Prepare a Funding Proposal (FP) Quick Guide

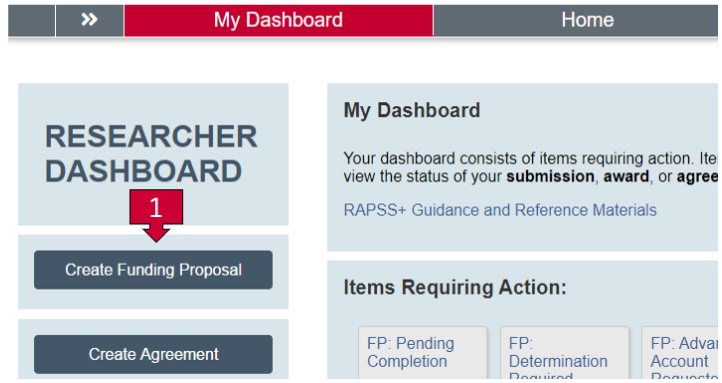
Rutgers Office for Research

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.

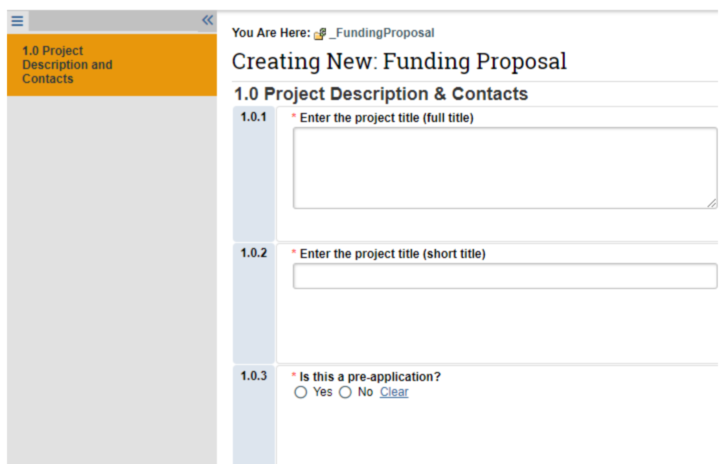
The individual that creates the FP record will initially be identified as the PD/PI.

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.



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**)

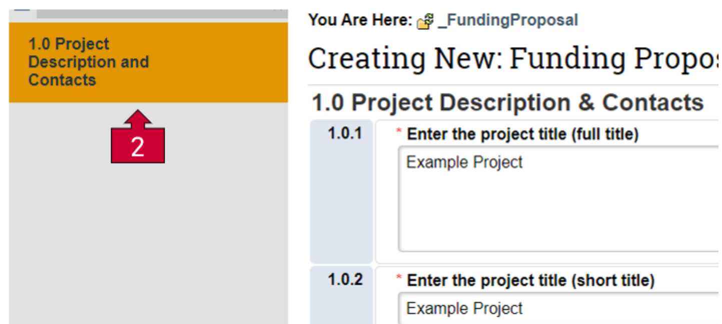
These individuals will receive notifications from the system pertaining to the project and will have the ability to edit the form information. It is **expected** that all individuals identified will be able to respond to requests for information from their Grants Specialist. **Do not add** anyone that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



