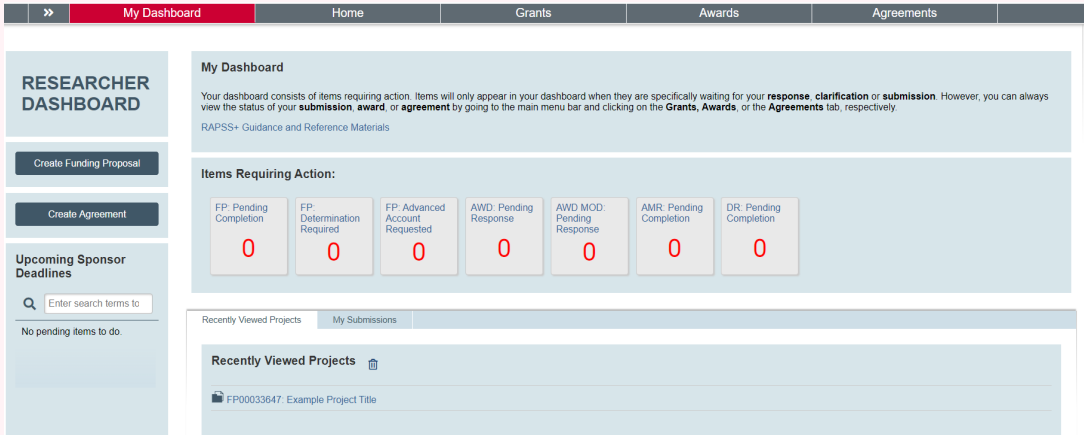







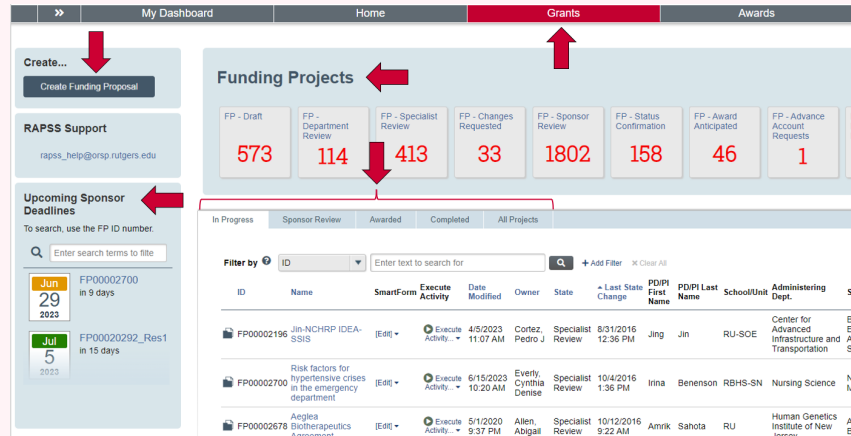
Terminology	Description		
Dashboard	<p>The Dashboard consists of items requiring action. Items will only appear in your dashboard when they are specifically waiting for your response, clarification, or submission. However, you can always view the status of all items related to funding submissions, awards, or agreements by going to the main menu bar and clicking on the project types for Grants, Awards, or the Agreements, respectively.</p> <p>See also: RAPSS-General-Dashboard Quick Guide</p> 		
Grants	<p>This project type contains all grant related activity in addition to serving as the process to capture endorsement for grants and funded agreements.</p> 		
Awards	<p>This project type contains all awards and awards related activity.</p> 		
	<table border="0"> <tr> <td>Award Modification Requests</td> <td>Requests made to modify an active award.</td> </tr> </table>	Award Modification Requests	Requests made to modify an active award.
	Award Modification Requests	Requests made to modify an active award.	
	<table border="0"> <tr> <td>Award Modifications</td> <td>Modifications to an existing award.</td> </tr> </table>	Award Modifications	Modifications to an existing award.
Award Modifications	Modifications to an existing award.		
<table border="0"> <tr> <td>Subawards</td> <td>Subawards issued from the main award.</td> </tr> </table>	Subawards	Subawards issued from the main award.	
Subawards	Subawards issued from the main award.		
<table border="0"> <tr> <td>Subaward Modifications</td> <td>Modifications to active subawards.</td> </tr> </table>	Subaward Modifications	Modifications to active subawards.	
Subaward Modifications	Modifications to active subawards.		
Agreements	<p>This project type contains all agreements negotiated by Research Contract Services (RCS)</p> 		



