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The Funder's Instructions

All funders or sponsors have guidelines that must be followed for submissions. Before beginning to write the proposal, the principal investigator should become familiar with the program announcement, application guide and all related requirements, certifications and forms that are applicable to the submission.

These guidelines can be very specific and it is important that the applicant has read the program announcement/solicitation, application guides, frequently asked questions (FAQs) and other links and associated attachments. These

steps are the keys to a successful application.



New Application Guides for NIH & NSF

National Institutes of Health (NIH)

This is a reminder that there is a new NIH application guide with changes that took effect for submissions due on or after January 25, 2017. The NIH's Comprehensive guidance for research, training, fellowship, career development, multi-project, and small business applications is available at <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf>.

- Please remember the following: Notices of NIH policy changes are available here: <https://grants.nih.gov/policy/notices.htm>.
- Parent program announcements are available at https://grants.nih.gov/grants/guide/parent_announcements.htm.

As was previously mentioned in the January 2016 issue of Updates, the NIH application guide includes guidance in support of announced changes in rigor and transparency, vertebrate animals, definition of child and research training. More information is available on the NIH website:

- Rigor and Reproducibility - <https://grants.nih.gov/reproducibility/index.htm>
- Vertebrate animals - https://grants.nih.gov/grants/olaw/vertebrate_animal_section.htm
- Definition of child and research training - <https://humansubjects.nih.gov/children>

National Science Foundation (NSF)

The National Science Foundation

(NSF) has a new Proposal and Award Policies and Procedures Guide (PAPPG) that went into effect January 30, 2017. References to the Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) have been removed. The document will now solely be referred to as the **NSF Proposal & Award Policies & Procedures Guide (PAPPG)**. Here is the link to the new PAPPG—https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp. Significant changes and clarifications to the PAPPG are available here—https://www.nsf.gov/pubs/policydocs/pappg17_1/sigchanges.jsp.

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

Submission Deadlines

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.**

Currently, the “funding proposal” in RAPSS serves as the endorsement form for all new grant submissions.

Other submissions such as continuations (non-competing), renewals (competitive continuations) and revisions (supplements) should use the two page endorsement form (<http://orsp.rutgers.edu/endorsement-form>).

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 Endorsement Form/ RAPSS Funding Proposal with the 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
- Statement of Intent
- Subrecipient Commitment Form

Completed Proposal Documents Due by 12 pm noon on the Two (2) Business Day Deadline

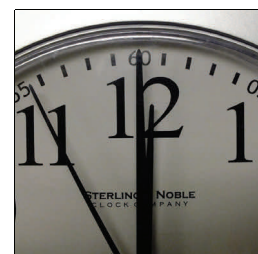
- * Completed Endorsement Form/ RAPSS Funding Proposal
- * Final Science, which may include:

- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Specific Aims
- Research Strategy
- Resource Sharing Plan(s)
- * Completed COI Disclosure Form

More information regarding proposal submission deadlines is available at <http://orsp.rutgers.edu/proposal-deadlines>.

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.



Rutgers Budget Template

The Rutgers budget template is designed to assist those working on budgets for proposals. The budget template has the fringe benefit rates built right into the form. Also, there is the ability to select the appropriate indirect cost rate for the proposed project.

The Rutgers budget template is available at [http://orsp.rutgers.edu/budget-](http://orsp.rutgers.edu/budget-template)

template. Be sure to use the Rutgers Budget Actual budget template.

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.

With the new RAPSS system, a

Rutgers budget template will be required for award setup. It is best to have one completed for the proposal submission. That way, at the time of award, it can just be adjusted if necessary.

The Office of Sponsored Research can provide training for the Rutgers budget template if you have any problems with using it.

GrantForward—A Tool for Finding Funding Opportunities

Rutgers University has a subscription 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 to find external funding .

