RAPSS
Checking Status, Reporting and Award Set Up

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Staff Departmental Assignments: https://orsp.rutgers.edu/rutgers-gsstaff-assignments-newark
The Basics of RAPSS
RAPSS is the University wide Proposal Submission and Award intake system and is mandatory for all **new** submissions to Federal, State and not-for-profit sponsors, and corporate contracts and associated items. Paper endorsement no longer possible for **new** activity.

- RAPSS Portal: [http://rapss.rutgers.edu](http://rapss.rutgers.edu)
- RAPSS Activity Matrix: [https://ored.rutgers.edu/rapss/rapss-activity-matrix](https://ored.rutgers.edu/rapss/rapss-activity-matrix)
- Training Session: [https://ored.rutgers.edu/rapss/training-sessions](https://ored.rutgers.edu/rapss/training-sessions)
- System Guides and Training Videos: [https://ored.rutgers.edu/rapss/training-materials](https://ored.rutgers.edu/rapss/training-materials)
- RAPSS Support: rapss_help@orsp.rutgers.edu

All proposals submitted to external agencies, must be reviewed and approved by ORSP prior to submission.

**NOTE:** You may have more than one ROLE in the system. Look at your status bar in the upper left hand side of your workspace to see your roles.
Advantages of RAPSS

- All data related to a proposal and award collected in one electronic place – elimination of paper
- Electronic endorsement and review process
- Accessible inside and outside of Rutgers, using Net ID access
- Transparency of process – encourages accountability and easy to check status of a proposal or award
- For certain federal proposals, electronic creation of SF424 forms and system-to-system submission.
- Foundation and other review done within system, not through separate outreach.
- *Streamlining of process – interaction between central office systems* (*eIRB, eCOI, eIACUC*)
- *Reporting – ability for PI or dept staff to run reports*
- *Ability to draw performance metrics from the system*
Structure of RAPSS

- RAPSS consists of various modules
  - Funding Proposal (FP0000XXXX)
  - Award (AWD0000XXXX)
  - Document Review (DR0000XXXX)
  - System-to-System (form creation for supported Grants.gov proposals)
  - RAPSS Modules
RAPSS Structure II

• Within each MODULE, RAPSS uses STATES, ACTIVITIES, and ROLES
• Each Module has its own workflow wherein that proposal/award/document moves through various STATES
• Certain ACTIVITIES are available only in specific STATES
• Certain ACTIVITIES are available to only those with a specific ROLE in the system
• Example:
• Funding Proposal in RAPSS:
What RAPSS Is NOT

• RAPSS is the pre-award system, it is not Oracle.
• “Oracle” refers to the general ledger and the grants module, used for managing expenses, invoicing, etc, by the post-award office once an award is active
• RAPSS does not electronically transmit proposals to every sponsor (e.g. proposal central, state, etc) – ONLY certain federal submissions
• RAPSS is a system and, therefore, lacks the flexibility to treat different departments or schools differently. Work flow established in RAPSS must be applied consistently across the university.
• RAPSS will only ask for items needed -- depending on how you answer the questions in the smart forms
• RAPSS is only as good as the data that is entered into it.
RAPSS Impact on
REPORTING
Reports Generated by Central Office

- Quarterly submission and award reports with basic analysis. Although some data cleanup occurs for these reports, ORED does not delve deeply into the data to look for variances in $$ or number.
- Annual submission and quarterly reports with full analysis.
- Ad Hoc reports as needed by the field:
  - All active awards for a given individual/department
  - Active awards that use animals/human subjects
  - Proposals to specific sponsors or types of sponsors
  - Many, many more – ORED able to pull much more granular data from RAPSS
Submission Reporting from RAPSS

• For Submissions:
  – PI’s must be sure to forward their proposals for department review/approval to advance their proposal through the system. **ONLY PI can do this.** (PI is certifying certain things). If dept does not review then proposal is not endorsed.
  – Proposal must be endorsed before submitted to sponsor
  – If proposal does not pass through pending sponsor review, it will not be counted as a “submission”. Reflects on you, your dept, your school…
  – PI’s/Proposal Team must be sure to complete the high level budget in RAPSS (Question 13). If the budget information is left blank, the submission reflects $0 in the submission report. [note: will not show on workspace (front page) but will show up on reports]
Award Reporting

• For Awards:
  – Currently, awards are not counted as “awarded” until all of the data for the award is received from the department (e.g. UDO, backup account, protocol #’s) and all compliance reviews are complete and the award is transmitted to GCA for account activation in Oracle. This can affect which quarter or even fiscal year something is counted as an award.
  – Note that RAPSS will draw information directly from FP to the AWD so that data does not need to be re-entered.
  – ORSP does not report on internally-funded awards, even those processed through RAPSS
RAPSS and

AWARD SET-UP
AWARD STATES IN RAPSS (AWD####)

**RAPSS FP MODULE**
- Pending Sponsor Review
- Award Notification Received

**RAPSS AWD MODULE**
- Draft
- Dept. Reconciliation
- Central Office Review
- Pending Compliance Review
- Central Office Review

**ORACLE**
- Transmit
Processing for Account Set-Up

The ORSP (and OCC) has the authority to accept awards on behalf of the University.

