

Award (AWD) Department Reconciliation Quick Guide



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Once the Notice of Award (NOA) or fully executed agreement has been received, the award must complete a reconciliation process prior to establishing any project accounts in the Oracle Financial system.

- Project personnel **must** be reviewed and updated.
- Budgets for **all** project accounts **must** be provided
- Project account information **must** be provided
- Compliance (IRB, IACUC, Export Control, etc.) supporting the project **must** be reviewed as appropriate.
- Subawardees must reviewed and updated

Your award setup specialist will initiate a **Department Reconciliation** once their initial review of the documentation is complete.

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.

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 a state of Department Reconciliation.

Subject: Rutgers RAPSS: Department Reconciliation for Award # AWD00011514 by Sandy Doe (pi) for National Institutes of Health

1
Mark Doe (ast 2) has submitted Award [AWD00011514](#) for Reconciliation. Please click the link to open it in RAPSS. Please review the request below and execute Complete Reconciliation to inform your specialist once the request is complete. Use Manage Attachments to upload any documentation related to this action (progress reports, statement of work, etc.)

Please complete the following actions: **←**

Budget: Provide a budget, preferably on the appropriate Rutgers Budget Template (<http://orsp.rutgers.edu>); are using your own budget format, it must include the current Oracle account codes.

Conflict of Interest: Go to Section 2.0 and add/update personnel on project.. Everyone identified in Sect will notify daily these personnel to complete via email.

Additional Budget Information: Review and update the information in Section 5.0 as appropriate.

Project Accounts: Go to Section 5.0, O5.0.2 and indicate how many project accounts will be required. Er

ID	Name	Principal Investigator First Name	Principal Investigator Last Name	Sponsor	Administering Department	School/Unit	Project State
AWD00011514	Example Project PI	Sandy	Doe (pi)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	Departmental Reconciliation

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Step 2: Review the request

Depending upon what the requested changes are, you may be asked among other things to:

- Review and update project personnel
- Provide updated budgets for **all** project accounts being requested
- Project chart of account (COA) account information for **all** project accounts being requested
- Update compliance (IRB, IACUC, Export Control, etc.) supporting the project.
- Subawardees must reviewed and updated
- Provide additional documentation (see also: [RAPSS-General-Manage Attachments Quick Guide](#))

Additional actions while the record is being reconciled

2a: Send an email. If you have any questions regarding the nature of the request, consult your award setup specialist. It is preferable to use the **Send Email** activity in RAPSS to initiate communication from the system. This way everyone involved with the project can see the exchange in the project **History** tab and is aware of the actions taken.

2b: Update the project access. Ensure those that need access to the record have it by using the **Manage Project Access** activity.

2c: Upload supporting documentation using the **Manage Attachments** activity, (see also: [RAPSS-General-Manage Attachments Quick Guide](#))

Current State
Departmental Reconciliation

Next Steps
Edit Award
Printer Version

My Activities
Create COI Research Certification
Update COI Research Certification
Complete Reconciliation
Manage Project Access
Send Email (2a)
Manage Attachments
Download Attachments

AWD INFORMATION
(U54) Analysis of the Irradiated Tumor and Tumor Mi
SPECIALIST: Shazia Sheikh
DIRECT SPONSOR: Weill Cornell Medicine
PRIME SPONSOR: National Institutes of Health
ADMINISTERING DEPARTMENT: General
PDI/PI: Cristina Montagna
MENTOR:
PRE-AWARD ADMIN: William Bejarano 732-235-5751
POST-AWARD ADMIN: Jennifer Stout 111-222-3333
PARENT PROJECT LINK: FP00027160 Award Notification Received

AWARD STATUS
Draft → Dept. Reconciliation (2a) → Specialist Review → Compliance Review → Final

History
Filter by: Activity
Activity
Email Sent (2a)
Question about reconciliation

Manage Project Access
Primary Pre-Award Contact: Dave Doe (dept admin)
Primary Post-Award Contact: Dave Doe (dept admin)
Add/Remove individuals below to grant/revoke their EDIT and READ access to the project.

Manage Attachments
Upload any attachments related to the funding project. These documents will appear in the "Attachments" section.
Sponsor Documents:
+ Add
Name Version
There are no items to display

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Step 3: Update the award

Click Edit Award to and select the form you would like to update.

