

Prepare a Funding Proposal (FP) Quick Guide



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Project preparation, review, and approval must be completed in accordance with the RSP 5/2-day policy as described at: [Proposal Deadlines | Rutgers Research](#)

Step 1: Create the Funding Proposal (FP)

From My Dashboard, click the Create Funding Proposal button.

See also: [RAPSS-General-Dashboard Quick Guide.pdf](#)

You will be presented with a blank FP record.

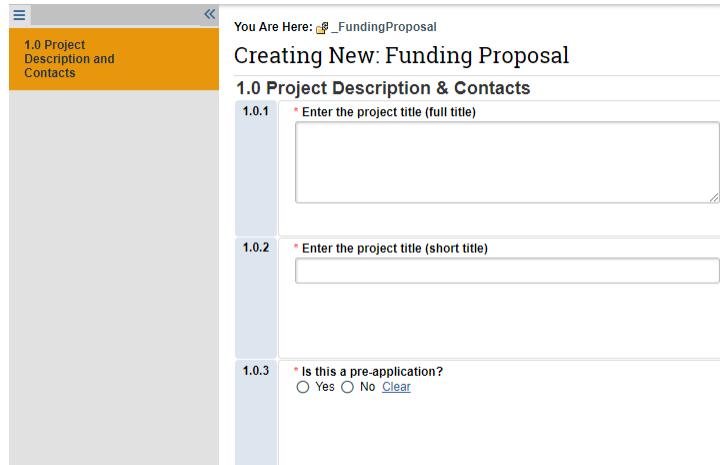
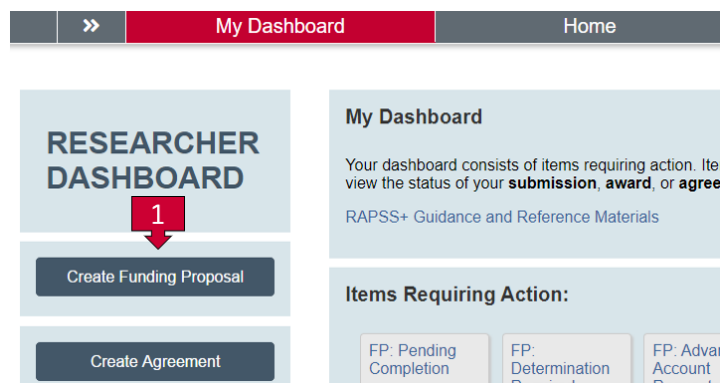
The individual that creates the FP record will initially be identified as the PD/PI.

If this individual is not the PD/PI of record, replace the name with that of the PD/PI.

If the individual creating the record will be part of the project team, they should add their name as either the Pre-award Contact, or the Post-Award Contact or as a Read/Edit member of the Project Team to ensure they have access to the record after leaving the page.

If you have the additional role of Department Administrator (as approved by your unit), you already have READ ONLY access to all activity in your unit. Add yourself in one of the above locations if you require edit access to the record.

The FP ID will not be assigned until the first page is completed and saved.



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Step 2: Complete the initial FP Smartform

Answer all remaining questions on the initial Smartform page, being sure to identify the **Project Team** members:

- PD/PI (**Q1.0.4**)
- Mentor (if applicable) (**Q1.0.5**)
- Department Pre-Award Contact (**Q1.0.7**)
- Department Post-Award Contact (**Q1.0.8**)
- Members with Read/Edit Access (**Q1.0.12**)

These individuals will receive notifications from the system pertaining to the project and will have the ability to edit the form information. It is **expected** that all individuals identified will be able to respond to requests for information from their Grants Specialist. **Do not add** anyone that cannot assist in this capacity.

Members with **Read Only** access (**Q1.0.13**) can only view the information and not edit it, nor will they receive notifications. **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.**

Ensure the Direct Sponsor (**Q1.0.9**) is correct. This is who Rutgers is directly receiving the funds from

Ensure the Prime (Originating) Sponsor (**Q1.0.10**) is correct (if applicable). In this case, Rutgers is typically a subawardee and the funding is considered pass-through.

Example: Rutgers is receiving funding from another university. The funding provided by the other university originated from another entity.



