

Funding Proposal (FP) Update Project Status Quick Guide



Once the Funding Proposal (FP) has been submitted and is in a state of **Sponsor Review** the project team may update the status of the record to indicate if the sponsor has funded the project (**Award Notification Received**), the sponsor intends to fund the project (**Award Anticipated**), has declined to fund the project (**Not Funded**), or if it is being withdrawn from consideration (**Withdrawn by Institution** or **Withdrawn by Sponsor**).

Prior to indicating the project is **Not Funded**, **Withdrawn by Sponsor**, or **Withdrawn by Institution**, make sure the PD/PI of the project does not plan on appealing the decision as it only possible to reinstate the project if it is marked **Not Funded**.

See also: [RAPSS-Funding Proposal \(FP\) Department Reviewer Quick Guide.pdf](#)

Step 1: Locate the FP

The project status can only be updated when in a state of **Sponsor Review**.

From the **Dashboard** go to the **FP: Determination Required** tile and select the project.

Alternate method to locate the FP

From the **Grants** tab

From the **Dashboard** go to the **FP: Determination Required** tile and select the project.

The screenshot shows the RAPSS system interface. The top navigation bar includes 'Dashboard', 'Home', 'Grants', 'Awards', and 'Agreements'. The 'Dashboard' view shows a 'My Dashboard' section with 'Items Requiring Action' tiles for 'FP - Pending Completion' (7) and 'FP - Determination Required' (1). A table below shows a list of projects, with one project highlighted in red. The 'FP - Sponsor Review' view shows a table of projects with columns for ID, Name, Direct Sponsor, School, Administering Department, Principal Investigator First Name, Principal Investigator Last Name, and Project State. The 'Project State' column shows 'Sponsor Review' for the highlighted projects.

ID	Name	Direct Sponsor	School	Administering Department	Principal Investigator First Name	Principal Investigator Last Name	Project State
FP00033651	Example Project 45	National Institutes of Health	RU-SAS	Chemistry and Chemical Biology	Sandy	Doe (PI)	Sponsor Review
FP00033676	Example Proposal 071323	National Institutes of Health	RU-SAS	Chemistry and Chemical Biology	Sandy	Doe (PI)	Sponsor Review
FP00033674	RAPSS Update Training (Pre-application-Confirm Pre-application Status)	National Institutes of Health	RU-SAS	Chemistry and Chemical Biology	Sandy	Doe (PI)	Sponsor Review
FP00033650	RAPSS Update Session (Sponsor Review-Update Proposal Status)	The Michael J. Fox Foundation for Parkinson's Research	RU-SAS	Chemistry and Chemical Biology	Sandy	Doe (PI)	Sponsor Review

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Step 2: Upload supporting documentation

Use the Manage Attachments activity to upload any documentation supporting the outcome of the project.

My Activities

- Update Project Status
- Send Email
- Copy Project
- Manage Project Access
- Manage Attachments
- Download Attachments

Manage Attachments

Upload any attachments related to the funding project. T

Sponsor Documents:

+ Add

Name

There are no items to display

Project Narrative:

+ Add

Name

There are no items to display

Step 3: Update the project status

Click the **Update Project Status** activity in the workspace of the record for which the determination is being recorded.

Current State

Sponsor Review

Next Steps

View Funding Proposal

Printer Version

View Differences

Create New Agreement

My Activities

Update Project Status

Send Email

Copy Project

Example Proposal 071323

PROPOSAL INFORMATION

SPECIALIST: Shazia Sheikh
DIRECT SPONSOR: National Institutes of Health

PERMISSION TO SUBMIT GRANTED? Yes
ADMINISTERING DEPT: Chemistry and Chemical Biology
PD/PI: Sandy Doe (PI)

PRE-AWARD CONTACT: Dave Doe (Dept Admin)
POST-AWARD CONTACT:
SF424 LINK: SF-42400007561

Draft → Dept. Review → Specialist Review → Sponsor Review

History | SF424 Summary | Related Activity | Coi

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Step 4: Select the status

Your grant specialist will be notified if one of following outcomes is selected. They will approve or decline the request based upon their review of the appropriate documentation being provided.

- **Award Notification Received:** We are in receipt of the formal NOA/NOGA or fully executed agreement.
- **Award Anticipated:** The sponsor has indicated the project will be funded. Rutgers is awaiting a formal NOA/NOGA, or we have a partially executed agreement.

Unless noted otherwise, selecting one of the outcomes below will automatically advance the record to the final state. There will be no further review of the outcome by your grant specialist.

- **Not Funded:** The sponsor has elected to not fund the project. Selecting this option will allow for a **Resubmission** of the application to be initiated if appropriate to the sponsoring agency/entity. This record may only be reinstated in cases where the sponsor has reevaluated their original decision and intends to fund the project. The reinstated project moves to a state of **Award Anticipated**.
- **Withdrawn by Institution:** The PD/PI of the project has withdrawn the project from consideration. Selecting this option will close the record, it **may not be reinstated**.
- **Withdrawn by Sponsor:** The sponsor has withdrawn the project from consideration. Selecting this option will close the record. It **may not be reinstated**.
- **Other:** The project will remain in a state of **Sponsor Review** until a determination is reached that the project will be funded, not funded, or withdrawn from consideration.

Click **OK** to complete the action.

Update Status

Select the appropriate status below.

* Project Status:

- Award Notification Received (requires specialist verification)
- Award Anticipated (requires specialist verification)
- Not Funded (will transition the project to Not Funded can only be reinstated with the intent)
- Withdrawn by Sponsor (will transition the project to Withdrawn by Sponsor and it cannot be)
- Withdrawn by Institution (will transition the project to Withdrawn by Institution and it cannot be)
- Other (project will remain in a state of Sponsor Review)

[Clear](#)

Please use the **Manage Attachments** to add any related documentation supporting the action **Cancel** and consult with your specialist.

* Comments:

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Related Quick Guides

Funding Proposal

- [RAPSS-Funding Proposal \(FP\) Prepare a Proposal Quick Guide](#)
- [RAPSS-Funding Proposal \(FP\) Proposal Workflow and 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](#)