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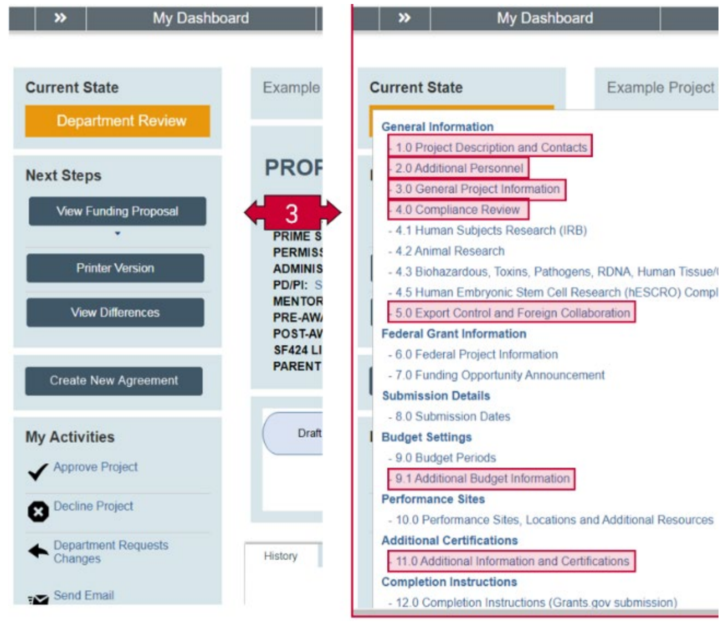
Step 3: Complete the remaining Smartforms

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

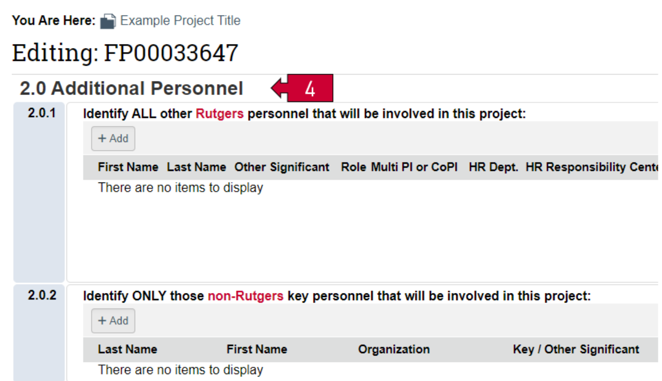
Forms to pay particular attention to are noted and described below.

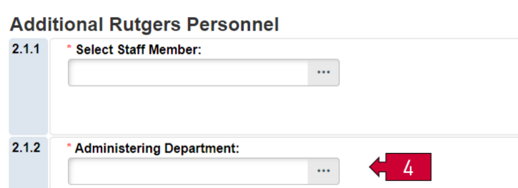


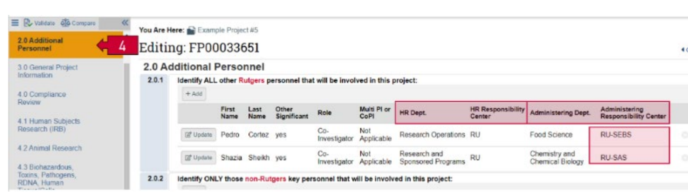
Step 4: Add Additional Personnel

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**).







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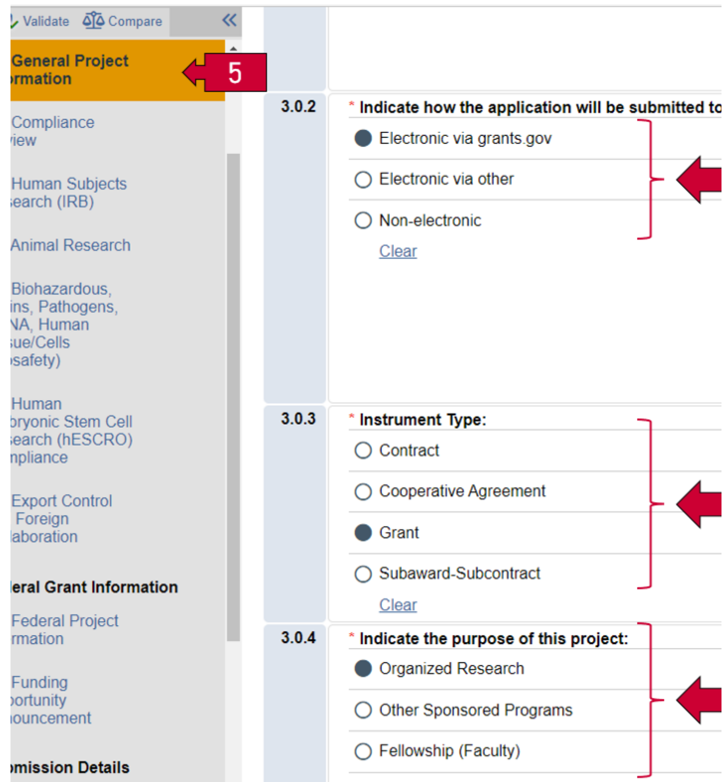
Step 5: General Information