You Are Here: 🏠 _FundingProposal

Creating New: Funding Propo:

1.0 Project Description & Contacts

1.0.1	* Enter the project title (full title) <input type="text" value="Example Project"/>
1.0.2	* Enter the project title (short title) <input type="text" value="Example Project"/>

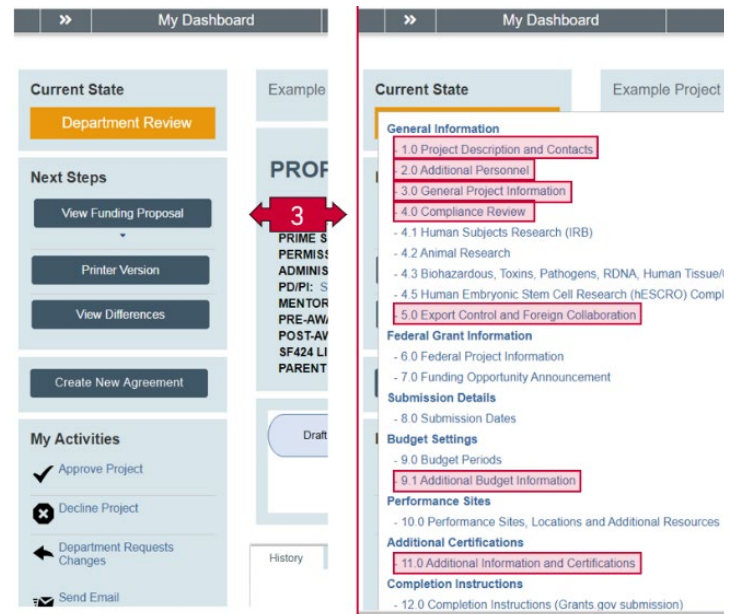
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Step 3: Complete the remaining Smartforms

Once the initial Smartform page has been completed and saved, all remaining Smartform pages will be displayed.

Forms to pay particular attention to are noted and described below.



Step 4: Add Additional Personnel

ALL 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.
- All Rutgers personnel involved with the project must be identified and must be in agreement with the budget(s) provided for review.
- The **Administering Department** must be identified for all additional Rutgers personnel. 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**).

1.0.11 Are there additional personnel associated with this project (including key personnel, co-investigators, co-PIs, etc.)?
 Yes No Clear

You Are Here: Example Project Title
 Editing: FP00033647

2.0 Additional Personnel **4**

2.0.1 Identify ALL other Rutgers personnel that will be involved in this project:

First Name	Last Name	Other Significant	Role	Multi PI or CoPI	HR Dept.	HR Responsibility Center
There are no items to display						

2.0.2 Identify ONLY those non-Rutgers key personnel that will be involved in this project:

Last Name	First Name	Organization	Key / Other Significant
There are no items to display			

Additional Rutgers Personnel

2.1.1 * Select Staff Member:

2.1.2 * Administering Department:
 4

2.0 Additional Personnel **4** Editing: FP00033651

2.0.1 Identify ALL other Rutgers personnel that will be involved in this project:

First Name	Last Name	Other Significant	Role	Multi PI or CoPI	HR Dept.	HR Responsibility Center	Administering Dept.	Administering Responsibility Center	
<input checked="" type="checkbox"/>	Pedro	Cortez	yes	Co-Investigator	Not Applicable	Research Operations	RU	Food Science	RU-SEBS
<input checked="" type="checkbox"/>	Shazia	Sheikh	yes	Co-Investigator	Not Applicable	Research and Sponsored Programs	RU	Chemistry and Chemical Biology	RU-SAS

2.0.2 Identify ONLY those non-Rutgers key personnel that will be involved in this project:

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Step 5: 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 6: Compliance Review

Review this section for any use of compliance related activity on the project. If **Yes**, is selected, complete the follow-on sections as appropriate.

- 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

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Step 7: Export Control and Foreign Collaboration

Review this section for any indication of foreign collaborations, publications involving international collaborations, or international travel.

Step 8: Identify the Opportunity/Solicitation

The selection of the Direct Sponsor (**Q1.0.9**) and the application submission mechanism (**Q3.0.2**) will determine the page that will be displayed to collect information about the opportunity/solicitation being applied for.

The example is for a Federal sponsor (**Q1.0.9**) and the project is being submitted via Grants.gov (**Q3.0.2**).

If submitting via Grants.gov, be sure the opportunity identified is correct. Once the SF424 application is created, it cannot be changed.

