Funding Proposal (FP) Department Reviewer Quick Guide

RUTGERS
Office for Research

Department review and approval of the Funding Proposal (**FP**) must be completed in accordance with the RSP 5/2-day policy as described on the webpage below:

Proposal Deadlines | Rutgers Research.

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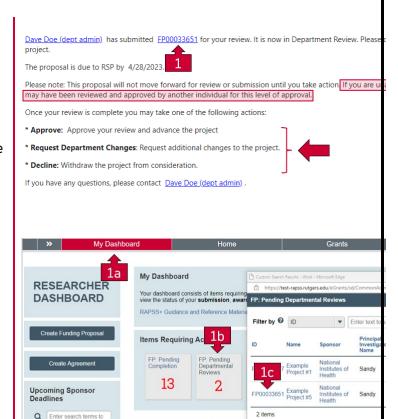
If you are already logged into the system, you will be taken directly to the record for review. Otherwise, you will be prompted to login.

Alternative 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: Determination Required**.

1c: In the window that opens, select the record you need to review.

See also: RAPSS-General-Dashboard Quick Guide.pdf

Dave Doe (dept admin) has submitted FP00033651 for your review. It is now in Department Review. Please project.

The proposal is due to RSP by 4/28/2023.

Please note: This proposal will not move forward for review or submission until you take action. If you are u may have been reviewed and approved by another individual for this level of approval.

Once your review is complete you may take one of the following actions:

* **Approve:** Approve your review and advance the project
* **Request Department Changes:** Request additional changes to the project.
* **Decline:** Withdraw the project from consideration.

If you have any questions, please contact Dave Doe (dept admin) .

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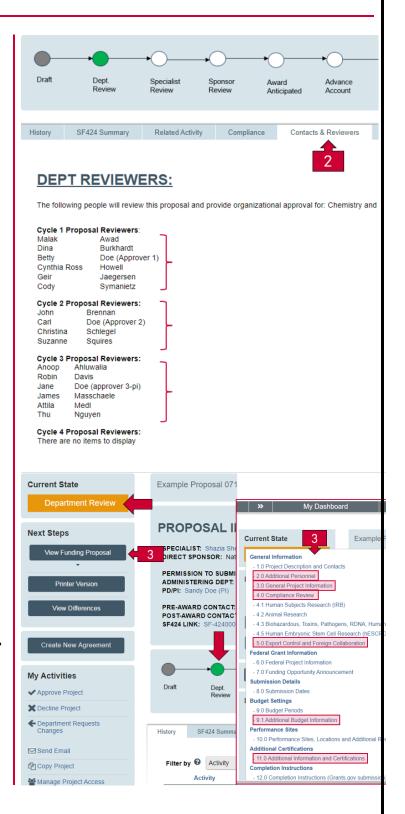

Step 2: Identify the other reviewers

From the FP workspace, Click on the contacts and reviewers tab to display all the individuals that may endorse the FP on behalf of the department.

Each level of review must be completed before the FP can advance to your Research and Sponsored Programs Grant Specialist for review.

<mark>Local business practice should be followed to determine who is the primary approver and who are the alternate approvers for each level.</mark>

DEPT REVIEWERS:

The following people will review this proposal and provide organizational approval for: Chemistry and

Cycle 1 Proposal Reviewers:
Malak	Awad
Dina	Burkhardt
Betty	Doe (Approver 1)
Cynthia Ross	Howell
Geir	Jaegersen
Cody	Symanietz

Cycle 2 Proposal Reviewers:
John	Brennan
Carl	Doe (Approver 2)
Christina	Schlegel
Suzanne	Squires

Cycle 3 Proposal Reviewers:
Anoop	Ahluwalia
Robin	Davis
Jane	Doe (approver 3-pi)
James	Masschaele
Attila	Medl
Thu	Nguyen

Cycle 4 Proposal Reviewers:
There are no items to display

Step 3: Review the FP

Click View Funding Proposal to review the Smartforms. While all the forms should be reviewed, particular attention should be paid to those highlighted on the left.