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

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

Step 9: Additional Budget Information

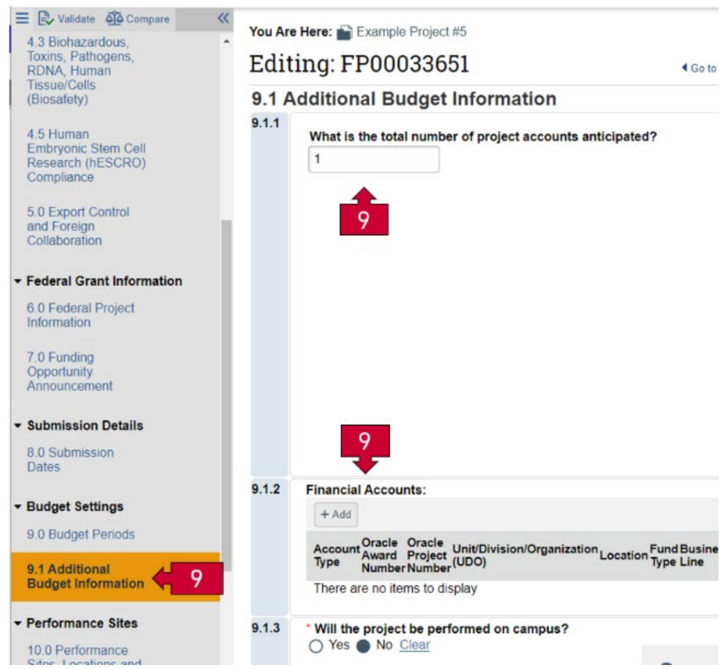
Review this section for:

- 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**).

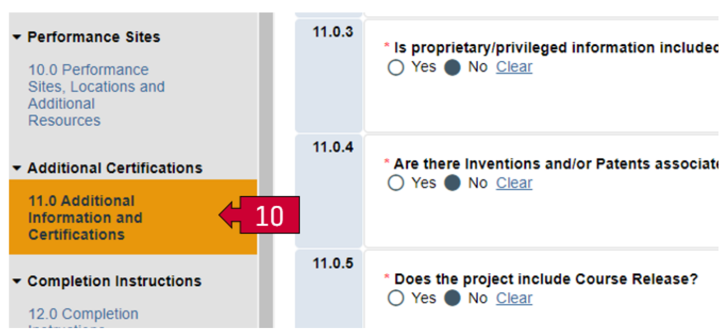
Note: The entry of project account information at time of submission is optional but strongly encouraged. This information will be required in the associated award record if the project is funded.

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.



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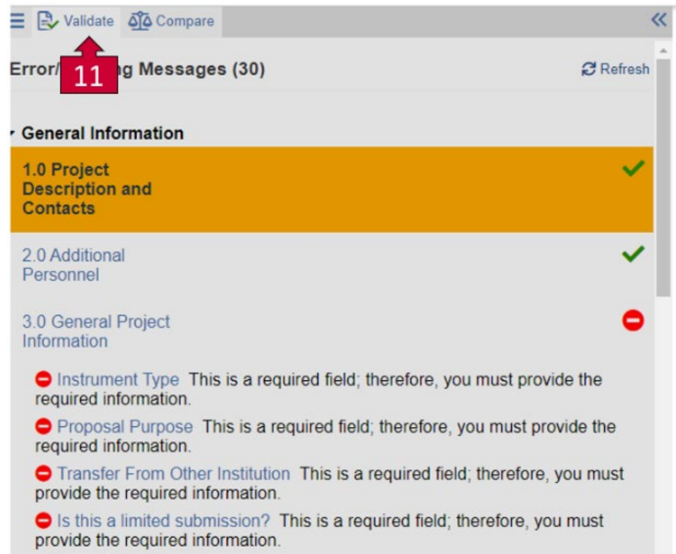
Step 11: Review the information