Some Opportunity ID's have multiple Package ID numbers, and the RFA/FOA may specifically state the applicant must apply to a particular package ID/program area so that his/her application is routed properly once submitted to Grants.gov

The screenshot shows a web application interface for editing a funding proposal. The top navigation bar includes 'Validate' and 'Compare' buttons. The main content area is titled 'Editing: FP00033651' and is under the heading '5.0 Export Control and Foreign Collaboration'. A sidebar on the left lists various sections: 'Federal Grant Information', 'Submission Details', 'Budget Settings', and 'Performance Sites'. The 'Federal Grant Information' section is expanded, showing sub-sections 5.0.1, 5.0.2, and 5.0.3. A red arrow points to the '5.0 Export Control and Foreign Collaboration' section in the sidebar. The main content area contains three questions with radio button options and a 'Clear' link for each.

5.0.1 Are Foreign Nationals involved in research?
 Yes
 No
 To be Determined
[Clear](#)

5.0.2 Is the research funded by an international sponsor?
 Yes No [Clear](#)

5.0.3 Does the research involve international travel (funded or unfund...
 Yes No [Clear](#)

The screenshot shows a web application interface for editing a funding proposal. The top navigation bar includes 'Validate' and 'Compare' buttons. The main content area is titled 'Editing: FP00033647' and is under the heading '6.0 Federal Project Information'. A sidebar on the left lists various sections: 'Federal Grant Information', 'Submission Details', 'Budget Settings', and 'Performance Sites'. The '6.0 Federal Project Information' section is expanded, showing sub-section 6.0.1. A red arrow points to the '6.0 Federal Project Information' section in the sidebar. The main content area contains a form for entering opportunity ID or CFDA number.

6.0.1 Enter opportunity ID or CFDA number below. Information regarding the Grant Appli...
Package ID:
8 Opportunity ID (PA or RFA Number):
CFDA Number:
CompetitionID:

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Step 9: Additional Budget Information

Review this section for:

- 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**).

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.

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.

You Are Here: Example Project #5
Editing: FP00033651

9.1 Additional Budget Information

9.1.1 What is the total number of project accounts anticipated?
1

9

9

9.1.2 Financial Accounts:

Account Type	Oracle Award Number	Oracle Project Number (UDO)	Unit/Division/Organization	Location	Fund Business Type Line
There are no items to display					

9.1.3 * Will the project be performed on campus?
 Yes No [Clear](#)

11.0.3 * Is proprietary/privileged information included?
 Yes No [Clear](#)

11.0.4 * Are there inventions and/or Patents associated?
 Yes No [Clear](#)

11.0.5 * Does the project include Course Release?
 Yes No [Clear](#)

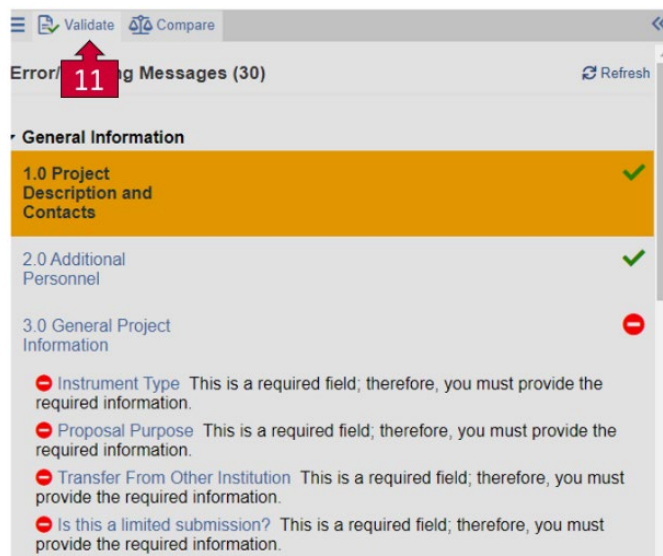
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Step 11: Review the information

Review the FP Smartforms and use the **Validation** to identify any missing information

