A Letter from the Director — RAPSS Updates

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.

As of January 1, 2018, the endorsement process for research and sponsored programs is completely electronic.

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.

The Office of Research and Economic Development (ORED) has announced that the “Click Commerce-based systems, eIRB, eIACUC, and eCOI can now share data with RAPSS. PIs can find certain protocol information within RAPSS to complete the questions in both the RAPSS proposal and award modules without having to enter the other Click-based systems to retrieve that data.” Also, the eCOI research-based certifications can now be initiated within the RAPSS funding proposal enabling the eCOI record to automatically link to the correct funding proposal for congruency review.

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.

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 the RAPSS Proposal and Endorsement training session being held on March 28th. We look forward to seeing you there.

Sincerely,
Camie Morrison
Director of Sponsored Research
Research Council Grants & Subventions

The Research Council is a faculty committee that advises the Office of Research and Economic Development (ORED) on faculty awards which are made as the result of peer review of requests submitted by the faculty for funding of research and other scholarly and creative activities. The Council also provides monetary assistance for scholarly publications. All awards are made on a basis of merit, although priority is given to tenure-track faculty in their first or second three-year probationary appointment.

Only full-time Rutgers faculty may apply for a Research Council Grant. Co-adjutant appointees, teaching and research assistants, 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. Proposals are due by 5 p.m. on March 30, 2018. Late applications will not be accepted. All proposals should be submitted through the electronic submission website.


Proposal Submission Deadlines at Rutgers

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. 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):
  • Rutgers Budget Template
  • 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

• Bibliography & References Cited
• Facilities & Other Resources
• Specific Aims
• Research Strategy
• Resource Sharing Plan(s)

* Completed eCOI Disclosure for research related applications

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.
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: March 28, 2018
  - Time: 9:00 am to 12:00 pm
  - Location: Rutgers-Camden—Armitage Hall, Room 101

- **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/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. 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](https://ored.rutgers.edu/rapss/video-guides)

**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 done via Skype Business.

Please register for the following training session below:

**RAPSS Agreements**
- April 12, 2018 — 9:00 am-10:00 am—Skype Business
- 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](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 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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