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

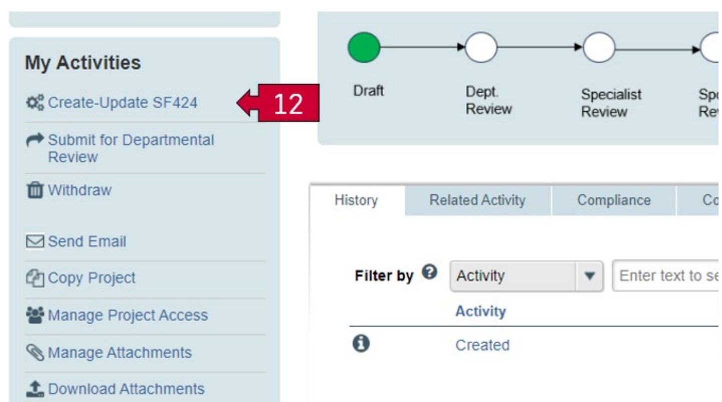


Step 12: Create the SF424 Application Package (if applicable)

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

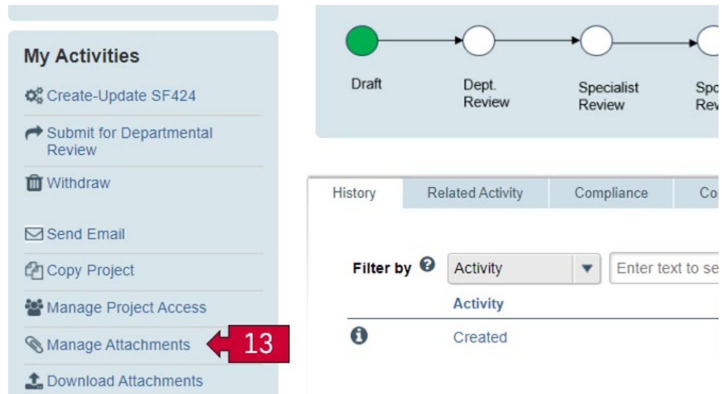


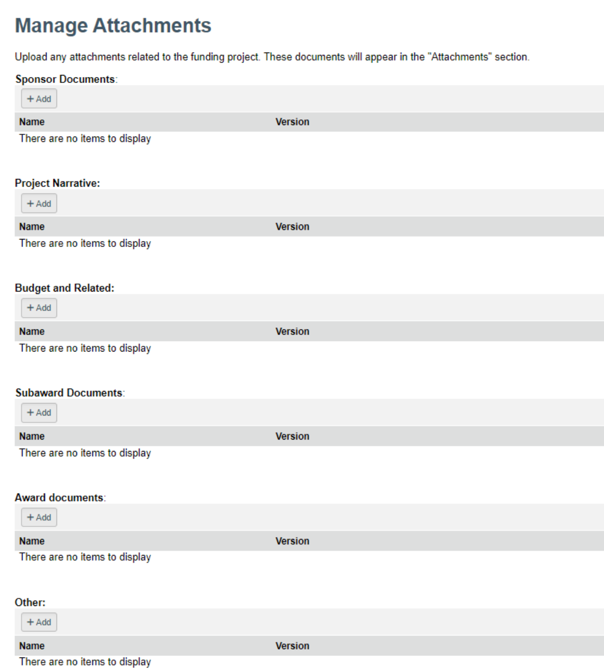
Step 13: Upload supporting documentation

