



Category	Service	✓ (available)	✗ (unavailable)	*	5	4	3	2	1	DUE
				(if possible)	DAYS	DAYS	DAYS	DAYS	DAY	DATE
Announcement, Solicitation, or Request for Proposal (RFP)										
	Review sponsor’s announcement and guidelines to ensure understanding of requirements. ⁽¹⁾	✓	✓	✓	✗	✗	✗	✗	✗	✗
	Verify eligibility and confirm sponsor registration requirements.	✓	✓	✗	✗	✗	✗	✗	✗	✗
	Help interpret and understand the sponsor’s announcement requirements.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Non-Technical Document Review										
	Review non-technical documents such as biosketches, current & pending support, and formatting	✓	✓	✗	✗	✗	✗	✗	✗	✗
	Offer feedback and corrections to non-technical documents, if needed.	✓	✓	✗	✗	✗	✗	✗	✗	✗
	Re-review updated non-technical document	✓	✗	✗	✗	✗	✗	✗	✗	✗
Technical Document Review										
	Review technical documents for administrative compliance only	✓	✓	✓	✓	✓	✓	✗	✗	✗
	Provide feedback and corrections to technical documents, if needed	✓	✓	✓	✓	✓	✓	✗	✗	✗
	Re-review updated technical documents	✓	✓	✓	✓	✓	✓	✗	✗	✗
Institutional Documentation										
	Help collect institutional documents such as W-9 forms and letters of support	✓	✓	✓	✗	✗	✗	✗	✗	✗
	Prepare and notarize RSP-signed representations and certifications, if required	✓	✓	✓	✗	✗	✗	✗	✗	✗



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				(if possible)						
Budget and Financial										
	Discuss budget development and appropriate budget categories				✗	✗	✗	✗	✗	✗
	Review budget and justification for accuracy and completeness	✓			✓	✓	✓	✗	✗	✗
	Provision of comments / recommendations / corrections to budget and budget justification	✓			✓	✓	✓	✗	✗	✗
	Re-review updated budget and justification documents	✓			✓	✗	✗	✗	✗	✗
	Discuss which Facilities & Administrative (F&A) rate applies to the proposal	✓			✓	✓	✗	✗	✗	✗
	Provide assistance in preparing an F&A waiver request, if necessary	✓			✓	✓	✗	✗	✗	✗
	Confirm that F&A waiver approvals are in place ⁽²⁾				✗	✗	✗	✗	✗	✗
	Discuss whether cost sharing is required and which types are allowable	✓			✓	✓	✗	✗	✗	✗
	Evaluate cost share budget and offer feedback or revisions	✓			✓	✓	✗	✗	✗	✗
	Verify that all necessary cost share approvals are secured	✓			✓	✓	✗	✗	✗	✗
Terms and Conditions Review										
	Examine award terms and conditions, if applicable	✓			✓	✗	✗	✗	✗	✗
	Prepare a list of terms and conditions for negotiation at award stage ⁽⁵⁾				✗	✗	✗	✗	✗	✗



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				(if possible)						
Subrecipient and Consultant Documentation										
	Confirm that all required subrecipient documents are collected	✓	✓	✓	✗	✗	✗			
	Review documents for completeness and accuracy and provide feedback and corrections, if needed	✓	✓	✗	✗	✗	✗			
	Re-review updated subrecipient documentation	✓	✗	✗	✗	✗	✗			
	Help determine whether a collaborator is a subrecipient or consultant ⁽⁴⁾	✓	✗	✗	✗	✗	✗			
Compliance and Disclosure										
	Verify current disclosures in eCOI system	✓	✓	✓	✗	✗	✗			
	Verify completion of Research Security Training	✓	✓	✓	✓	✓	✓			
	Verify completion of Just-in-Time/Other Support Training	✓	✓	✓	✓	✓	✓			
Sponsor Portal Submission										
	Verify that all required documents are uploaded	✓	✓	✓	✗	✗	✗			
	Check sponsor's portal for any errors or validation issues	✓	✓	✓	✗	✗	✗			
	Help resolve any errors or warnings in sponsor's portal	✓	✓	✓	✗	✗	✗			
	Submit the proposal through the sponsor's portal	✓	✓	✓	✓	✓	✓			*
	Fix errors or warnings found in sponsor's portal	✓	✓	✓	✗	✗	✗			