GrantForward (see quick [overview video](#)) enables users to find grant opportunities relevant to their research and/or other 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 ad-

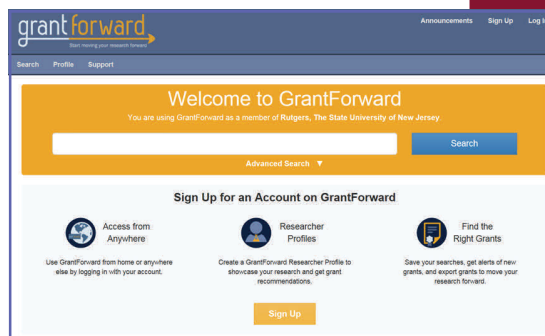
vanced filters. Users can save their favorite searches for new grant alerts and save favorite grant opportunities to keep track of them. Also, GrantForward is able to provide grant recommendations to users based on the information provided in their CV, past publications, and research interests.

“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.



Busch Biomedical Grant Program



Busch Biomedical Grant Program

The Busch Biomedical Grant program is designed to enhance health-related research at the University and to strengthen the competitive position of faculty members on all Rutgers campuses who seek external research funds.

The Busch Biomedical grant program is open to full-time Rutgers University faculty members in

Camden, Newark and New Brunswick. Research associates, equivalent and lower rank faculty (i.e. instructors, post-doctoral associates, teaching and research assistants), co-adjutant appointees, clinical and adjunct faculty defined as part time positions and visiting faculty members are not eligible to apply.

Proposals for funding are solicited annually by the Office of Research and Economic Development (ORED). Applicants will complete the application form and upload it to the submission

website. The submission website opened on February 22, 2016. **Proposals are due by 5 p.m. on March 21, 2017.** Late applications will not be accepted.

All proposals should be submitted through the electronic submission website. More details regarding the Busch Biomedical Grant program, application instructions, and other relevant information is available at http://researchportal.rutgers.edu/node/231?utm_source=February+28+Newsletter&utm_campaign=February+28+newsletter&utm_medium=email.

The New Beltway Perspective and Federal Funding Landscape Under the Trump Administration: A Presentation by the Rutgers Office of Federal Relations and Lewis-Burke Associates

The New Beltway Perspective and Federal Funding Landscape Under the Trump Administration: A Presentation by the Rutgers Office of Federal Relations and Lewis-Burke Associates

This presentation is hosted by the Office of Sponsored Research

**Presenters: Rutgers Office of Federal Relations, Lewis-Burke Associates
(Opening Remarks by Phoebe Haddon, Chancellor)**

Date: Friday, April 28, 2017

Location: Rutgers-Camden—Penn Room 401

Time: Lunch at 12:00 noon

Presentation: 12:20 pm – 1:20 pm

Individual questions: 1:20 pm – 1:45 pm

The Rutgers Office of Federal Relations and Lewis-Burke Associates will provide a Washington update and a review of federal agencies' funding priorities under the new administration. Lewis-Burke Associates is a firm retained by Rutgers for their expertise on federal agency funding trends and opportunities. Over their more than 10 year relationship with Rutgers, they have provided terrific insight on both large and small federal opportunities, working very closely with university deans, vice presidents, and faculty to help match Rutgers' research priorities with federal funding opportunities. Their presentation will provide an overview of the current federal funding trends and federal agency priorities to assist Rutgers Camden faculty and Centers in pursuing federally funded research and other sponsored programs. The program will also touch on federal funding opportunities for graduate students.



A light lunch will be provided.

The program is open to faculty, staff and graduate students.

Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by April 21, 2017.

RAPSS Training Sessions

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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. The paper endorsement form will no longer be used for new proposals. 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.

There will be a **RAPSS Proposal and Endorsement Training** session for the Camden campus on Monday, March 20, 2017.

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

Date: Monday, March 20, 2017

Location: Rutgers-Camden—Armitage Hall, Room 101

- ◆ 9:00 am to 11:00 am – RAPSS Proposal and Endorsement

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 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>. 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



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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 one of the following training sessions below:

March 14, 2017—9:00 am-10:00 am - RAPSS Agreements

March 23, 2017—10:30 am-12:30 pm - RAPSS Awards (Awards/Modifications/Subawards)

April 13, 2017—9:00 am-10:00 am - RAPSS Agreements

April 25, 2017—10:30 am-12:30 pm - RAPSS Awards (Awards/Modifications/Subawards)

Register for the RAPSS Online Training session here – <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](#).

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.





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