct submission mechanism is selected.
- Question 4.0.5: Ensure correct instrument type selected.
- Question 4.0.6: Check yes/no for any outgoing subawards.
- Question 4.1.a: Ensure the correct project purpose is selected.

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Other Sections

- Question 5.0: Select the appropriate compliance components applicable to the project.
- Question 10.0.1: Identify the correct opportunity ID for the federal applications. Once the SF424 has been created using this opportunity, it cannot be changed.
- Question 12.0: Provide the correct dates for the submission. They will appear in the upcoming deadlines.
- Question 13.0: Use "Add" or "Remove" to increase or decrease the number of budget periods displayed. Update the budget information (direct costs and indirect costs) it is used for reporting purposes.
- Question 13.1.1: Identify all project accounts necessary for this project.

Important Links

Research and Sponsored Programs (RSP) website:

[Research and Sponsored Programs | Rutgers Research](#)

Oracle Project Request Form: required for each project requested:

<https://postaward.rutgers.edu/policies-resources/forms>

RSP budget template with latest account codes:

<http://orsp.rutgers.edu/budget-template>

F&A Waiver Form signed by Dean and Office for Research (If F&A s waived/reduced is required):

<http://orsp.rutgers.edu/facilities-and-administrative-costs>

PI Change Form:

<https://orsp.rutgers.edu/pi-changes-and-award-transfers>

Non-Sponsored Project Form:

[Forms and Templates | University Finance and Administration \(rutgers.edu\)](#)

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Related Quick Guides

Funding Proposal

- [RAPSS-Funding Proposal \(FP\) Prepare a Proposal Quick Guide](#)
- [RAPSS-Funding Proposal \(FP\) Proposal Workflow and States Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Workspace Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Checklist.pdf](#)
- [RAPSS-Funding Proposal \(FP\) SF424 Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Complete Dept Change Request & Specialist Change Request Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Update Project Status Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Complete JIT Request Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Advanced Account Request and Approval Quick Guide.pdf](#)

Department Reviewer

- [RAPSS-Funding Proposal \(FP\) Department Reviewer Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Advanced Account Request and Approval Quick Guide.pdf](#)

Additional Quick Guides

- [RAPSS-General-Manage Attachments Quick Guide.pdf](#)
- [RAPSS-General-Terminology Quick Guide.pdf](#)
- [RAPSS-General-Dashboard Quick Guide.pdf](#)