

INSIDE THIS  
ISSUE:

RAPSS Training  
Sessions 1

RAPSS Online  
Training Sessions  
for Agreements  
and Awards 2

## RAPSS Training Sessions

Phase II of the Research Administration and Proposal Submission System (RAPSS) launched on August 8, 2016. Phase II includes the review, approval, submission and tracking of all new funding proposals.

**As of January 1, 2018, all submissions will be accommodated in RAPSS and the paper endorsement form will no longer be used.** All grants will be submitted via RAPSS except for those certain agencies, such as the National Science Foundation, 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.

All faculty and staff who have been or will be submitting grants are strongly encouraged to attend the **RAPSS Proposal and Endorsement 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 the session listed below.

- ◆ **RAPSS Training Session – RAPSS Proposal and Endorsement**  
**Date: May 2, 2018**  
**Time: 9:00 am to 12:00 pm**  
**Location: Rutgers-Camden—Armitage Hall, Room 101**

At least 24 hours advance registration is required. Please register for the training here – <http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm>. (**PLEASE NOTE:** If you receive an error message while attempting to register for a session, please try closing out of your browser completely, (prior to doing so delete all cookies, etc.), reopen it and try the registration link again. If a browser has been open too long, the registration system will not allow members to use that same browser to access it's site, and members will receive an error message instead. If this does not resolve the issue, try using a different browser. If you continue to experience difficulties, please contact Rosie McCamery at [rmm284@ored.rutgers.edu](mailto:rmm284@ored.rutgers.edu) or Chris Stastny at [stastncm@ored.rutgers.edu](mailto:stastncm@ored.rutgers.edu) with your registration request. This request should include your **full name, net ID, email address and office phone number**. We do apologize for any inconvenience this may cause.)

If you are unable to register for a training session, please reference the training guides located here for guidance: <https://ored.rutgers.edu/rapss/video-guides>

Contact Camie Morrison ([cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949), Director of Sponsored Research, if you have any questions or concerns regarding the RAPSS Proposal and Endorsement 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.

# RAPSS Online Training Sessions for Agreements and Awards

## RAPSS Online Training Sessions for Agreements and Awards

***(These sessions are a must if you receive funding or other types of agreements.)***

**Phase II of the Research Administration and Proposal Submission System (RAPSS) includes an agreements and awards process that requires activities that involve the principal investigator and the departmental staff as well as Sponsored Research.**

Online training sessions are available for RAPSS Agreements and RAPSS Awards (Awards/Modifications/Subawards). You must already have familiarity with the RAPSS proposal and endorsement process before completing either of these online training sessions. The online training sessions will be done via Skype Business.

Please register for the following training session below:

### RAPSS Agreements

- ◆ May 8, 2018 — 9:00 am-10:00 am—Skype Business
- ◆ June 7, 2018 — 9:00 am-10:00 am—Skype Business

### RAPSS Awards (Awards/Modifications/Subawards)

- ◆ April 26, 2018 — 10:30 am-12:30 pm—Skype Business
- ◆ May 22, 2018 — 10:30 am-12:30 pm—Skype Business
- ◆ June 14, 2018 — 10:30 am-12:30 pm—Skype Business

Register for the RAPSS Online Training session here – <http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm>. For the online sessions, the link to Skype Business will be provided to registrants no later than the day before the session is to be conducted. Please be sure to have Skype Business set up on your PC/Mac prior to the start of the session.

Contact Camie Morrison ([cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949), Director of Sponsored Research, if you have any questions or concerns regarding the RAPSS Online Training Sessions for Agreements and Awards.





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