Funding Proposal (FP) Update Project Status Quick Guide

RUTGERS
Office for Research

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to fund the project (**Award Anticipated**), has declined to fund the project (**Not Funded**), or if it is being withdrawn from consideration (**Withdrawn by Institution** or **Withdrawn by Sponsor**).

==Prior to indicating the project is **Not Funded**, **Withdrawn by Sponsor**, or **Withdrawn by Institution**, make sure the PD/PI of the project does not plan on appealing the decision as it only possible to reinstate the project if it is marked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

Funding Proposal (FP) Update Project Status Quick Guide

Step 2: Upload supporting documentation

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

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.

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 revaluated 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

4 → ○ 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

○ 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:

Funding Proposal (FP) Update Project Status Quick Guide

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](#)