Funding Proposal (FP) Complete Department Change Request & Specialist Change Request Quick Guide

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Once the Funding Proposal (**FP**) has been submitted for internal review either the Department Reviewers or the RSP Grants Specialists may request changes to the project.

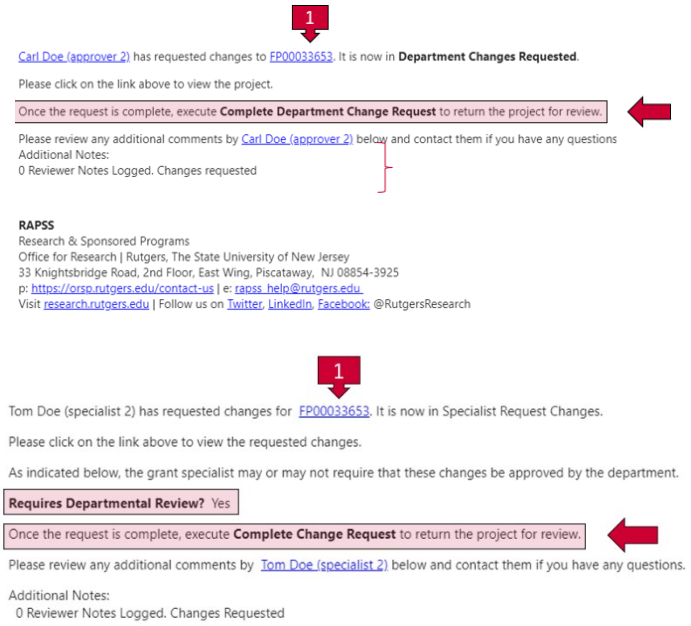
See also: RAPSS-Funding Proposal (FP) Department Reviewer Quick Guide.pdf

Step 1: Click the link in the notification

Click the link in the RAPSS email notification that you received. It provides additional guidance regarding the actions available in this state.

If you are already logged into the system, you will be taken directly to the record for review. Otherwise, you will be prompted to login.

Note: Upon the specialist's review of the project, they may require additional departmental review as part of the change request if they deem it appropriate.



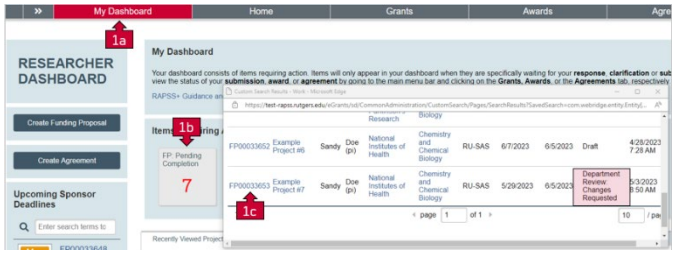
Alternate method to open the FP

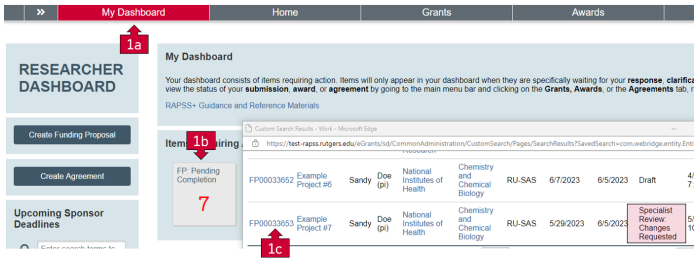
Login into RAPSS (https://rapss.rutgers.edu) using your Rutgers NetID.

1a: Click on the **My Dashboard** tab to go to your Dashboard.

1b: Click on the tile labelled **FP: Pending Completion**

1c: In the window that opens, select the record you need to complete the request for. It will be in either a state of **Department Review: Changes Requested** or **Specialist Review: Changes Requested** depending on who initiated the request.





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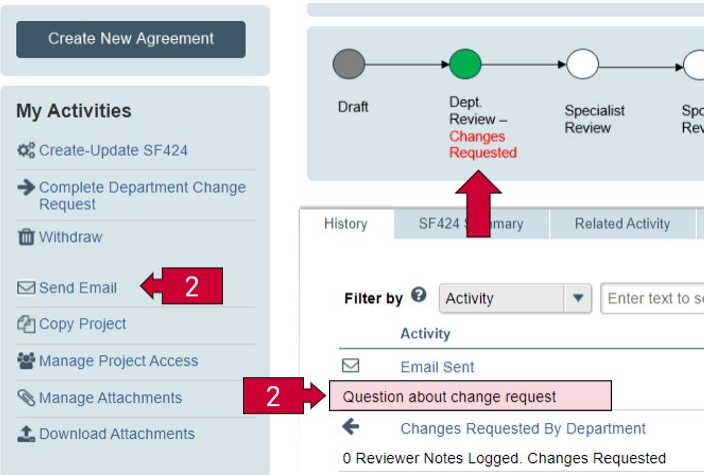
Step 2: Review the request