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





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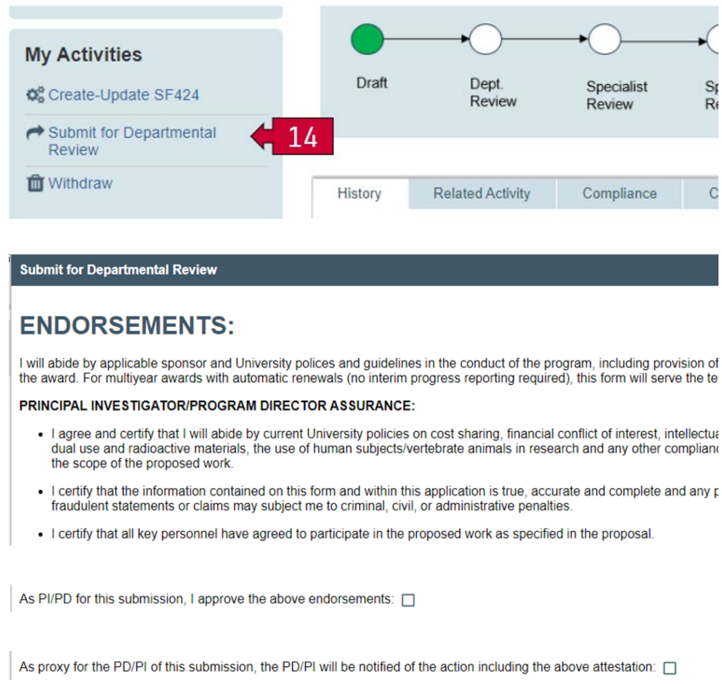
Step 14: Submit the project for internal review

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.

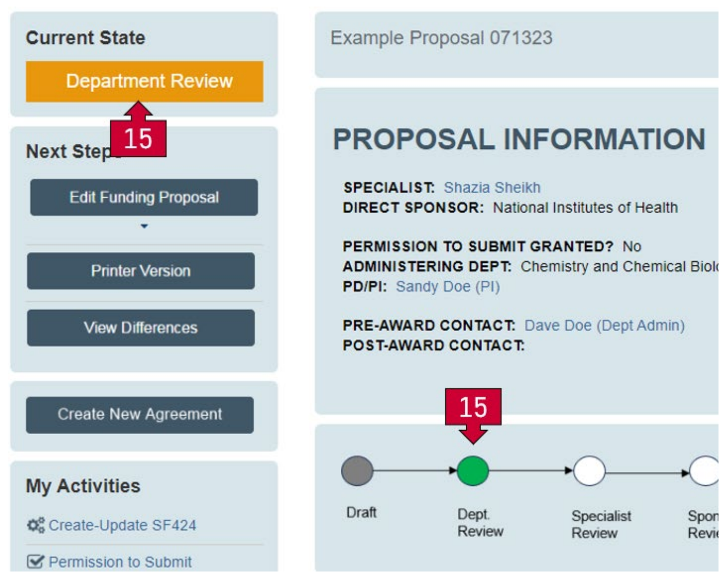
See also: RAPSS-Funding Proposal (FP) Checklist



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



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)