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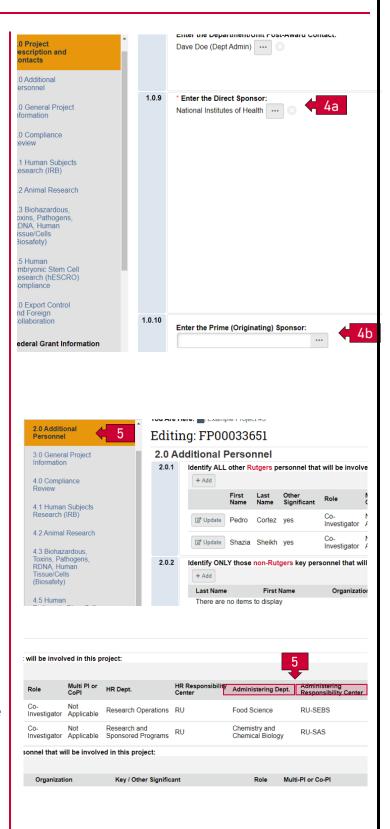## Step 4: Proposal Description & Contacts

- Ensure that the **Direct Sponsor** is correct

- Ensure the **Prime (Originating) Sponsor** (if applicable) is correct

Members with **Read Only** access (**Q1.0.13**)can only view the information and not edit it, nor will they receive notifications. <mark>If you are working on a collaborative project across departments, consider as a courtesy granting this level of access to an administrator from the collaborating units.</mark>

Step 5: Additional Personnel

ALL PROJECT PERSONNEL involved with the proposed project must be identified here (Rutgers and specify non-Rutgers Key Personnel).

- The additional personnel form will be displayed if the response to Q1.0.11 is Yes.

- <mark>All Rutgers personnel involved with the project</mark> **must** be identified and **must** be in agreement with the budget(s) provided for review.

- <mark>Formal sign-off by the collab orating PI Department is not required. However, as noted in **Step 4**, consider as a courtesy, granting Read Only access to an administrator from the collaborating unit(s).</mark>

- The **Administering Department must** be identified for <mark>all additional Rutgers personnel</mark>. This information will be used to evaluate collaborative activity and the minimum number of project accounts required with policy 90.1.1 if funded.

- The **Administering Department Responsibility Center** will be determined upon selection of the **Administering Department**.

- Specify **all** non-Rutgers Key personnel in the non-Rutgers personnel section (**Q2.0.2**).
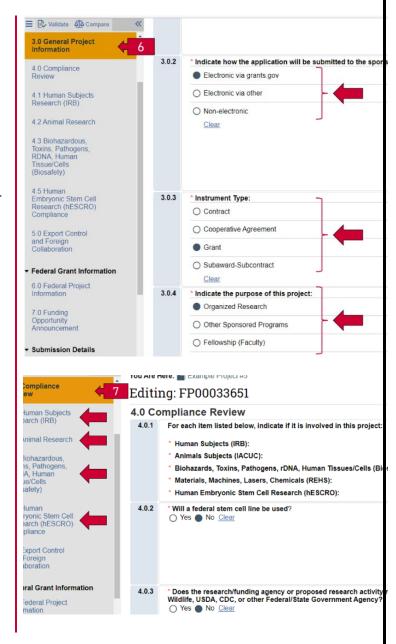
Step 6: General Information

Review this section. Ensure that following are correct:

- (**Q3.0.2**) The mechanism by which the project will be submitted to the sponsor
- (**Q3.0.3**) The instrument type
- (**Q3.0.4**) The purpose of the project/program classification

Step 7: Compliance Review

Review this section for any use of compliance related activity on the project.

