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RAPSS Phase II - Launching on August 8th!

Phase II of the Research Administration and Proposal Submission System (RAPSS), will launch on August 8, 2016. The completion of Phase II provides the expanded functionality of RAPSS that includes the review, approval, submission, and tracking of *all* funding proposals for research and sponsored programs at Rutgers.

As noted by the Office of Research and Economic Development (ORED), "RAPSS will now include information for the initial set-up and tracking of research-related awards as well as the management and tracking of research agreements, subawards, and on-going adjustments to research funding via awards modifications. Additionally, the request and approval process of advance accounts will be migrating to RAPSS. This electronic gateway will be utilized by both the Office of Research and Sponsored Programs (ORSP) and the Office of Corporate Contracts (OCC)."

Starting August 8th, RAPSS is mandatory for all applications, regardless of the sponsor, for the internal endorsement of the proposal. As per the Office of Research and Economic Development, "for applications to federal agencies being submitted through Grants.gov, RAPSS must be used for the formal submission as long as the agency's application package is compatible with RAPSS. In the event that the application forms are not compatible with RAPSS, applicants must still use RAPSS for

the internal endorsement. But the formal submission will need to be prepared and submitted outside of the system using the downloaded Grants.gov application package."

Certain agencies, for example the National Science Foundation (NSF), maintain their own submission system. In a case like this, RAPSS must be used for the internal endorsement of the proposal. However, the agency's submission system will be used for the submission of the application.

Please contact the Office of Sponsored Research if you have any questions regarding the submission of your proposal and its compatibility with RAPSS.

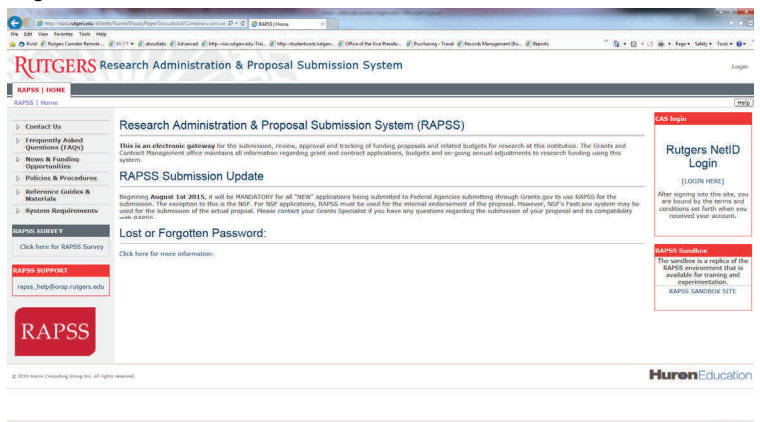
The Office of Research and Sponsored Programs (ORSP) is offering training sessions for users to learn the RAPSS system. All training is conducted in the RAPSS training environment, available [here](#). The training system (sandbox site) is available regardless of whether or not a

training session has been attended.

RAPSS Phase II training sessions will be held at Rutgers University-Camden on Friday, July 22nd and Tuesday August 9th.

24 hours advance registration is required. More information regarding the training sessions is available on page two of this newsletter.

All faculty and staff who have been or will be submitting grants are strongly encouraged to attend the RAPSS Phase II Training. The session will also include the "Approver" training for those who normally approve the endorsement form. Also, these sessions will cover training on agreements, awards, modifications and subawards along with the incorporation of online training for some of these modules. Please register for a training session [here](#). Quick Reference Guides (supplements to the hands-on training) are available [here](#).





RAPSS Phase II Training Sessions

Phase II of the Research Administration and Proposal Submission System (RAPSS) will be launching in August. Phase II will include the review, approval, submission and tracking of all funding proposals. The paper endorsement form will no longer be used. All grants will be submitted via RAPSS except for those certain agencies, such as the NSF, that maintain their own submission system. In such cases, RAPSS must be used for the internal endorsement of the proposal, but the agency's submission system will be used for the formal submission of the application.

There will be **RAPSS PI & Proposal Team Training** sessions for the Camden campus on Friday, July 22, 2016 and August 9, 2016.

All faculty and staff who have been or will be submitting grants are strongly encouraged to attend the **RAPSS PI & Proposal Team Training** session. The session will also include information about the "Approver" training portion for those who normally approve the endorsement form. Approvers may attend the session to learn more about the overall process.

We hope that you will be able to sign up for one of the sessions listed below.

RAPSS Training Session

Date: Friday, July 22, 2016

Location: Rutgers-Camden—Armitage Hall, Room 101

- ◆ 9:00 am to 11:00 am – PI & Proposal Team Training

RAPSS Training Session

Date: Tuesday, August 9, 2016

Location: Rutgers-Camden—Business & Science Building, Room 335

The afternoon session is a repeat of the morning session. Only one session needs to be attended.

- ◆ 9:00 am to 11:00 am – PI & Proposal Team Training
- ◆ 12:00 pm to 2:00 pm – PI & Proposal Team Training

At least 24 hours advance registration is required. Please register for the training here – <http://marcy-cfintext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm>

Contact Camie Morrison (cammor@camden.rutgers.edu or 856-225-2949), Director of Sponsored Research, if you have any questions or concerns regarding the RAPSS training sessions.

Thank you for your time and attention to this important training session.



RAPSS Approver Training Video

In lieu of the Approver Training previously offered, please reference the **"Review Funding Proposal"** training video located here for guidance: <https://ored.rutgers.edu/rapss/video-guides>. It would be greatly appreciated if all faculty and staff who have been designated as approvers for their Departments, Centers or Schools watch the approver training video.

National Science Foundation (NSF): Changes and Clarifications, Automated Compliance Checking, and a New Process for Password Resetting



Changes and Clarifications

Please be aware that the National Science Foundation (NSF) has made a few changes to their proposal submission process. These changes are identified in the [NSF Proposal and Award Policies and Procedures Guide](#). Changes as of January 2016 effect the format of the proposal, the biographical sketch, collaborators and other affiliations information, current and pending support, etc. A list of these significant changes is available at <http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/sigchanges.jsp>.

Automated Compliance Checking

Starting July 25, 2016 NSF will begin automated compliance checks. All proposals will go through a new series of automated compliance validation checks that ensure proposals are complying with the requirements specified in the NSF Proposal and Award Policies and Procedures Guide.

According to NSF, “The new set of automated compliance checks will trigger error messages for each of the following rules: 1) Biographical Sketch(es) and Current and Pending Support files are required for each Senior Personnel associated with a proposal; and 2) Biographical Sketch(es) can only be uploaded as a file, must not exceed two pages and can no longer be entered as text.”

The new compliance checks are in addition to compliance checks that already exist in FastLane. A complete list of the FastLane automated compliance checks is available at http://www.nsf.gov/bfa/dias/policy/autocheck/compliancechecks_july16.pdf.

New Process for Password Resetting

As of July 25, 2016, NSF will implement a more secure process for resetting passwords. NSF applicants and awardees will reset their own passwords. NSF stated, “awardees and applicants can go to www.research.gov and click **Log In**, then **Forgot Password**. After entering their NSF ID and clicking, **Send Temporary Password**, they will be able to reset their passwords using the

temporary password sent to their email address on file.” Please note that passwords must be 8 to 20 characters, use three of the following categories: upper-case letter, lower-case letter, number, and/or one of these special characters # & % ! @ (), and the last six passwords cannot be re-used.

For more information or assistance regarding password resetting go to https://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_pageLabel=research_node_display&_nodePath=/researchGov/Service/Desktop/AboutPasswordResetPage.html.





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