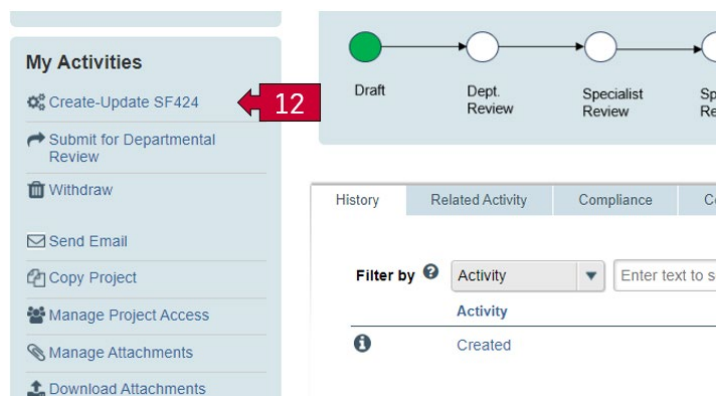


Step 12: Create the SF424 Application Package (if applicable)

If the project is being submitted via Grants.gov create the application package (once all Smartform pages have been completed)

Go to the main FP workspace and click **Create/Update SF424**

See also: [RAPSS-Funding Proposal \(FP\) SF424 Quick Guide.pdf](#)



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Step 13: Upload supporting documentation

Use the **Manage Attachments** activity in the main FP workspace to upload documents according to the below categories:

- Sponsor Documents
- Project Narrative
- Budget and Related
- Subaward Documents
- Award Documents
- Other

See also: [RAPSS-General-Manage Attachments Quick Guide](#)

My Activities

- ⚙️ Create-Update SF424
- ➡️ Submit for Departmental Review
- 🗑️ Withdraw
- ✉️ Send Email
- 📄 Copy Project
- 👤 Manage Project Access
- 📎 Manage Attachments **13**
- ⬇️ Download Attachments

Manage Attachments

Upload any attachments related to the funding project. These documents will appear in the "Attachments" section.

Sponsor Documents:

+ Add

Name	Version
There are no items to display	

Project Narrative:

+ Add

Name	Version
There are no items to display	

Budget and Related:

+ Add

Name	Version
There are no items to display	

Subaward Documents:

+ Add

Name	Version
There are no items to display	

Award documents:

+ Add

Name	Version
There are no items to display	

Other:

+ Add

Name	Version
There are no items to display	

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Step 14: Submit the project for internal review

Once all Smartforms have been completed and validated, the project may be submitted for internal review. Use the **Submit for Departmental Review** activity from the main FP workspace.

Although anyone on the project team (identified in Step 2) may initiate the review. It is generally expected that the PD/PI of the project will perform this action.

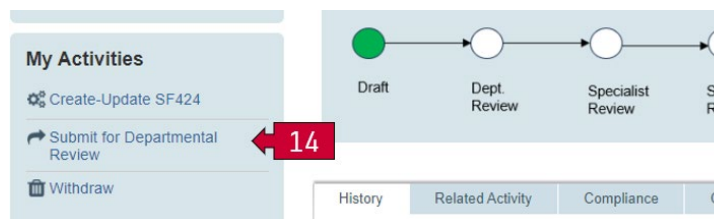
If department practice allows the PD/PI to delegate this action to a proxy, the PD/PI will be notified which project team member took action. A copy of the attestation language will be included in the notification.

See also: [RAPSS-Funding Proposal \(FP\) Checklist](#)

Step 15: Follow the project's progress

You may follow the progress of the project at any time by going to the main workspace and viewing accompanying diagram

See also: [RAPSS-Funding Proposal \(FP\) Proposal States Quick Guide.pdf](#)



Submit for Departmental Review

ENDORSEMENTS:

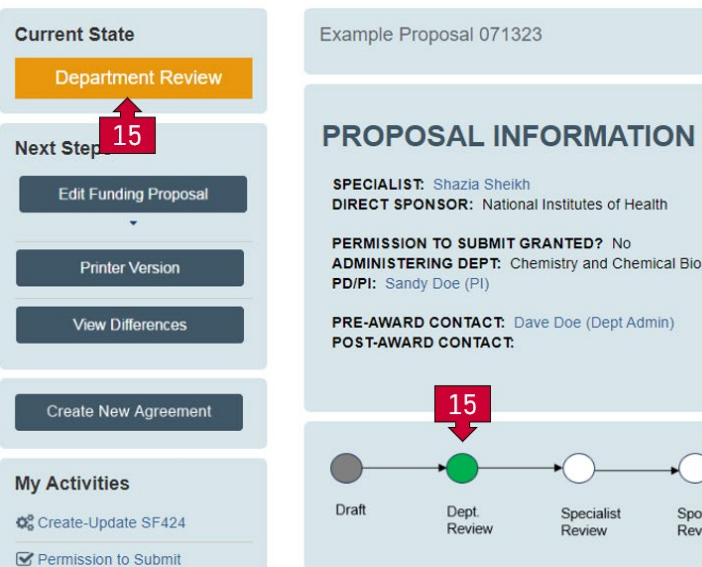
I will abide by applicable sponsor and University policies and guidelines in the conduct of the program, including provision of the award. For multiyear awards with automatic renewals (no interim progress reporting required), this form will serve the te

PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE:

- I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual dual use and radioactive materials, the use of human subjects/vertebrate animals in research and any other complian the scope of the proposed work.
- I certify that the information contained on this form and within this application is true, accurate and complete and any fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- I certify that all key personnel have agreed to participate in the proposed work as specified in the proposal.

As PI/PD for this submission, I approve the above endorsements:

As proxy for the PD/PI of this submission, the PD/PI will be notified of the action including the above attestation:



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Step 16: Complete the project

While the project is under review by the department or your specialist, you may:

- 16a. Complete the SF424 (if applicable)
- 16b. Communicate with your project team or your specialist using the **Send Email** activity
- 16c. Give others access to the project using the **Manage Project Access** activity
- 16d. Upload additional documentation

See also: [RAPSS-Funding Proposal \(FP\) SF424 Quick Guide.pdf](#)

See also: [RAPSS-General-Manage Attachments Quick Guide](#)

The screenshot displays the RAPSS system interface. At the top, there are buttons for 'View Differences' and 'Create New Agreement'. Below these is a 'My Activities' section with a list of actions: 'Create-Update SF424', 'Permission to Submit', 'Withdraw', 'Send Email', 'Copy Project', 'Manage Project Access', 'Manage Attachments', and 'Download Attachments'. Red arrows labeled '16b', '16c', and '16d' point to the 'Send Email', 'Manage Project Access', and 'Manage Attachments' activities respectively. To the right, a workflow diagram shows stages: Draft, Dept. Review (highlighted with a green circle and a red arrow labeled '16a'), Specialist Review, and Sp. Re. Below the workflow is a 'History' section with tabs for 'SF424 Summary' and 'Related Activity'. A 'Filter by' dropdown is set to 'Activity', and a search box contains 'Enter text to s'. A list of activities is shown below, including 'SF424 Created-Updated' and 'Submit for Departmental Review'. At the top right, a 'POST-AWARD CONTACT' section shows 'SF424 LINK: SF-42400007561' with a red arrow labeled '16a' pointing to it.

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Step 17 Permission to submit

Prior to your specialist submitting the project to the sponsor, you must grant them **Permission to Submit** signifying:

- ALL documents, including the FINAL technical/scientific components of the proposal (if applicable) have been attached.
- ALL assurances and activities have been completed.
- RSP may release the project to the sponsor upon completion of its review.

This action may only be executed once. Afterwards it will no longer be available.

The screenshot displays the Rutgers eGrants system interface. On the left, there are two panels: 'Next Steps' and 'My Activities'. The 'Next Steps' panel includes buttons for 'Edit Funding Proposal', 'Printer Version', 'View Differences', and 'Create New Agreement'. The 'My Activities' panel lists actions such as 'Create-Update SF424', 'Permission to Submit' (highlighted with a red arrow and the number 17), 'Withdraw', 'Send Email', 'Copy Project', and 'Manage Project Access'. The main content area is titled 'PROPOSAL INFORMATION' and shows details for a proposal. The 'PERMISSION TO SUBMIT GRANTED?' field is set to 'No' (highlighted with a red arrow). Below this, there is a 'Permission to Submit' section with a note: 'Execution of this activity certifies that the funding proposal you are granting the specialist permission to submit to the... ALL documents, including the FINAL technical/scientific components of the proposal (if applicable) have been attached. ALL assurances and activities have been completed. NOTE: If the Specialist has executed the "Bypass Review activity, it is automatically considered that the technical/sci components of the proposal (if applicable) are final and Pe Submit is Granted. * I am certifying that the proposal is complete and the Spe to the Sponsor: '. A progress bar below shows the workflow: Draft (grey), Dept. Review (green), Specialist Review (white), and Spo Rev (white). At the bottom, a 'History' section shows a table with columns for 'Activity' and 'Status'. The table contains one entry: 'Permission to Submit Confirmed' (highlighted with a red arrow).

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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](#)