

## Research Administration and Proposal

### Submission System (RAPSS)

Phase II of the Research Administration and Proposal Submission System (RAPSS) launched on August 8, 2016. The expanded functionality of RAPSS includes the review, approval, submission, and tracking of all new funding proposals for research and sponsored programs at Rutgers. This now includes federal, state, foundations, corporations and sub-recipient applications.

“RAPSS also will support all clinical-trial agreements, contracts for industry-sponsored research, and research-related agreements, such as material transfer agreements and nondisclosure agreements.”

As per the Office of Research and Economic Development, there will be a “transition period, which will be completed in October, the RAPSS team is developing the ability to migrate existing activities on grants, contracts, and awards into RAPSS. Until that is accomplished, for transactions already in progress that were not previously submitted through RAPSS, the current paper endorsement process will be in effect.”

There is a matrix that outlines the intended uses for RAPSS and is available at <https://ored.rutgers.edu/rapss/rapss-activity-matrix>.

Certain agencies, for example the National Science Foundation (NSF), maintain their own submission system. In a case like this, RAPSS must be used for the internal endorsement of the proposal. However, the agency’s submission system will be used for the submission of the application.

The Office of Research and Sponsored Programs (ORSP) is offering training sessions for users to learn the RAPSS system. All training is conducted in the RAPSS training environment, available [here](#). The train-

ing system (sandbox site) is available regardless of whether or not a training session has been attended.

RAPSS Phase II training sessions were held over the summer and in September. Another RAPSS Proposal and Endorsement training session is scheduled for Rutgers University-Camden on Wednesday, October 19th in the morning. 24 hours advance registration is required (see page 2 for more information regarding registration). RAPSS Proposal and Endorsement training is a prerequisite to the RAPSS Agreements and RAPSS Awards training. These sessions are offered online—<https://ored.rutgers.edu/rapss/training-sessions>.





# RAPSS Phase II 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. 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 Wednesday, October 19, 2016.

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: Wednesday, October 19, 2016**

**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-cfintext.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 [rosie.mccamery@rutgers.edu](mailto:rosie.mccamery@rutgers.edu) or Chris Stastny at [stastncm@ca.rutgers.edu](mailto:stastncm@ca.rutgers.edu) with your registration request. We do apologize for any inconvenience this may cause.)

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.



## 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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