Notices received outside of ORSP (or OCC for corporate contracts) should be forwarded immediately to the ORSP/OCC assigned specialist.

Once received; the ORSP/OCC will review notice for acceptable terms and conditions, sponsor required information and/or signature requirements.

Non-profit Agreements and subawards will be reviewed against proposal submission, University and Sponsor guidelines then agreements are signed by the Authorized Institutional Official (ORSP/OCC).

When award has been reviewed and accepted by ORSP or OCC, it will then be handed off to Award setup Team for further processing.
Processing for Account Set-Up
Award Setup Team

Award Setup Team Process Step I

**Departmental Reconciliation:**

Award Setup Team will review the file to determine any outstanding information needed from PI/Department. Outstanding information typically required includes:

- A budget to match the award notice (Note changes in SOP)
- Protocol #’s/approval information (human subjects, Animals, radiation safety, etc.)
- Signed cost share template (if not previously received)
- Fund source/project account form
- Outgoing Subaward documentation
- Any outstanding documents requested by Sponsor
- Conflict of Interest/Research Certification (research only!)
- Unit, Division, Organization codes, etc.

PI and Proposal team will receive an e-mail (direct or via RAPSS) indicating list of outstanding items needed for set up. Important that PI and/or Proposal team respond directly to the award setup team e-mail or via RAPSS to provide information and/or indicate completion.

*TIP: Use Replacement function for attachments (history) so that only final documents are displayed.*
Awards Setup Team Process Step II

Compliance Review:

Once all outstanding items from Step I are received the Award Setup team will then process for any necessary compliance review/approvals.

Includes congruency review from the following offices: Human Subjects, Animals, Radiation Safety, etc.

Once compliance review is complete the paper or RAPSS file will move to account setup. A project number will then be assigned by GCA set up team.

Once the award is entered into Oracle (post award system) and activated, the PI and Administrative Contact will receive an e-mail notification that the project has been assigned a number. If a RAPSS award, this e-mail notification will come via the RAPSS system. The project number will also be noted in the RAPSS system and the RAPSS state will move to “ACTIVE”.

Tip: Make sure that your final proposal narrative is in RAPSS, regardless of how the proposal was submitted (e.g. through FASTLANE, SAGE, ProposalCentral) – this improves processing speed.
Things to Remember About Award Set Up

• In order for an Award to be set up in RAPSS, there must be a Funding Proposal in the state of “Award Notification Received”

• If you need an Advance Account, there needs to be a funding proposal in the state of “Award Anticipated” for the activity to be available.

• Look in the history log to determine what is going on with your award. Most attachments are located under the “Attachment” tab.

• You can follow Compliance review status in the “Compliance & Certification” tab in the awards section.

• You can learn who is reviewing your award in the “Contacts & Reviewers” Section
ORSP Post Award Activities

Additional Award Processing Information:
https://orsp.rutgers.edu/award-processing

ORSP Office has responsibility to assist with the following Post award activities in collaboration with GCA:

- No Cost Extension (NCE)
- Re-budgeting – if sponsor interaction is required
- Carryover/Carryforward prior approvals from Sponsor

Principal Investigator (PI) Responsibility:
The principal investigator (PI) has primary responsibility on behalf of the University for the technical and fiscal management of your project in accordance with the sponsor’s guidelines, as well as the university’s policies and procedures
Questions/Answers
Who Can Apply as Principal Investigator (PI)?

• Rutgers encourages qualified individuals to submit proposals for external funding in support of their scholarly work, research projects, and other efforts to support RU’s mission.

• Requires approval of person’s chair and/or center director and dean (or dean’s designee) through Endorsement process.

• Chair/Dean’s approval signifies that proposed PI has the appropriate qualifications and adequate space and resources to complete the proposed work. Also ensures that the project will have budgetary oversight.

• The proposed PI must be eligible to use and obtain the proper compliance authorizations when applicable (animals, humans, radioactive materials, etc).

• Prospective PI’s must also be eligible according to sponsor’s restrictions, if any.

http://orsp.rutgers.edu/who-can-apply-pi