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A Letter from the Director—Welcome Back

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2016 - 2017 academic year. The campus experienced a significant increase in grants and contracts during fiscal year 2016 and we hope to continue the trend this year.

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 transac-



tions 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 training 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. More RAPSS Proposal and Endorsement training sessions are scheduled for Rutgers University-Camden on Thursday, September 22nd. 24 hours advance registration is required (see page 3 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.

We wish all of you a successful year and look forward to working with you.

Sincerely,
Camie Morrison
Director of Sponsored Research

Submission Deadlines

Meeting the proposal deadline is critical. Internal deadlines are now 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.**

Currently, the “funding proposal” in RAPSS serves as the endorsement form for all new grant submissions.

Other submissions such as continuations (non-competing), renewals (competitive continuations) and revisions (supplements) should use the new two page endorsement form (<http://orsp.rutgers.edu/endorsement-form>).

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 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/ RAPSS Funding Proposal with the 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
 - Statement of Intent
 - Subrecipient Commitment Form

Documents Requested at Two (2) Business Day Deadline

- * Completed Endorsement Form/ 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 COI Disclosure Form

More information regarding proposal submission deadlines is available at <http://orsp.rutgers.edu/proposal-deadlines>.

If you need assistance, 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.



The Faculty Research Portal

The Research Development team within the Office of Research and Economic Development created the Faculty Research Portal. This site provides information regarding the following: grant submission and management, finding funding, research regulatory affairs, and related processes. The Faculty Research Portal is available here — <https://researchportal.rutgers.edu>.



GrantForward—A Tool for Finding Funding Opportunities

Rutgers University has recently subscribed to GrantForward a funding opportunity search and recommendation service, that is available to all faculty and staff. “GrantForward is a startup from the University of Illinois at Urbana-Champaign, launched by professor of computer science, and his research team”. As of June 30, 2016, GrantForward replaced PIVOT as a resource for find external funding .

GrantForward (see quick [overview video](#)) enables users to find grant opportunities relevant to their research needs with a database of grants containing over 12,000 sponsors. The information is updated daily. Funding searches for grants can be conducted using keywords and advanced filters. Users can save their favorite searches for new grant alerts and

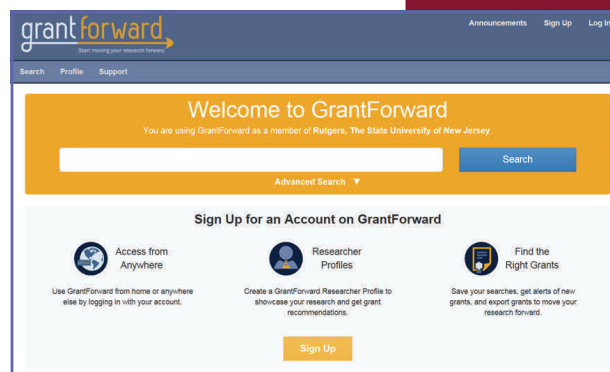
save favorite grant opportunities to keep track of them. Also, GrantForward is able to provide grant recommendations to users based on the information provided in their CV, past publications, and research interests.

“You can access GrantForward at www.grantforward.com or from the ORED [website](#). In order to be able to use full search features including saved-search and personalized grant recommendations, please sign up (view [demo](#)) for a user account with your Rutgers email address.

“The [Researcher Welcome Guide](#) will help you to quickly get started with using GrantForward. You can also find additional tutorials and guides on [GrantForward Support](#) page, or view the video tutorials on their [YouTube Channel](#). If you require any assistance, please

contact support@grantforward.com.”

If you have any questions or concerns, contact Jacquelyn Williams (jacquelyn.williams@rutgers.edu, 848-932-9982) in the Office of Research Development.





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 **RAPSS Proposal and Endorsement Training** sessions for the Camden campus on Thursday, September 22, 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 one of the sessions listed below.

RAPSS Training Session

Date: Thursday, September 22, 2016

Location: Rutgers-Camden—Armitage Hall, Room 101

The afternoon session is a repeat of the morning session. Only one session needs to be attended.

- ◆ 9:00 am to 11:00 am – RAPSS Proposal and Endorsement
- ◆ 12:00 pm to 2:00 pm – RAPSS Proposal and Endorsement

At least 24 hours advance registration is required. Please register for the training here – <http://marcy-cfintext.rbhs.rutgers.edu/rutprod/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 or Chris Stastny at stastncm@ca.rutgers.edu with your registration request. We do apologize for any inconvenience this may cause.)

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 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.



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