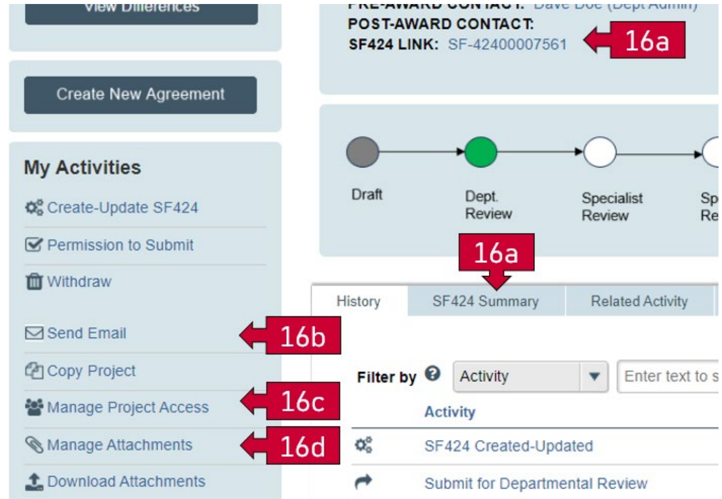
16b. Communicate with your project team or your specialist using the **Send Email** activity

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

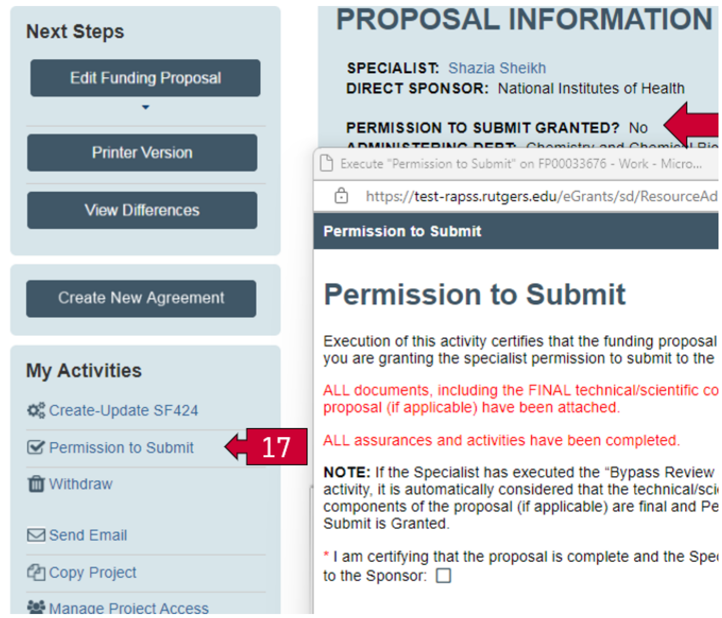


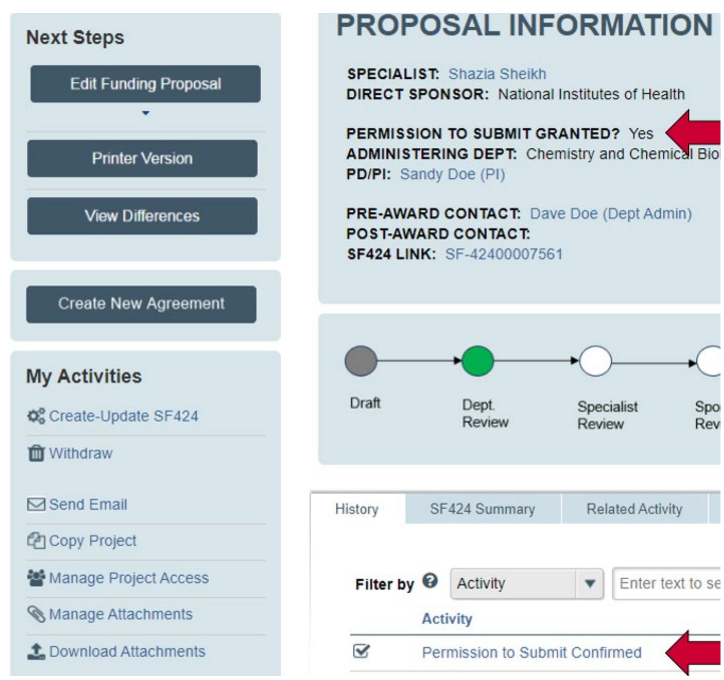
Step 17 Permission to submit

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.





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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