Award (AWD) & Award Modification (AWD_MOD) Complete Specialist Review & Final Review Changes Requested Quick Guide

RUTGERS Office for Research

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.

Mark Doe (ast 2) has requested changes for Award AWD00011514. Please click the link to open it in RAPSS

Please review the request and take the appropriate action. Once the request has been completed, execute the **Complete Change Request** activity to notify your award set-up specialist

If you have any questions about the changes requested, please contact Mark Doe (ast 2).

Please review any additional comments provided by Mark Doe (ast 2)

Changes requested

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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.

RESEARCHER DASHBOARD

My Dashboard

Your dashboard consists of items requiring action. Items will only appear in your das always view the status of your **submission**, **award**, or **agreement** by going to the

RAPSS+ Guidance and Reference Materials

Create Funding Proposal

Create Agreement

Items Requiring Action:

FP: Pending Completion	FP: Determination Required	FP: Advance Account Requested	AWD: Pending Response
12	31	0	1

AWD: Pending Response

Filter by ID   Enter text to search for   + Add Filter   Clear All

ID	Name	Principal Investigator First Name	Principal Investigator Last Name	Sponsor	Administering Department	School/Unit	Project
AWD00011514	Example Project #7	Sandy	Doe (pi)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	Specialist Review: Pending Changes by Department

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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.

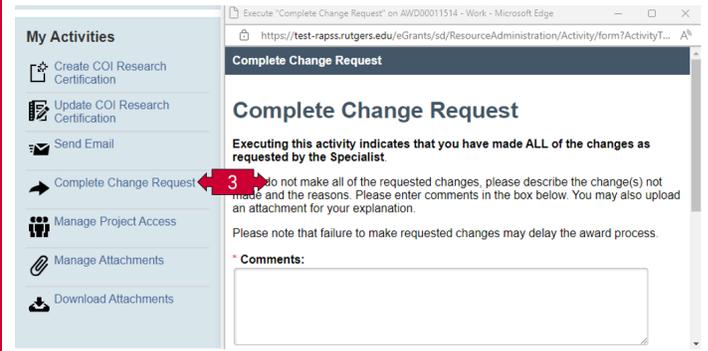2c: Add documentation (see also: RAPSS-General-Manage Attachments Quick Guide)

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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](#)