- Human Subjects (IRB)
- Animal Studies (IACUC)
- Biohazards, Toxins, Pathogens, etc. (Biosafety)
- Materials Machines, Lasers, Chemicals (REHS)
- Stem Cell Research (hESC)
- Additional permits necessary to conduct the project

Step 8: Export Control and Foreign Collaboration

Review this section for any indication of foreign collaborations, publications involving international collaborations, or international travel.
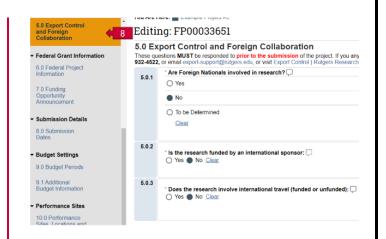
Step 9: Additional Budget Information
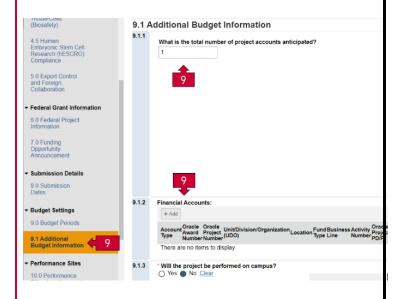
Review and confirm:

- The number of Oracle Financial system project accounts to be created if the project is funded.

- F&A Rates and indication of the need for an F&A Waiver Request

- Cost Sharing

- Program Income

- On/Off Campus Justifications

The number of accounts requested (**Q9.1.1**) must match the number of accounts listed (**Q9.1.2**)

<mark>Note: The entry of project account information at time of submission is optional but strongly encouraged. This information will be required in the associated award record if the project is funded.</mark>

This information will be used to identify collaborative activity in accordance with policy 90.1.1. (see also **Step 4**)

Step 10: Additional Information and Certifications

Review this section of the project for any commitments regarding additional space, additional equipment or renovation of university resources, or course release that the project is committing to.
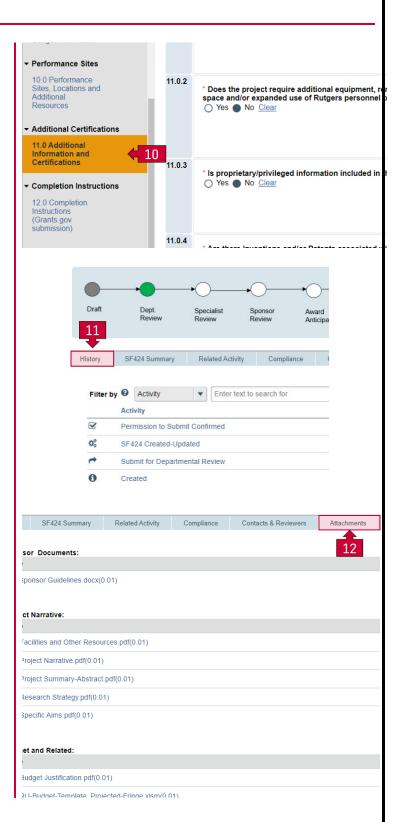

Step 11: Review the history of actions taken

The history tab shows the actions taken for this record. It will display (among other things):

- Approvals granted
- Requests for additional information
- Email activity initiated via the system

Step 12: Review the documentation

The Attachments section contains the supporting documentation for the project. Proposal Guidelines, Budgets, and Budget Justifications (among other documents) may be found here.

See also: RAPSS–General–Manage Attachments Quick Guide.pdf

Step 13: Complete the review

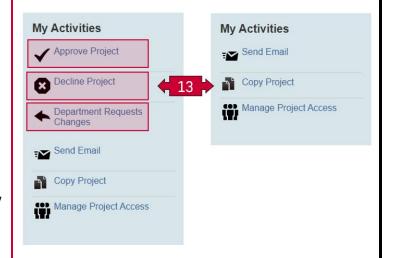You may complete your review by taking one of the following actions:

Approve Project: You approve this project on behalf of the Department. The project will advance to the next level of department review and the reviewers will be notified (**Step 2**). Upon completion of Department Review, the project will move to a state of **Specialist Review** and your RSP grants specialist will be notified.

If you do not see any of the actions described above available to you, chances are that someone at your level of approval has already completed the review. Review the history log to see who took action.

Department Request Changes: Upon review of the project, you may request the project team make changes or provide clarification as part of the review process. The record will move to the **Department Review: Changes Requested** state. Once the changes have been completed you will be notified.

See also: RAPSS–Funding Proposal (FP) Complete Dept Change Request & Specialist Change Request Quick Guide.pdf

Decline Project: You decline to endorse the project. This action will close out the record. It will not advance in the review process. The record may not be reinstated and will move to a state of **Declined**.

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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](#)