

# RAPSS Dashboard Quick Guide



The screenshot shows the RAPSS Dashboard interface. At the top is a navigation bar with tabs: My Dashboard (selected), Home, Grants, Awards, and Agreements. Below the navigation bar is the 'RESEARCHER DASHBOARD' section. On the left, there are buttons for 'Create Funding Proposal' (callout 2) and 'Create Agreement'. Below these is the 'Upcoming Sponsor Deadlines' section (callout 3) which includes a search bar and a calendar view showing deadlines for May 8, 19, and 26, 2023. The main area is titled 'My Dashboard' (callout 1) and contains a section for 'Items Requiring Action' (callout 5) with a grid of status boxes: FP: Pending Completion (12), FP: Pending Departmental Reviews (1), FP: Determination Required (31), FP: Advance Account Requested (0), AWD: Pending Response (1), AWD MOD: Pending Response (0), AMR: Pending Completion (0), and DR: Pending Completion (4). Below this is the 'Recently Viewed Projects' section (callout 4) with tabs for 'Recently Viewed Projects' and 'My Submissions', displaying a list of project titles and IDs.

1. Main Menu bar	Dashboard	All activity where an action is required.
	Home	Landing page for the system.
	Grants	All Grant activity you have access to and/or are associated with.
	Awards	All Award, Award Modification, Award Modification Request, Subaward and Subaward Modification activity you have access to and/or are associated with.
	Agreements	List of all Agreements you have access to and/or are associated with.
2. Project Creator	Create a new Funding Proposal (FP) or Agreement (DR)	
3. Upcoming Sponsor Deadlines	Calendar depiction of upcoming sponsor deadlines based on the dates entered into the FP record.	
4. Activity	Recently Viewed Projects	A list of recently viewed activity that lets you quickly return to something you were previously working on.
	My Activity	A list of all activity you have access to

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## 5. Quick Tiles

FP: Pending Completion	Projects in a state of <b>Draft</b> , or <b>Changes Requested</b> . These projects are either under development or require a response. They have not been submitted to the sponsor for review.
FP: Pending Departmental Reviews	Projects in a state of <b>Department Review</b> . These projects are awaiting department review and approval. Visible only to those that can approve this type of request.
FP: Determination Required	Projects in <b>Sponsor Review</b> , <b>JIT Requested</b> , or <b>Award Anticipated</b> (you can make an Advance Account Request). The projects are awaiting a determination.
FP: Advance Account Requested	Projects in a state of Advance Account Requested. These projects are awaiting department review and approval. Visible only to those that can approve this type of request.
AWD: Pending Response	Awards ( <b>AWD</b> ) in <b>Department Reconciliation</b> or <b>Changes Requested</b> . These awards require a response These awards require a response for the award setup team to further review and process.
AWD_MOD: Pending Response	Award Modifications ( <b>AWD_MOD</b> ) in <b>Department Reconciliation</b> or <b>Changes Requested</b> . These awards require a response for the award setup team to further review and process.
AMR: Pending Completion	Award Modification Requests ( <b>AMR</b> ) in <b>Draft</b> or <b>Changes Requested</b> . These requests are either under development or require a response.
DR: Pending Completions	Agreements ( <b>DR</b> ) in <b>Draft</b> or <b>Changes Requested</b> . These agreements are either under development or require a response.



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## Related Quick Guides

### Funding Proposal

- [RAPSS-Funding Proposal \(FP\) Proposal 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](#)