Depending upon what the requested changes are, you may be asked among other things to:

- Provide additional documentation
  See also: RAPSS-General-Manage Attachments Quick Guide.pdf
- Update information in the smartforms
  See also: RAPSS-Funding Proposal (FP) Prepare a Proposal Quick Guide.pdf
- Update the information in the SF424
  See also: RAPSS-Funding Proposal (FP) SF424 Quick Guide.pdf

If you have any questions regarding the nature of the request, consult the individual that made the request. It is preferable to use the **Send Email** activity in RAPSS to initiate communication from the system. This way everyone involved with the project can see the exchange in the project **History** tab and is aware of the actions taken.

The History tab will display the list of actions taken and will display the nature of the change request being made.



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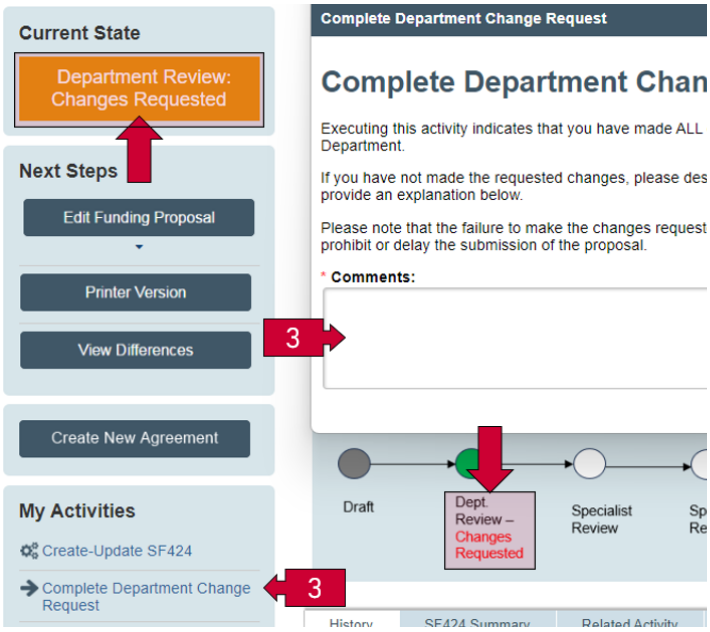
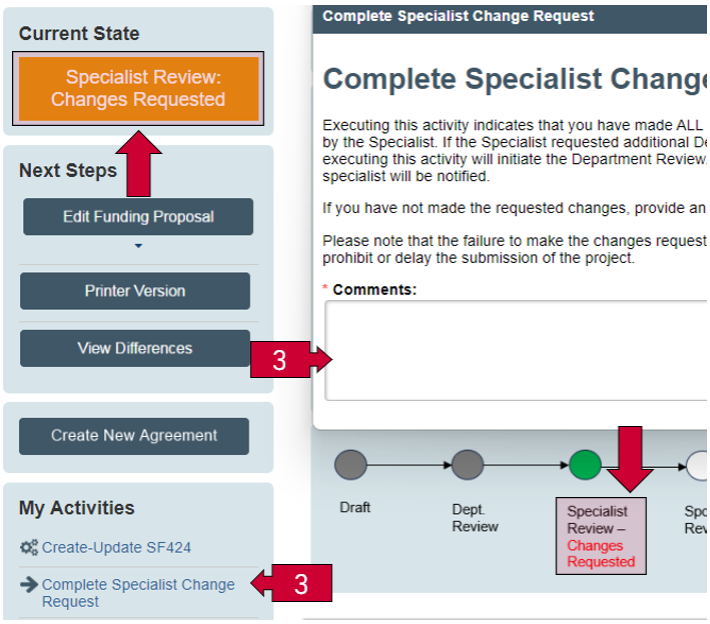
Step 3 Complete the request

Once the request has been satisfied, you must complete the request using the **Complete Department Change Request** or **Complete Specialist change Request** activity to put it back in the respective reviewer's queue.

- If the request was initiated by a department reviewer, it will return to a state of **Department Review** at the level of review from which the request originated. It will not go through the entire department review process.
- If the request was initiated by the specialist, it will be returned to a state of **Specialist Review**. It will not go through the department review process.
- If the specialist requested additional department review, it will be returned to a state of **Department Review**. The department review will begin anew with the first level of reviewers.





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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