General Information

- Review and verify all information in this section. Contact your award setup specialist if you have any questions.

Step 4: Additional Personnel

ALL PROJECT PERSONNEL involved with the proposed project must be identified here (Rutgers and Non-Rutgers Personnel).

- All Rutgers personnel involved with the project **must** be identified and **must** be in agreement with the budget(s) provided for review.
- The Administering Department **must** be identified for all additional Rutgers personnel. This will be used in conjunction with the Additional Budget Information section (Step 7) will be used to identify collaborative activity in accordance with policy 90.1.1 and the minimum number of Oracle Financial System project accounts required if funded.

The screenshot displays the 'Departmental Reconciliation' interface. At the top, a 'Next Steps' section shows '3' and 'Edit Award'. The 'AWARD INFORMATION' section includes: SPECIALIST: Mark Doe (ast 2), DIRECT SPONSOR: National Institutes of Health, PRIME SPONSOR: ADMINISTERING DEPARTMENT: Chemistry and Chemical Biology, and 53 Award Notification Received. The 'Editing: AWD00011514' section shows '1.0 General Information' with fields for '1.0.1 * Enter the project title (full title) Example Project #7' and '1.0.2 * Enter the project title (short title) Example Project #7'. The '2.0 Additional Personnel' section shows a table for identifying Rutgers personnel.

First Name	Last Name	Other Significant	Role	Multi PI or CoPI	HR Dept.	HR Responsibility Center	Administering Dept.	Administering Responsibility Center
Pedro	Correa	yes	Co-Investigator	Not Applicable	Research Operations	RU	Food Science	RU-SEBS
Shazia	Sheikh	yes	Co-Investigator	Applicable	Research and Sponsored Programs	RU	Chemistry and Chemical Biology	RU-SAS



Step 5: Budget Information

Review and update/complete this section in its entirety. Some of the some of the information will be pre-populated based on what was entered in the associated Funding Proposal (FP) record.

In particular:

- **(Q5.0.1)** Indicate if pre-award spending will be necessary (in accordance with sponsor guidelines).
- **(Q5.0.2)** Enter the number of project accounts to be created in the Oracle Financial system.
- **(Q5.0.3)** Provide the Chart of Account (COA) information for each account being requested.
- **(Q5.0.5)** F&A Rates (if a waiver was requested, it must be uploaded into the system).
- **(Q5.0.6)** Review and update any program income being received.
- **(Q5.0.7)** Review and update any cost sharing (budgets may need to be provided).

The number of accounts requested (**Q5.0.2**) must match the number of accounts listed (**5.0.3**).

[This information will be used to identify collaborative activity in accordance with policy 90.1.1.](#) (see also **Step 4**).

- 6a: Click **Add**
- 6b: Identify the type of account being requested.
- 6c: Leave the Oracle award and project numbers blank. They will be assigned by RFS upon establishment in the Oracle Financial system.
- 6d: Provide the COA information for the project account.
- 6e: Provide the F&A credit COA information. This information is pre-defined. Please consult your award set-up specialist if you have any questions. (see also: [\[placeholder\]](#))
- 6f: Identify the PD/PI and the Project Manager of the account for the Oracle Financial system.



Step 6: Compliance

Review and update sections 7.1 Human Subjects Research (IRB), 7.2 Animal Research (IACUC), section 7.3 Biohazardous, Toxins, Pathogens, rDNA, Human Tissue/Cells (Biosafety) with the protocols supporting the project. Provide the information even if the protocols is not approved so that the status can be tracked.

If necessary, a restricted account may be requested. Please go to: [Award Processing | Rutgers Research](#) for the restricted account request form

Step 7: Export Control

Review and verify all information in this section and update as applicable

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Step 8: Subawards

Review and update the subawards associated with this award. **All** subawardees **must** be identified.

If the entity you are issuing a subaward to cannot be found, use one of the TBD entries as noted and enter the name of the entity in the Write-in field provided.

Step 9: Complete the reconciliation

Use the **Complete Reconciliation** activity to finalize your review. Include any comments you may think helpful to your award set-up specialist.

Review the RAPSS-Award (AWD) Checklist and the initial notification sent by your specialist to be sure the request is completed in its entirety.

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](#)