A Letter from the Director—RAPSS for All Submissions, No Paper Endorsement

Dear faculty and staff:

Phase II of the Research Administration and Proposal Submission System (RAPSS) launched on August 8, 2016. The expanded functionality of RAPSS has included the review, approval, submission, and tracking of all new funding proposals for research and sponsored programs at Rutgers for federal, state, foundations, corporations and sub-recipient applications.

The Office of Sponsored Research would like to announce that we will now be moving to a completely electronic endorsement process for research and sponsored programs beginning January 1, 2018.

RAPSS serves as an electronic endorsement and also has the capability of system-to-system proposal submission through Grants.gov. However, until now paper endorsement forms were still being used for some proposal submissions, including certain types of modifications. Now, all submissions are accommodated in RAPSS, eliminating the paper endorsement process. This will allow all research and sponsored program activity to be captured and accessible in RAPSS, and it will allow for easier and more accurate reporting of such activity from a single system. Our former database, COEUS, will be maintained as a historical record, but, beginning FY18 Quarter 3, all activity will now be reported from RAPSS.

To aid investigators in transitioning from the paper endorsement to the RAPSS process, The Office of Research and Economic Development has created guidance documents for specific situations that up to now had been processed outside of RAPSS. These documents are available at https://ored.rutgers.edu/rapss/quick-reference-guides. In addition, the matrix at https://ored.rutgers.edu/rapss/rapss-activity-matrix details how specific types of activity are currently treated in RAPSS and the changes after January 1, 2018. If you have any questions or concerns, please contact the Office of Sponsored Research and we will answer your questions about the submission process and help you navigate through RAPSS.

If you have not already done so, please be sure to sign up for one of the RAPSS Proposal and Endorsement training sessions being held on January 31st and March 28th. We look forward to seeing you there.

Sincerely,
Camie Morrison
Director of Sponsored Research
Meeting the proposal deadline is critical. Internal deadlines are in place and must be met. If you are planning to submit a proposal, please contact the Office of Sponsored Research at least 30 days in advance of the submission deadline date.

Please remember that a completed and approved funding proposal (endorsement) is needed by the Office of Sponsored Research 5 days prior to the submission deadline. In addition to the funding proposal (endorsement), the following documents are required for the submission of a proposal 12 pm noon on the 5 and 2 business day deadlines:

Documents Requested by 12 pm noon on the Five (5) Business Day Deadline
* Completed and approved RAPSS Funding Proposal with the working project title
* Sponsor's guidelines
* Final proposal excluding final science
* Final budget with budget justification
* Subaward documents (if applicable):
  *Budget
  *Budget Justification
  *Statement of Work
  *Statement of Intent
  *Subrecipient Commitment Form

Completed Proposal Documents Due by 12 pm noon on the Two (2) Business Day Deadline
* Completed and approved RAPSS Funding Proposal
* Final Science, which may include:
  *Project Summary/Abstract
  *Project Narrative

Please plan to submit several days in advance of the submission due date. This will provide adequate time to address any technical and content issues.

If you need assistance, please contact the Office of Sponsored Research.

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If you need assistance, please contact the Office of Sponsored Research.

For applications that include mandatory cost share the Rutgers budget template is required.

It is strongly advised that a new budget template be downloaded for each new proposal as fringe rates or indirect cost rates may change periodically. Using an old template would cause a major discrepancy in the true total project cost.

The Office of Sponsored Research can provide training for the Rutgers budget template if you have any problems with using it.
The National Institutes of Health (NIH) has announced that for due dates on or after January 25, 2018 there will be changes to the grant application form and applications instruction guides. Applicants will be required to use FORMS-E application packages.

More information regarding these upcoming changes is available at https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-062.html and at https://

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**National Science Foundation— New Proposal Guide & Preparation Reminders**


Unless noted otherwise in the program announcement, it is always imperative to follow the instructions provided in the PAPPG.

Also, please be aware of the following:

- Collaborators and other affiliations information should not be included in the biographical sketch but attached as a single copy document. NSF now has a template for Collaborators and Other Affiliations. Please see the new NSF PAPPG and the NSF.gov website for guidance.

- Policy regarding data management is evolving. Always refer to the NSF website to access the most up to date information—https://www.nsf.gov/bfa/dias/policy/dmp.jsp.
The Faculty Research Portal

The Research Development team within the Office of Research and Economic Development created the Faculty Research Portal. This site provides information regarding the following: grant submission and management, finding funding, research regulatory affairs, and related processes. The Faculty Research Portal is available here — https://researchportal.rutgers.edu.

GrantForward—A Tool for Finding Funding Opportunities

Rutgers University subscribes to GrantForward a funding opportunity search and recommendation service, that is available to all faculty and staff. “GrantForward is a startup from the University of Illinois at Urbana-Champaign, launched by professor of computer science, and his research team”. As of June 30, 2016, GrantForward replaced PIVOT as a resource for find external funding.

