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## Deadlines and the Endorsement Process

**Mindfulness regarding proposal deadlines has become more important than ever. It is best to let the Office of Sponsored Research know at least 30 days in advance that you plan to submit a proposal in order to better assist you.**

The implementation of RAPSS has created changes regarding the Rutgers University endorsement form. **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. The endorsement form is required for all proposals, awards (new and non-competing), contracts/ agreements, and clinical trials.

The endorsement form is available online — <http://orsp.rutgers.edu/endorsement-form>.

**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**

- \* 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**

- \* 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:  
For Investigators that submit conflict of interest disclosures through eCOI or the Rutgers COI system, a disclosure must be on file and active (submitted within the last 12 months) at the time of proposal submission. A new disclosure is not required. For Investigators in RBHS that do not submit disclosures through eCOI, an updated paper conflict of interest form is required two (2) business days before the proposal submission deadline

The Endorsement Form is a fillable PDF form. This form can be downloaded and completed and then saved to your computer for future use. Tab from field to field for quicker completion as well as to ensure that no fields are missed. Fields highlighted in red are required information and will prevent saving of the form until completed. Should you have any questions or concerns regarding the Endorsement Form, please contact the Office of Sponsored Research.

# RAPSS Training Session

There will be **RAPSS PI & Proposal Team Training** session for the Camden campus on Friday, November 13, 2015.

All faculty and staff who have been or will be submitting grants are strongly encouraged to take 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: Friday, November 13, 2015**

**Location: Rutgers-Camden—Campus Center—North Conference Room**

The afternoon sessions are a repeat of the morning session.

◆ 9:00-11:00 – 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 these important training sessions.

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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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