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## Rutgers University Endorsement Process

**Meeting the proposal deadlines is critical. Internal deadlines are now in place and must be met.**

***Currently the “funding proposal” in RAPSS serves as the endorsement form for all new Grants.gov grant submissions. Also, the funding proposal in RAPSS will now serve as the endorsement form for submissions to the National Science Foundation (NSF).*** All other proposal submissions should use the new two page endorsement form (<http://orsp.rutgers.edu/endorsement-form>). The endorsement form is required for all proposals, awards (new and non-competing), contracts/agreements, and clinical trials.

**Please remember that a completed and signed endorsement form is needed by the Office of Sponsored Research 5 days prior to the submission**

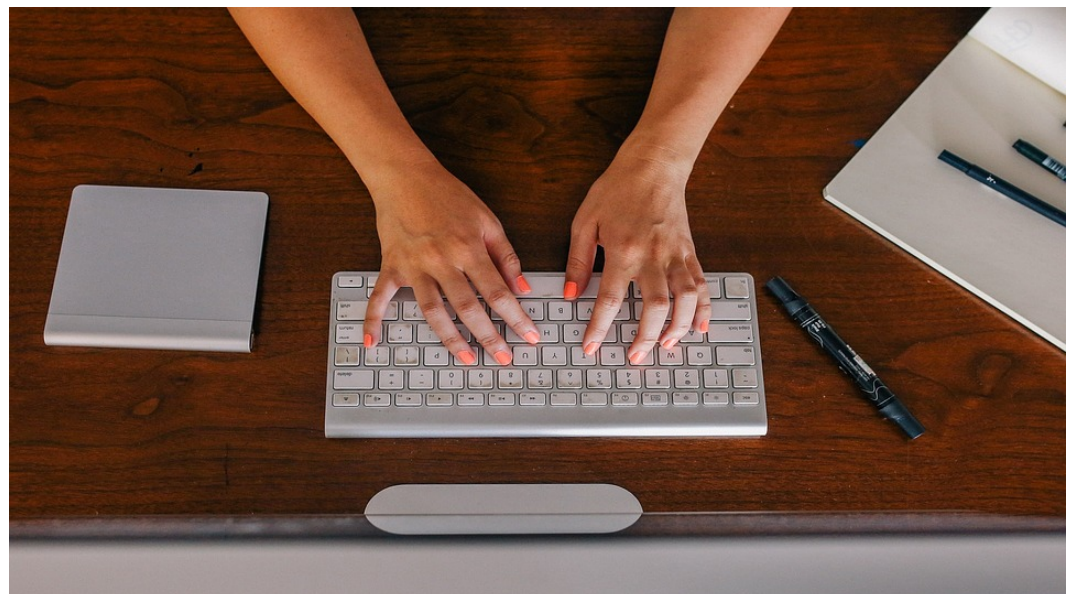
**deadline. In addition to the Endorsement Form, the following documents are required for the submission of a proposal at the 5 and 2 business day deadlines:**

**Documents Requested at Five (5) Business Day Deadline (12 pm noon)**

- \* Completed Endorsement Form with PI signature and 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
  - Letter of Commitment

**Documents Requested at Two (2) Business Day Deadline (12 pm noon)**

- \* Final Science, which may include:
  - Project Summary/Abstract
  - Project Narrative
  - Bibliography & References Cited
  - Facilities & Other Resources
  - Specific Aims
  - Research Strategy
- \* Final Science, which may include:
  - Project Summary/Abstract
  - Project Narrative
  - Bibliography & References Cited
  - Facilities & Other Resources
  - Specific Aims
  - Research Strategy
  - Resource Sharing Plan(s)
- \* Completed COI Disclosure Form





# Electronic Conflict of Interest (eCOI) System Training

The Rutgers University Office of Research Regulatory Affairs (ORRA) oversees the Conflict of Interest (COI) Unit. As per the COI unit, “the Rutgers University Investigator Conflict of Interest Policy 90.2.5 **requires** that PIs and all personnel working on research projects, regardless of source of funding or lack thereof, disclose financial information that may reasonably be perceived to influence their work.”

The Rutgers eCOI System Training is open to all faculty, administrators, staff and students. The training will cover navigation through the eCOI system to create and submit an:

- Annual (Individual) financial COI disclosure Certification
- Research Based Certification for awarded projects

For information about Rutgers’ Conflict of Interest policy, requirements for submitting disclosure certifications, and a link to the eCOI system, review to the Office of Research Regulatory Affairs (ORRA) website at: <https://orra.rutgers.edu/coi>

### Rutgers eCOI System Training

**Date: Tuesday, March 1, 2016**

**Location: Rutgers-Camden—Science Building Lecture Hall**

**Time: 12:20 pm—1:20 pm**

**Presenter: Shelia Gray Evans, Conflict of Interest Administrator**

This training session is being sponsored by the Office of Sponsored Research in collaboration with the Center for Computational and Integrative Biology .

Please RSVP by February 26th to Caryn Terry ([cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu)).

# RAPSS Training Session

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RESEARCH

There will be **RAPSS PI & Proposal Team Training** session for the Camden campus on Thursday, March 17, 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 approval process. 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****Date: Thursday, March 17, 2016****Location: Rutgers-Camden—Armitage Hall, Room 101****Time: 9:00 am—11:00 am – PI & Proposal Team Training**

Please register for the training here – <http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm>

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 training sessions.

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

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**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.

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