RAPSS Instructions for TechAdvance® Awardees

Although the Rutgers Research Administration and Proposal Submission System (RAPSS) portal has clear instructions on navigating the forms, this document will provide TechAdvance® award specific information to facilitate the process.

To start, go to using the following link and use your Rutgers NetID to log in: https://rapss.rutgers.edu/

Select the Grants tab –
(See screenshot)

A new page opens. Select “Create funding proposal” from the options on the left panel.

1.0: Project Description & Contacts

1.0.1 When entering the ‘Project Title’ please enter “TechAdvance:” followed by the title.
1.0.2 When entering the ‘Project Title’ please enter “TechAdvance:” followed by the title.
1.0.3 Is this a pre-application? Select NO
1.0.6 Select the Administering Department:
Browse, using the three dots and find your department from the drop-down list.
1.0.9 Enter the Direct Sponsor or Contracting Party:
Browse, using the three dots; a list of options appears. Change the “Filter by” to ID and search for 10513. Select Office for Research and click OK (see screenshot)

1.0.12 Select team members that have READ and EDIT rights:
Using the browse option (three dots next to the bar) add your research team members.
Also add TechAdvance Manager Manisha Bajpai (bajpaima@research.rutgers.edu) and your Department/ Business Administrator information in this section.
Section 3: General Proposal Information

3.0.2 Indicate how the forms will be submitted to the Sponsor: Select “Electronic via other.”

3.0.3 Instrument type: Grant

3.0.4 Indicate the purpose of this project: Rutgers Organized Research

* If the purpose is Organized Research, indicate the type of Organized Research below: Basic

3.0.6 Is this a limited submission project? Select “Yes”

Did you participate in a Rutgers internal competition? Select: This project was selected after a competitive internal process at Rutgers.

Section 6.0: Submission Information (Internal)

6.2.1 Please identify the program administrator.
Using the browse option (three dots) and the menu, select Manisha Bajpai New Ventures Office of Research; manisha.bajpai@rutgers.edu

6.2.2 Select internal funding program: “TechAdvance/TechXpress”

Section 8.1 Submission Dates (Non-Grants.gov)

8.1.1 Application submission deadline – put today’s date.

8.1.3 Date response expected from sponsor – put today’s date.

8.1.4 Expected Start Date – put the date which you plan to begin work on your TechAdvance project.

Section 9.0 Budget Periods

This information is in your award email sent through TechAdvance Automation Platform. Submit the total approved budget amount as the Target Direct $ in a single project period (breakdown by milestone not required). Target Indirect $ 0.00.

9.1 Additional Budget Information

9.1.4 Enter the F&A Rate being applied to the project: Enter “0.”

9.1.7 Will there be any cost sharing on this project? Select “No”

Note: Once you receive all the appropriate RAPSS approvals, you will be required to set up a new account via the Controller’s office (http://uco.rutgers.edu/forms-repository) and then send the project number to the TechAdvance® manager to initiate the transfer of funds.

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