GrantForward (see quick overview video) enables users to find grant opportunities relevant to their research needs with a database of grants containing over 12,000 sponsors. The information is updated daily. Funding searches for grants can be conducted using keywords and advanced filters. Users can save their favorite searches for new grant alerts and save favorite grant opportunities to keep track of them. Also, GrantForward is able to provide grant recommendations to users based on the information provided in their CV, past publications, and research interests.

“You can access GrantForward at www.grantforward.com or from the ORED website. In order to be able to use full search features including saved-search and personalized grant recommendations, please sign up for a user account with your Rutgers email address.

“The Researcher Welcome Guide will help you to quickly get started with using GrantForward. You can also find additional tutorials and guides on GrantForward Support page, or view the video tutorials on their YouTube Channel. If you require any assistance, please contact support@grantforward.com.”

If you have any questions or concerns, contact Jacquelyn Williams (jacquelyn.williams@rutgers.edu, 848-932-9982) in the Office of Research Development.
**eIRB for Human Subjects Research**

The Human Subjects Protection Program at Rutgers University uses the eIRB system. It is a web-based application for the routing and tracking of IRB submissions.

As per the eIRB website “the electronic IRB (eIRB) submission process went live for all remaining Rutgers Campuses (Newark, Camden and greater New Brunswick) on Monday, October 30th 2017. Effective October 30, 2017, paper submissions for new studies will no longer be accepted from researchers, who will instead need to use eIRB. For amendments or continuing reviews of previously IRB-approved paper studies, continue submitting in paper until further notice.

For questions regarding your submissions, contact the IRB office at [https://orra.rutgers.edu/contactus](https://orra.rutgers.edu/contactus)."

In regards to eIRB training for the Camden campus, please note the following:

- **ArtSci IRB**—eIRB Rollout Training Workshops (1 Hour)
  Registration: Please use this [link](https://orra.rutgers.edu/contactus) to email the ArtSci IRB to reserve a spot at an upcoming workshop:

  - Camden Campus—North Conference Room **Camden Campus**
    - 2/7/18: 11:20am

- **School of Nursing in Camden**: Business and Science Center - For registration and dates: Contact the [Rutgers College of Nursing](https://orra.rutgers.edu/contactus).
  - Make sure to setup an eIRB account before your training class.

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**Spring 2018 Faculty Writing Retreat**

The Rutgers-Camden campus will host the Spring 2018 Faculty Writing Retreat on Wednesday, January 10, 2018 and Thursday, January 11, 2018 in the Campus Center. The retreat will be open from 8:00 am until 8:00 pm each day. This will be the first retreat of four that will be held on various campuses at Rutgers University.

Most of the time is allocated to work on writing projects – individually or collaboratively. There will be optional breakout sessions in the afternoons on topics including, but not limited to: the writing process, grant writing and productive writing habits. You do not need to sign up for breakout sessions ahead of time. However, you must RSVP for lunch for each day. Spaces are limited and on a first come basis. Please [register here](https://orra.rutgers.edu/contactus).

- **Location**: Camden: Camden campus center, 326 Penn St, Camden, NJ
- **Dates**: Wednesday, January 10 – Thursday, January 11

**Details:**

- Coffee and light breakfast will be available starting at 8 a.m.
- Lunch and dinner will be served.
- Wi-Fi will be available, bring your laptop.
- There is an [agenda](https://orra.rutgers.edu/contactus) and breakout sessions for the January 10th and 11th retreat. Agendas for future retreats will be similar and sent before the retreats.

If you need more information contact Karen McCarthy at [Karen.McCarthy@rutgers.edu](mailto:Karen.McCarthy@rutgers.edu).
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 one the sessions listed below.

- **RAPSS Training Session – RAPSS Proposal and Endorsement**
  - Date: January 31, 2018
  - Time: 9:00 am to 12:00 pm
  - Location: Rutgers-Camden—Armitage Hall, Room 101

- **RAPSS Training Session – RAPSS Proposal and Endorsement**
  - Date: March 28, 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/rutprod/eproc/GenRegister.cfm](http://marcy-cfinstext.rbhs.rutgers.edu/rutprod/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 or Chris Stastny at stastncm@ored.rutgers.edu with your registration request. We do apologize for any inconvenience this may cause.)

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 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](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

(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 a GotoMeeting session.

Please register for the following training session below:

**RAPSS Agreements**
- January 9, 2018 — 9:00 am-10:00 am
- February 8, 2018 — 9:00 am-10:00 am
- March 8, 2018 — 9:00 am-10:00 am

**RAPSS Awards (Awards/Modifications/Subawards)**
- January 23, 2018 — 10:30 am-12:30 pm
- February 15, 2018 — 10:30 am-12:30 pm
- March 15, 2018 — 10:30 am-12:30 pm

Register for the RAPSS Online Training session here – [http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm](http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm). The link to the GotoMeeting session will be provided to the registrants on the afternoon of the day before the session will be conducted. Please be sure to have the GotoMeeting software installed on your PC/Mac prior to the start of the session. The GotoMeeting software is available [here](http://marcy-cfinstext.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 Online Training Sessions for Agreements and Awards.