

OFFICE OF
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RESEARCH

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RAPSS Training Session

The Research Administration and Proposal Submission System (RAPSS) includes the review, approval, submission and tracking of all funding proposals. All grants are submitted via RAPSS except for those certain agencies, such as the NSF, 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** session for the Camden campus on Monday, November 18, 2019.

All faculty and staff who have been or will be submitting grants are strongly encouraged to attend the **RAPSS Proposal and Endorsement** session. The session will also include information about the "Approver" training portion for those who normally approve the funding proposals in RAPSS. 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 Proposal and Endorsement Session

Date: Monday, November 18, 2019

Location: Rutgers-Camden—Armitage Hall, Room 101

Time: 9:00 am to 12:00 pm

At least 24 hours advance registration is required. Since this session lands on a Monday, please register no later than the Thursday before, by 5pm. Late registrants may be subject to rescheduling for a future session. Please register for the training here – <https://hrservices.rutgers.edu/crs/> (Click on Business and Research Administration and then select RAPSS 100-RAPSS– Proposal and Endorsement.)

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 training session.

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

The logo for RAPSS (Research Administration and Proposal Submission System) is displayed in white, serif, all-caps font on a solid red rectangular background with rounded corners.

Fastlane & Research.gov Will Be Unavailable from November 8th through November 12th

The National Science Foundation (NSF) is migrating its business applications to a modern and flexible platform from November 8 at 8:00 PM EST through November 12 at 6:00 AM EST. As part of this effort, NSF will also upgrade the alphanumeric character set used by the FastLane and Research.gov systems to correct textual errors, such as special characters displaying as question marks in proposals and project reports. The migration has been

scheduled over the Veterans Day holiday weekend. By scheduling during this weekend it is hoped that there will be minimal impact of the systems downtime on the research community and NSF staff.

During the outage, there will be no access to the NSF or Research.gov websites. You will not be able to prepare or submit proposals in FastLane and Research.gov. Also, you will not be able to submit project reports

and cash requests in Research.gov. However, previously saved information and uploaded documents in FastLane and Research.gov, including in-progress proposals and project reports, will be accessible after the migration is completed.

For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 or rgov@nsf.gov. Any policy-related questions should be directed to policy@nsf.gov.

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 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):

- [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. (Issues can occur.)

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



Office of Sponsored Research
Rutgers, The State University of New Jersey
Armitage Hall, 3rd Floor
311 North Fifth Street
Camden, NJ 08102-1405

Phone: 856-225-6249
Fax: 856-225-6687
E-mail: sponrsch@camden.rutgers.edu
Website: <http://www.camden.rutgers.edu/research/office-sponsored-research>

Office of Sponsored Research Staff:

Camie Morrison, Director of Sponsored Research
Email: cammor@camden.rutgers.edu

Jason Holmes, Research Contract/Grants Specialist
Email: Jason.Holmes@rutgers.edu

Caryn Terry, Program Coordinator
Email: cdterry@camden.rutgers.edu