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Sponsor Portal Submission								
	Resubmit corrected application through sponsor's portal	✓	✓	✓	✗	✗	✗	
	Confirm that the proposal has been submitted	✓	✓	✓	✓	✓	*	
	Confirm that the sponsor has accepted the submitted proposal	✓	✓	✓	✗	✗	✗	
RAPSS Submissions								
	Confirm that the RAPSS Funding Proposal has been started.	✓	✓	✓	✓	✗	✗	
	Verify that all required documents are uploaded	✓	✓	✓	✗	✗	✗	
	Check RAPSS system for any errors or validation issues	✓	✓	✓	✗	✗	✗	
	Help resolve any RAPSS system errors or warnings	✓	✓	✓	✗	✗	✗	
	Submit the proposal through the RAPSS system	✓	✓	✓	✓	✓	*	
	Fix errors or warnings found in Grants.gov or eRA Commons	✓	✓	✓	✗	✗	✗	
	Resubmit corrected application through RAPSS	✓	✓	✓	✗	✗	✗	
	Confirm that the proposal has been submitted	✓	✓	✓	✓	✗	✗	
	Confirm that the sponsor has accepted the submitted proposal	✓	✓	✓	*	*	*	



Important

It is important to recognize that RSP Grant Specialists often manage multiple proposals for a single deadline while also carrying a broad portfolio of responsibilities beyond proposal submission. These responsibilities include award intake, project setup, training, and various non-financial post-award activities. The five-day and two-day internal deadlines are designed to ensure Specialists have sufficient time for thorough review, issue resolution, and timely submission, even when balancing multiple competing priorities.

General Notes

- The completed package is submitted through RAPSS to facilitate the acquisition of all necessary departmental and school-level endorsements.
- According to RSP's internal deadline policy, the complete proposal package—excluding the final narrative—must be submitted to the RSP Grant Specialist by 12:00 PM, five business days prior to the sponsor's deadline.
- The final proposal narrative (also referred to as the 'final science') must be submitted to RSP by 12:00 PM, two business days prior to the sponsor's deadline.
- Some activities, such as obtaining certain prior approvals from the sponsor, decisions on eligibility, F&A waiver or reduction approvals, determining the applicability of the Gift Assessment Fees, etc, require more time and should be undertaken well before the 5 day deadline for the proposal package.

Specific Service Notes

(1): Exceptionally long, complex, or unusual sponsor guidance documents may require several hours for thorough review. These documents should be submitted to the RSP Grant Specialist as early as possible—ideally before the five-day internal deadline—to ensure adequate review time.

(2): Requests for Facilities & Administrative (F&A) cost reductions or waivers **must be submitted at least ten business days prior to the sponsor's deadline**. If the budget is submitted at the five-day deadline, the F&A waiver should already be under consideration or approved. [View the Request for Reduction or Waiver of Indirect Costs Form.](#)

(3): Researchers seeking assistance with budget development, cost allowability, or completion of the Rutgers budget template and/or sponsor budget forms must contact their RSP Grant Specialist well in advance of the five-day deadline.

(4): The classification of collaborators as subawardees or consultants/vendors significantly impacts the budget, particularly regarding indirect costs. This determination must be made prior to the five-day internal deadline to ensure accurate budget submission.

(5): Some sponsors include award terms and conditions in their opportunity announcements. Rutgers must either (a) accept these terms as-is upon award, or (b) if permitted by the sponsor, identify terms requiring negotiation and include them in a letter within the proposal package. These terms should be reviewed by RSP well in advance of the five-day deadline to confirm Rutgers's ability to accept them if awarded.



Additional Considerations

- For proposals without a sponsor-specified deadline, the same internal submission policy applies. The Principal Investigator (PI) must initiate a RAPSS record and designate a desired submission date. These proposals are subject to the standard internal deadlines: the complete proposal package (excluding the final narrative) must be submitted five business days prior, and the final narrative two business days prior to the chosen date. RSP provides the same level of support for these proposals as for those with formal sponsor deadlines.
- Large, multidisciplinary proposals involving multiple collaborators and/or subrecipients require significant time for comprehensive review. RSP strongly recommends that the PI and department administrator begin preparation at least three months in advance and submit all relevant documents for review 10 to 15 business days prior to the sponsor's deadline.