Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide

Initiate/Submit a Renewal

This document is intended for the Departments.

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Initiate a Renewal

A Renewal can only be initiated when the State of the proposal is listed as **Awarded**. Once the Renewal activity is executed from within the Funding Proposal Workspace, you will be prompted to complete a new funding proposal.

**From the Awarded State**

Once a project has been Awarded and it is determined that a Renewal is needed:

1. Click the **New Renewal** activity.
   
   Note: This activity will create a Renewal for this funding proposal.

2. Give the document a new name and click **OK**.

3. Once the document refreshes, the State of the Renewal will change to **Draft** and you will be routed to the first page of the new funding proposal.

4. Complete the pages. Click **Continue** to move through the pages.

5. Depending on your Sponsor, you may be required to include a **Sponsor Number** for this Revision. If so, go to page 4.0 General Proposal Information and enter the Sponsor Number in section 4.0.2.

6. Once all remaining Smart forms are complete, on the final page click **Finish**.

   **Note:** You will be routed back to the Funding Proposal Workspace.
Submit Renewal

From the Funding Proposal Workspace:

1. Under My Current Actions click Create/Update SF424.

2. Once the SF424 is created, click Submit Departmental Review.

Note: As with submitting a proposal for initial Departmental review, only the PI has the ability to execute this activity.

The Renewal will now be routed through for Approval and, eventually, for Sponsor Review.