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## Overview:

This document serves as a comprehensive checklist outlining the essential requirements and deadlines for submitting a RAPSS Funding Proposal. It categorizes tasks into two primary phases: a five-business-day deadline for administrative elements like draft science, final budgets, and sponsor guidelines, and a two-business-day deadline for final scientific components, departmental approvals, and compliance certifications such as eCOI and Research Security Training.

## Five (5) Business Day Deadline Requirements

### RAPSS Funding Proposal

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- Departmental Review **must** be complete.
- RAPSS FP **must** be in “Specialist Review”.
- A working project Title is required

### Sponsor Guidelines

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- A copy of the sponsor’s funding opportunity announcement or guidelines.

### Proposal (Draft Science)

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- Final Administration portion of the proposal
- Draft version of the Scope of Work (Scientific description).

### Budget

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- The final budget and detailed budget justification (**must use the Rutgers Budget Template**).
- F&A waiver and/or cost share approval (as applicable).



Subaward Documents (if applicable):

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- Subrecipient(s) Budget.
- Subrecipient(s) Budget Justification.
- Subrecipient(s) Scope of Work.
- Letter of Intent or Subrecipient Commitment Form (as applicable).
- All other documentation requested by the sponsor or the Pass-Through Entity (PTE).Two (2) Business Day Deadline Requirements

RAPSS Funding Proposal:

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- Completed with all required departmental signatures/approvals and the final project title.
- Electronic Conflict of Interest (eCOI): An active disclosure (submitted within the last 12 months) **must** be on file for all investigators at the time of submission.
- Research Security Training: All Senior Key personnel **must** have completed the requisite Research Security Training in CITI

Final Science:

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The final versions of all scientific components, which may include:

- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Specific Aims
- Research Strategy
- Resource Sharing Plan(s)
- Any other documents required by the sponsor.