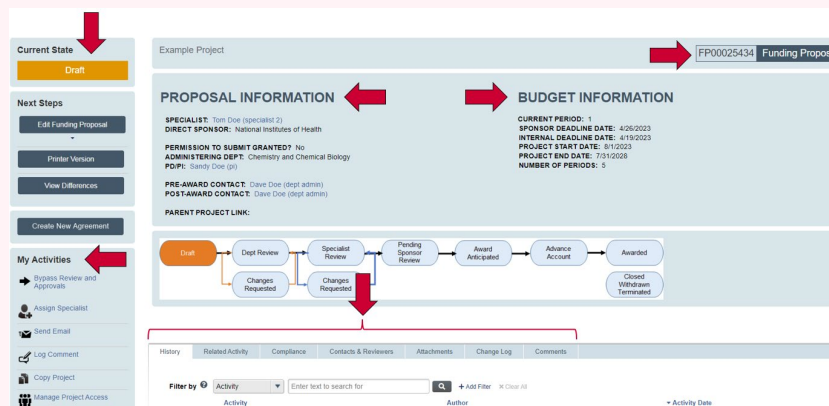
There are two (2) types of **workspaces** in the system.

1. There are **workspaces** for each **project type**. These allow you to see all the records to which you have access to. From here, they can be sorted and filtered. These **workspaces** are the entry point to each record in the system for the selected **project type**.

Workspaces

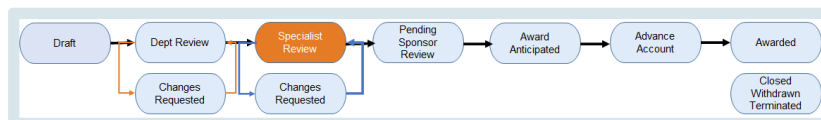


2. Each record, in turn, has its own **workspace**. They display information about the project, the process (**workflow**), where it is in the process (**states**) and actions that can be taken in each state (**activities**)

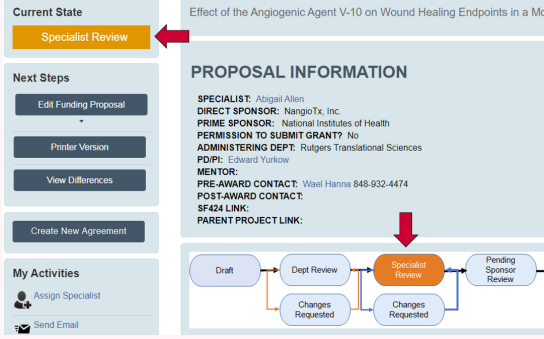
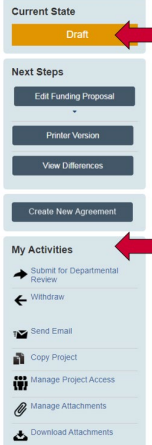
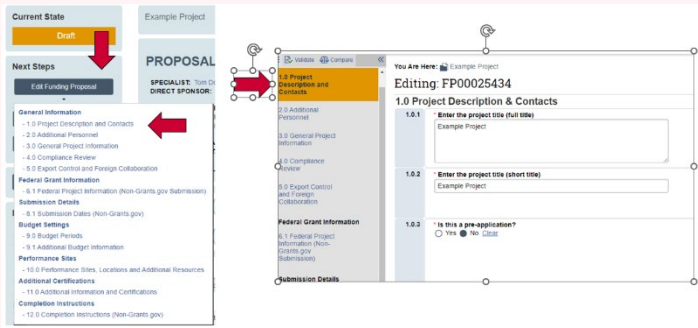


Workflow

A diagram depicting the process for each of the **project types**. Each **project type** has its own **workflow** consisting of various **states** signifying where it is in the process as it moves from inception to completion.





<p>States</p>	<p>States identify where your project is in the workflow for the given project type.</p> 
<p>Activities</p>	<p>Actions you can take when a record is in a given state. As the project advances in the workflow, different states will have different activities.</p> 
<p>Smartforms</p>	<p>The questions to be completed for each project type.</p> 
<p>Notifications</p>	<p>Emails initiated from RAPSS because of an activity that was executed, the completion of a step in the workflow, or initiated by the project team, specialist or contract manager.</p>



The smartforms may be validated manually to identify errors within the forms and incomplete questions. Sometimes the validations are done automatically as you advance from form to form, informing you of an issue that needs to be resolved.

Validations

The screenshot displays a validation interface for a smartform. On the left, a sidebar lists sections with their validation status: 1.0 Project Description and Contacts (orange background, red error icon), 2.0 Additional Personnel (green checkmark), 3.0 General Project Information (green checkmark), 4.0 Compliance Review (green checkmark), and 5.0 Export Control and Foreign Collaboration (green checkmark). The main content area shows the '1.0 Project Description & Contacts' section with three sub-sections: 1.0.1 'Enter the project title (full title)' with a text input field containing 'Example Project'; 1.0.2 'Enter the project title (short title)' with a text input field containing 'Example Project'; and 1.0.3 'Is this a pre-application?' with radio buttons for 'Yes' and 'No' and a 'Clear' button. A red arrow points to the error message in the sidebar, and another red arrow points to the 'Yes' radio button in the form.



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](#)