Once the Department Reconciliation has been completed, your award setup specialist will review the information provided. It is possible they may request additional information or changes.

**Step 1: Click the link in the notification**

Click the link in the RAPSS email notification that you received. It provides additional guidance regarding the actions available in this state.

If you are already logged into the system, you will be taken directly to the record for review. Otherwise, you will be prompted to login.

**Note:** Upon the specialist’s review of the project, they may require additional departmental review as part of the change request if they deem it appropriate.

**Alternate method to open the AWD**

Login into RAPSS (https://rapss.rutgers.edu) using your Rutgers NetID.

1a. Click on the **My Dashboard** tab to go to your Dashboard.

1b. Click on the tile labelled **AWD: Pending Response**

1c. In the window that opens, select the record you need to complete the request for. It will be in either a state of **Specialist Review: Pending Changes by Department** depending on who initiated the request.
Step 2: Review the request

The notification you received will indicate what the specialist is requesting. Among other items, you may need to:

2a: Edit the information in the forms (see also: RAPSS Award (AWD) Department Reconciliation Quick Guide)

2b: Use Send Email to contact your award setup specialist with any questions. It is preferable to initiate the contact through the system so that the request is seen in the History log and is visible to all with access to the record.

2c: Add documentation (see also: RAPSS-General-Manage Attachments Quick Guide)
Step 3 Complete the request

From the My Activities list select Complete Change Request to notify your award setup specialist so they can review the information provided and advance the award in the process.

Related Quick Guides

- Awards
  - RAPSS Award (AWD) Checklist
  - RAPSS Award (AWD) and Award Modification Workflow and 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