Rutgers RAPSS
Rutgers Research Administration and Proposal Submission System

Fall 2014
Office of Research and Economic Development
Project Purpose

Implement the Huron Click Commerce Portal For Research Grants & Contracts (Pre-awards)

1) Provide a single point of entry to prepare and submit grants and contracts for all of Rutgers research. Includes “System to System” (S2S) capability. Also for agreements with no funds.

2) Link RAPSS electronically with other data systems (eCOI, eIRB, others) to streamline processing.

3) Replace multiple systems with one proposal and award database to streamline reporting and eliminate double data entry.

4) Increased transparency for faculty/depts

5) Better access to data & easier reporting

6) Eliminate paper submissions (unless required by sponsor)
Project Fits with RU Strategic Plan

- This project addresses one of the "Foundational Elements" of the Rutgers Strategic plan on "Effective and Efficient Infrastructure and Staff"

> "At Rutgers, administrative processes are often inefficient and time consuming. The University must facilitate agile responses to administrative needs and inculcate, support, and reward a culture of excellence, collaboration, responsiveness, and accountability among its staff."

- See pages 44 and 45 of the report for more information [http://universitystrategy.rutgers.edu/](http://universitystrategy.rutgers.edu/)
Project Phases

• Initiation Phase – complete
• Planning Phase -- complete
• Implementation (Development) Phase – began July 2014
  – Phase I – Grants Express (S2S submission to Grants.gov for federal awards)
  – Phase II – Awards, Budget Grids, Other Agreements/Contracts
• Project Closure - System maintenance & continued training
Business Objectives & Benefits
Phase I – Business Objectives

The Phase 1 implementation will help achieve the following:

• Reduce administrative burden on faculty & staff who prepare, review and approve proposal applications
• Provide necessary proposal data for PI, departments, and institutional management, serving as a single source for proposal data
• Maintain balance between minimum requirements needed to submit an application & desire for increased institutional decision data
• Maintain balance between department flexibility & institutional consistency ease of use being the prevailing criteria
• Ensure process improvement based on best practices from leading institutions
Phase I - Benefits

- Reduce multiple data entry
- Reduction in error rate on Grants.gov submissions
- Increased transparency on status of proposals in development/review
- Increased reporting of proposal data - in process & submitted
- Proposal routing more efficient due to electronic workflow
Implementation Phase
Implementation Phase I – Objectives

System to System (S2S) Grants.gov Submission across the Institution.

- Integration with Identity Management and HR data
- Electronic proposal routing for review and approval
- Reduction in grant submission processing time
- Phase-out of the following systems:
  - Cayuse
  - Adobe for System-to-System Submissions
  - Manual Submission of Paper Routing Forms
Implementation Phase I Scope

• Creation and Routing of Funding Proposals (for Grants.gov proposals)
• Electronic Submission of Funding Proposals to Grants.gov utilizing Click SF424
• CAS Integration for authentication/single sign-on
• HR data integration to load people and departments into Click with regularly scheduled updates.
• Master Store Integration across all Click Modules
Implementation Phase II Objectives

- Non-Grants.gov Funding Proposals
- Online Budgeting
- Awards and Award Modifications
- Subawards
- Support for Contracts utilizing Click Document Review Functionality
- Integration with eIRB and eCOI
- SSRS Reporting
Project Timeline and Methodology
Grants – Phase 1: July 2014 – January 2015
• Proposal Routing and Tracking and Grants.gov Submissions

• Full Rollout of Click Grants to include Online Budgeting, Grants.gov Submissions, Award Management, Document Review Functionality for Contract Management
• Integration with COI and IRB Modules

Future Phase – Expanded Integration
• Not included in Current Budget/Scope
• Integration with other Rutgers Systems including Post-award, IACUC, REHS, ecrt
Project Timeline

The following represents the high level implementation timeline for RAPSS.

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Grants Phase 2

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- Iteration 1: SmartForms
- Iteration 2: Workflow
- Iteration 3: Activities & Security
- Iteration 4: Sponsor Conversion
- Iteration 5: Inbox & Workspace
- Iteration 6: Notifications
- Iteration 7: CAS Integration
- Iteration 8: SF424
- Iteration 9: Master Store & HR Data Integration
RAPSS Workflow, Workspace and Smart Forms