



Overview

This resource outlines the standard workflow and assigned responsibilities for investigators, department staff, and Research Specialist Professionals (RSP Specialists) during the grant proposal preparation, submission (pre-award), and non-financial award management (Post-Award) phases, utilizing the RAPSS system.

Important

Faculty generally have designated pre-award and post-award grant administrators listed in RAPSS who are primarily responsible for these duties or for assisting the Principal Investigator (PI). If a PI does not have a grant administrator, the PI assumes responsibility for the tasks listed below in the absence of department support.

Pre-award

Role	Key Responsibilities
PI and/or Department Administrators	<ol style="list-style-type: none"> 1. Review the funding opportunity announcement and coordinate with the PI to collect necessary documents. 2. Develop the budget and budget justification for the RAPSS Funding Proposal (FP). 3. Collect required subaward documents from collaborators: <ul style="list-style-type: none"> • Detailed Budget • Budget Justification • LOI • SOW • Subrecipient Commitment Form • Sponsor Required Attachments (e.g., Biosketches). 4. If Rutgers is a subaward, determine the documents required by the lead institution and upload this information to the FP. <ul style="list-style-type: none"> • Create the RAPSS FP, complete all required questions, and upload all necessary attachments: <ul style="list-style-type: none"> • Detailed Budget and Justification • Subaward Forms • Proposal Abstract/Summary/Specific Aims • SF424 (if applicable)



Role	Key Responsibilities
PI and/or Department Administrators	<ol style="list-style-type: none"> 5. Complete the sponsor application using the appropriate platform (SF424, SAGE, Research.gov, or Proposal Central). 6. If selected for funding, prepare: <ul style="list-style-type: none"> • Just-in-Time (JIT) documents and email them to the RSP Specialist for review and submission. • Initiate IRB/IACUC/Biosafety approvals well in advance of an expected award. • If a contract or agreement has been signed, consult the RSP Specialist to determine whether Research Contract Services (RCS) review is required. If RCS review is needed, submit the document through the RAPSS Agreement module.
Pre-award Department Reviewers	<ol style="list-style-type: none"> 1. Review the FP and uploaded attachments in RAPSS. 2. Send the FP back to the PI/Department Admin for corrections as needed. 3. Do not approve FPs that have incomplete FP questions or lack required attachments.
RSP Specialist	<ol style="list-style-type: none"> 1. Monitor the RAPSS submission queue and prioritize reviews based on the due date and completeness. 2. Respond to PI/Department Admin questions regarding: <ul style="list-style-type: none"> • Eligibility • Sponsor requirements • Submission processes • The Specialist is generally not the main point of contact for organizing submission or collecting/uploading documents. 3. Conduct a detailed review of the RAPSS FP and sponsor application, including: <ul style="list-style-type: none"> • Budget • Budget Justification • Required documents (including formatting/general content) • Subaward documents • Compliance with Sponsor and Rutgers policies



Role	Key Responsibilities
RSP Specialist	<ol style="list-style-type: none"> 4. Request corrections: <ul style="list-style-type: none"> • from the PI/Department Administrator, or • make non-substantive administrative corrections as needed. 5. Provide institutional information required for the proposal; <ul style="list-style-type: none"> • Financial POC • W9 • bank information • assurance numbers, etc. 6. Complete the RAPSS approval and finalize the submission by: <ul style="list-style-type: none"> • Submitting via RAPSS, or • Submitting via the Sponsor Portal, or • Notify the PI to submit if the sponsor portal restricts RSP submission access, or • Submits documents to a lead institution via email when Rutgers is a subaward. 7. Review award agreements to determine if RSP or RCS should manage the review and coordinate the signature process if RSP is managing. 8. Review and submit JIT requests to the sponsor.



Post Award (Non-Financial)

Role	Key Responsibilities
PI and/or Department Administrators	<ol style="list-style-type: none"> 1. Respond to the award set up specialist’s request for Department reconciliation in RAPSS: <ul style="list-style-type: none"> • Providing an award budget • Confirming compliance items (IRB/IACUC, COI, etc.). • The main contact for this stage is the award set up specialist. 2. Contact the subaward team using RAPSS to issue or modify outgoing subawards. 3. Prepare documents for post-award prior approval requests and submit them via email to the RSP Specialist for review: <ul style="list-style-type: none"> • No-Cost Extension (NCE) • Carryover • PI effort change • Re-budgeting • Change in PI status 4. Review award notice terms and conditions and contact the RSP Specialist with questions. 5. Prepare sponsor-required progress reports. 6. If Authorized Official submission is required (e.g., for NIH), contact the RSP Specialist to submit; otherwise, provide a copy to the Specialist for RAPSS. 7. Notify the RSP Specialist of needed post-award changes using the RAPSS Award Modification Request Module: <ul style="list-style-type: none"> • Budget reductions/increases • Non-competing continuation awards)
RSP Specialist	<ul style="list-style-type: none"> • Review award notices and route them to the award set up team in RAPSS, contacting the sponsor to resolve any agreement issues. • Answer PI/Department Admin questions about prior approvals. • Review and submit prior approval requests to the sponsor. • Review and route award modifications to the award set up team in RAPSS (e.g., non-competing continuation awards, NCEs, prior approvals, etc.). • Review and submit Progress Reports as required by the sponsor.