

**OFFICE OF  
SPONSORED  
RESEARCH**

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## Enforcement of NSF-approved Biographical Sketch and Current and Pending Support

Effective October 5, 2020, Biographical Sketch and Current and Pending Support documentation must be in an NSF-approved format. Biographical Sketch and Current and Pending Support documents not in an NSF-approved format will trigger a compliance error and ultimately will prevent proposal submission or completion of the post-award action. This compliance check applies to proposals, Change of PI requests, Add/Change co-PI requests, and relevant RPPR submissions.

According to the NSF [Biographical Sketch](#) website, the approved formats for creating biographical sketches are:

- [SciENCv](#) - (Revised May 1, 2020) NSF has partnered with the National Institutes of Health (NIH) to use SciENCv: Science Experts Network Curriculum Vitae as an NSF-approved format for use in preparation of the biographical sketch section of an NSF proposal. Proposers must save these documents and submit them as part of their proposals via FastLane, Research.gov or Grants.gov.
- [NSF Fillable PDF](#) - (Revised May 1, 2020) NSF is providing a fillable PDF for use in preparation of the biographical sketch. Proposers should download and save the blank PDF document prior to adding content. The completed and saved PDF

can then be uploaded via FastLane, Research.gov or Grants.gov.

The NSF [Current and Pending Support](#) website states the following are approved formats are:

- [SciENCv](#) - (Revised May 1, 2020) NSF has partnered with the National Institutes of Health (NIH) to use SciENCv: Science Experts Network Curriculum Vitae as an NSF-approved format for use in preparation of the current and pending support section of an NSF proposal. SciENCv will produce NSF-compliant PDF versions of the current & pending support format. Proposers must save these documents and submit them as part of their proposals via FastLane, Research.gov or Grants.gov.
- [NSF Fillable PDF](#) - (Revised May 1, 2020) NSF is providing a fillable PDF for use in preparation of the current and pending support document. Proposers should download and save the blank PDF document prior to adding content. The completed and saved PDF can then be uploaded via FastLane, Research.gov or Grants.gov.

Please see the system-related [FAQs on using SciENCv](#) and the system-related [FAQs on using the NSF fillable PDF](#) for a list of the improvements to each format.

To learn more about the NSF-approved formats for Biographical Sketch and Current and Pending Support, please view the [NSF PAPPG \(NSF 20-1\) webinar](#) and [NSF-Approved Formats for the Biographical Sketch & Current and Pending Support Sections of NSF Proposals webinar](#).

SciENCv has created the following materials to guide NSF users through the preparation of the NSF documents available in SciENCv: [NSF Biographical Sketch Video Tutorial](#)

[NSF Current and Pending Support Video Tutorial](#)

[NSF-specific Bookshelf Resource](#) (includes screenshots and step-by-step instructions).



# 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 on the 5 and 2 business day deadlines:**

**Documents Requested by 12 pm 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 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.**

## The New Rutgers Budget Template

There is a new 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 new budget template should be completed for proposals and is required for all awards.

The Rutgers budget template is available at <http://orsp.rutgers.edu/budget-template>. **Be sure to use the Rutgers Budget Template**

**200701 .**

For applications that include mandatory cost share the [Rutgers Budget Actual Cost Sharing Template](#) is required.

***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.

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



# RAPSS Training Sessions

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.


 The logo consists of the word "RAPSS" in a white, serif, all-caps font, centered within a red rounded square.

## RAPSS 2020 FALL \*MODIFIED\* ONLINE TRAINING SCHEDULE

- 10/21- RAPSS Proposal and Endorsement: Online Session- WebEx to be distributed to attendees - (10:00 am to 12:30 pm)
- 10/22- RAPSS Contracts/Agreements: Online Session- WebEx to be distributed to attendees - (10:00 am to 11:30 am)
- 10/23 - RAPSS Awards Preparation: Online Session - WebEx to be distributed to attendees - (10:00 am to 12:00 pm)
- 12/2- RAPSS Proposal and Endorsement: Online Session- WebEx to be distributed to attendees - (10:00 am to 12:30 pm)
- 12/3- RAPSS Contracts/Agreements: Online Session- WebEx to be distributed to attendees - (10:00 am to 11:30 am)
- 12/4 - RAPSS Awards Preparation: Online Session - WebEx to be distributed to attendees - (10:00 am to 12:00 pm)

REGISTER HERE: <https://hrservices.rutgers.edu/crs/>

Please be sure to register for a preferred session at least 24 hours in advance. If a session lands on a Monday, please register no later than the Friday before, by 5 pm. Late registrants may be subject to rescheduling for a future session.

For the online sessions, the link to the WebEx session will be provided to registrants no later than the day before the session is to be conducted. Please be sure to have WebEx set up on your PC/Mac prior to the start of the session.

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 session.



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