

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



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.

1

Carl Doe (approver 2) has requested changes to [FP00033653](#). It is now in **Department Changes Requested**. Please click on the link above to view the project.

Once the request is complete, execute **Complete Department Change Request** to return the project for review.

Please review any additional comments by Carl Doe (approver 2) below and contact them if you have any questions

Additional Notes:
0 Reviewer Notes Logged. Changes requested

RAPSS
Research & Sponsored Programs
Office for Research | Rutgers, The State University of New Jersey
33 Knightsbridge Road, 2nd Floor, East Wing, Piscataway, NJ 08854-3925
p: <https://orsp.rutgers.edu/contact-us> | e: rapss_help@rutgers.edu
Visit research.rutgers.edu | Follow us on [Twitter](#), [LinkedIn](#), [Facebook](#) @RutgersResearch

1

Tom Doe (specialist 2) has requested changes for [FP00033653](#). It is now in Specialist Request Changes. Please click on the link above to view the requested changes.

As indicated below, the grant specialist may or may not require that these changes be approved by the department.

Requires Departmental Review? Yes

Once the request is complete, execute **Complete Change Request** to return the project for review.

Please review any additional comments by Tom Doe (specialist 2) below and contact them if you have any questions.

Additional Notes:
0 Reviewer Notes Logged. Changes Requested

1a

1b

1c

Item	Project #	PI	Department	Agency	Start Date	End Date	Status	Last Update	
FP00033652	Example Project #6	Sandy Doe (PI)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	6/7/2023	6/5/2023	Draft	4/28/2023 7:28 AM
FP00033653	Example Project #7	Sandy Doe (PI)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	5/29/2023	6/5/2023	Department Review: Changes Requested	4/23/2023 8:50 AM

1a

1b

1c

Item	Project #	PI	Department	Agency	Start Date	End Date	Status	Last Update	
FP00033652	Example Project #6	Sandy Doe (PI)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	6/7/2023	6/5/2023	Draft	4/28/2023 7:28 AM
FP00033653	Example Project #7	Sandy Doe (PI)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	5/29/2023	6/5/2023	Specialist Review: Changes Requested	5/11/2023 11:11 AM

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



RUTGERS
Office for Research

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.

The screenshot displays the RAPSS system interface. On the left, a 'My Activities' sidebar lists various actions: 'Create-New Agreement', 'Create-Update SF424', 'Complete Department Change Request', 'Withdraw', 'Send Email', 'Copy Project', 'Manage Project Access', 'Manage Attachments', and 'Download Attachments'. A red arrow with the number '2' points to the 'Send Email' activity. On the right, a workflow diagram shows stages: 'Draft', 'Dept. Review - Changes Requested', 'Specialist Review', and 'Spc Rev'. A red arrow points to the 'Dept. Review - Changes Requested' stage. Below the workflow, the 'History' tab is active, showing a list of activities for 'SF424 Summary'. A red arrow with the number '2' points to the 'Question about change request' activity in the list. The list also includes 'Email Sent', 'Changes Requested By Department', and '0 Reviewer Notes Logged. Changes Requested'.

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



RUTGERS
Office for Research

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](#)