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A Letter from the Director—Welcome Back

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2015 - 2016 academic year. I would also like to welcome the 12 new tenured, tenure-track, and clinical faculty members to the campus. With the addition of new faculty members the last four years, we continue to see an increase in grant submissions as well as contracts.

On August 1, the new Research Administration and Proposal Submission System (RAPSS) was extended to the submission of **new** grant proposals to all federal agencies that use Grants.gov, including NSF proposals. Initially, RAPSS was used in May and early June when Rutgers University faculty and staff successfully submitted 81 grant proposals to the NIH. The office of Sponsored Research can advise you should you be uncertain if a particular submission should be processed through RAPSS.

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. As of September 1, the internal proposal submission deadline will be five business days for administrative components and two business days for scien-

tific elements prior to the sponsor deadline. The deadlines have been established with faculty and administrative input as part of the Excellence in Research Administration (ERA) initiative. More information regarding proposal deadlines and the required documents expected can be found on the Rutgers University Office of Research and Sponsored Programs (ORSP) website or on **page 3** of this newsletter. Please note that these deadlines apply to the paper endorsement and/or the funding proposal (the electronic endorsement) in RAPSS. Internal deadlines are not new to Rutgers, but there is now a mechanism for enforcement. Other aspects of the project, which is aimed at improving support to faculty, decreasing administrative burden, and increasing efficiency through the evaluation of various business processes, are

detailed on the ERA website.

RAPSS is sponsored by the Office of Research and Economic Development (ORED) and is being built with best-in-class software. Phase II is scheduled for completion in early 2016. The system, once fully implemented, will provide users with a wide range of features, including an online archive, robust budget tool, user-friendly interface, integration with regulatory functions, and centralized reporting for research activities. As a reminder, RAPSS training is being conducted on all three campuses and additional sessions have been added to the training schedule.

Sincerely,
Camie Morrison
Director of Sponsored Research



Compliance for Non-funded and Funded Projects at Rutgers University

Ensuring that research and other projects or programs at Rutgers University are in compliance is imperative. Did you know that even if your project is not being funded by an external sponsor and you are not following the compliance procedures of Rutgers University that you put yourself and the University at risk? It could mean the loss of future funding opportunities for the whole Univer-

sity. Please make sure that you are following the proper procedures. This applies to student researchers, faculty, and staff.

The **Rutgers Office of Research Regulatory Affairs (ORRA)** oversees the conduct of research to promote integrity of the scientific record, including training and certification as appropriate. The following provides compliance information and the offices at Rutgers University that assist with various compliance issues:

- * **Human Subjects Research**—*It is required that all students, faculty and other individuals involved in human subject research complete the Collaborative Institutional Training Initiative (CITI) Basic Course and complete the CITI Refresher Course every three years thereafter.* The CITI Training can be completed online—<https://orra.rutgers.edu/citi>. More information and assistance is available at <https://orra.rutgers.edu/citi>.
- * **Rutgers Institutional Review Board (IRB)** protects the rights and welfare of Human Subjects and facilitates ethical research. All projects that involve human subjects need to obtain IRB approval. The Rutgers IRB webpage (<https://orra.rutgers.edu/irb>) contains further information and contact number for the Human Subject Program office should you need more assistance.
- * **Institutional Animal Care and Use Committee (IACUC)** ensures that all animal use at

Rutgers University meets the highest standards of science, safety, service, and humane care. More information is available at <https://orra.rutgers.edu/rutgers-university-iacucs-and-iacuc-fees>.

- * The **Export Controls** office regulates those situations where Rutgers' research involves the dissemination of technology, information materials, etc. that may be subject to export control regulations. The contact information for the compliance officer and further information can be found at <https://ored.rutgers.edu/export>.

The **Rutgers Environmental Health and Safety Department (REHS)** provides biological safety and laboratory and chemical safety services to the University community.

- * **Biological Safety** (<http://rehs.rutgers.edu/lslbio.html>) services include evaluation and approval regarding Bio-hazards, Toxins, Pathogens, rDNA, Human Tissues/Cells.
- * **Laboratory and Chemical Safety** (<http://rehs.rutgers.edu/lslab.html>) services include Materials, Machines, Lasers, Chemicals, etc.

Again, compliance with the Rutgers University policies is imperative. Please contact the offices mentioned or contact the Office of Sponsored Research if you need further assistance or guidance.



Rutgers University Endorsement Form



OFFICE OF SPONSORED RESEARCH

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/sites/orsp.rutgers.edu/files/Documents/Forms/Endorsement-Form/Endorsement%20Form%20150904.pdf>.

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	Documents Requested at Two (2) Business Day Deadline
Completed Endorsement Form with PI signature and working project title	Completed Endorsement Form with all required signatures and final project title
Sponsor's guidelines	
Final proposal excluding final science	Final Science, which may include: •Project Summary/Abstract •Project Narrative •Bibliography & References Cited •Facilities & Other Resources •Specific Aims •Research Strategy •Resource Sharing Plan(s)
Final budget with budget justification	
Subaward documents (if applicable): •Budget •Budget Justification •Statement of Work (SOW) •Letter of Commitment	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.

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

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.



Workshops and Presentations

Federal Funding Opportunities: Lewis-Burke Associates – Washington Update and Overview of Federal Funding Agency Priorities

Date: Tuesday, October 27, 2015

Location: Rutgers-Camden—Campus Center—West ABC Conference Room

**Time: Lunch - 12:00 noon
Presentation - 12:20 pm – 1:20 pm
Individual questions - 1:20 pm – 1:45 pm**

Rutgers Office of Federal Relations and Lewis-Burke Associates will provide a Washington update and a review of federal agencies' funding priorities. Lewis-Burke Associates is a firm retained by Rutgers for their expertise on federal agency funding trends and opportunities. Over their nearly 10 year relationship with Rutgers, they have provided terrific insight on both large and small federal opportunities, working very closely with university deans, vice presidents, and faculty to help match Rutgers' research priorities with federal funding opportunities. Their presentation will provide an overview of the current federal funding trends and federal agency priorities to assist Rutgers Camden faculty and Centers in pursuing federally funded research and other sponsored program. The program will also touch on federal funding opportunities for graduate students.

A light lunch will be provided.

The program is open to faculty, staff and graduate students.

Space is limited! Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by Tuesday, October 20th.

RAPSS Training Sessions



OFFICE OF SPONSORED RESEARCH

There will be **RAPSS PI & Proposal Team Training** sessions for the Camden campus on Thursday, October 1st and Friday, November 13th.

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 one of the sessions listed below.

RAPSS Training Session

Date: Thursday, October 1, 2015

Location: Rutgers-Camden—Armitage Hall, Room 101

◆ 9:00-11:00 – PI & Proposal Team Training

RAPSS Training Session

Date: Friday, November 13, 2015

Location: Rutgers-Camden—Armitage Hall, Room 101

◆ 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 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.



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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