Research Administration & Proposal Submission System (RAPSS)
Quick Reference Guide
Initiate/Submit a Revision

This document is intended for the Departments.

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Initiate a Revision

A Revision can only be initiated when the State of the proposal is listed as Awarded. Once the Revision activity is executed from the Funding Proposal Workspace, you will be prompted to complete a new funding proposal. However, similar to the Copy Proposal function, much of the information entered will transfer from the awarded proposal to the new Revised Funding Proposal.

From the Awarded State

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

1. Click the New Revision (Supplement) activity.
   Note: This activity will create a new Revision for this funding proposal.

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

3. Once the document refreshes, the State of the new Revision will be listed as Draft and you will be routed to the first page of the new funding proposal.

4. To validate only the fields requiring your immediate attention, click the Hide Show Errors link.

5. Complete all necessary sections and click Refresh.

6. To review/edit the entire funding proposal, move through the smart forms by clicking Continue from page 1.0.

7. 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.
Submit Revision

1. Once all remaining Smart forms are complete, on the final page click Finish.
   **Note:** You will be routed to the Funding Proposal Workspace.

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

3. 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.
   **Note:** The Revision will now be routed through for Approval and, eventually, for Sponsor Review.