Note:
Use the “%” as the "wild card" as a search aid.
(e.g., search for National Institute of Mental Health, type %mental% and all sponsors with containing “mental” in their name will be retrieved.

Section 1.0: General Information
☐ Review and verify all information in this section. Contact your award setup specialist if you have any questions.
☐ Use the Manage Project Access activity to update the Pre-award Contact, the Post-award contact and those with Read/Edit or Read Only access.

Section 2.0 Additional Personnel
☐ Review and update the personnel. The personnel listed here must agree with all budgets provided.
Per the Sponsored Programs Facilities and Administrative Costs Policy (90.1.1) the information in this section will be used in conjunction with Section 5.0 to determine collaborative activity. This will indicate the minimum number of project accounts (not including cost-share accounts or program income accounts) to be created in the Oracle Financial System.

Section 3.0: Award Demographics
☐ Review and verify all information in this section. Contact your award setup specialist if you have any questions.
Note, the start date is a hard date in the Oracle Financial System

Section 5.0: Budget Information
Review and verify all information in this section. Contact your award setup specialist if you have any questions. Of note:

☐ Q5.0.1: Indicate if pre-award spending is to be requested (must be allowable under sponsor guidance/policy)
☐ Q5.0.2: Indicate the number of project accounts to be added for this action.
☐ Q5.0.3: Identify the Chart of Account (COA) information for each account (Project, Cost Share, Program Income) requested. The number of accounts listed must match the number of accounts requested in Q5.0.2.
Per the Sponsored Programs Facilities and Administrative Costs Policy (90.1.1) the information in this section will be used in conjunction with Section 2.0 to determine collaborative activity. This will indicate the minimum number of project accounts (not including cost-share or program income) to be created for the project in the Oracle Financial System.

☐ Q5.0.6: Identify any Program Income (will require a program income account)
☐ Q5.0.7: Identify any Cost Sharing (will require a cost sharing account)
A ward (A WD) Checklist

Section 7.0: Compliance
☐ Review and update sections 7.1 IRB, 7.2 IACUC and 7.3 REHS with assigned Protocols to applicable awards (List Protocol # even if not approved yet so status can be tracked). For restricted account: Award Processing | Rutgers Research

Section 8.0: Export Control
☐ Review and verify all information in this section and update as applicable.

Section 9.0: Subawards
☐ Q9.0.1: Review and verify for all outgoing subawards and update if applicable.

ImportantLinks
☐ Oracle Project Request Form (required for each project requested).
  https://postaward.rutgers.edu/policies-resources/forms
☐ RSP approved budget template with account codes.
  http://orsp.rutgers.edu/budget-template
☐ F&A Waiver Request Form (If F&A is waived/reduced).
  http://orsp.rutgers.edu/facilities-and-administrative-costs
☐ PI Change Form
  https://orsp.rutgers.edu/pi-changes-and-award-transfers
☐ Non-Sponsored Project Form
  Forms and Templates | University Finance and Administration (rutgers.edu)
☐ Restricted Account Request Form
  https://research.rutgers.edu/research-sponsored-programs/award-processing/awards

Related Quick Guides
• Awards
  • RAPSS Award (AWD) Checklist
  • RAPSS Award (AWD) and Award Modification States Quick Guide
  • RAPSS Award (AWD) Workspace Quick Guide
  • RAPSS Award (AWD) Department Reconciliation Quick Guide
  • RAPSS Award (AWD) Complete Specialist Review & Final Review Change Requests Quick Guide
• General
  • RAPSS General-Manage Attachments Quick Guide
  • RAPSS General-Terminology Quick Guide
  • RAPSS-General-Dashboard Quick Guide