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

This document is intended for the Departments.

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A New Continuation must be initiated from the Awards module but can be executed from any State.

From the Awards Module:

1. To see and execute the “New Continuation” activity, there must be more than one budget period set up in RAPSS for the project.
2. Choose the desired Award from the Awards tab.
3. Once the Awards Workspace is opened, under Current State, click the New Continuation activity.
4. Give the document a new name (if desired) and click OK.
   
   **Note:** This activity will create the new continuation.
   
   Once the document refreshes, the State of the continuation will change to Draft and you will be redirected to the Continuation Smart Forms.
5. Complete the pages. Click Continue to move through the pages.
6. Once all remaining Smart forms are complete, on the final page click Finish.
   
   **Note:** You will be routed to the Funding Proposal Workspace.
Submit Continuation

From the Funding Proposal Work Space:

1. Under My Current Actions click Submit for Specialist Review.

   Note: Only the PI has the ability to execute this activity.

2. Check the box to approve the endorsement and click OK.

The Continuation will now be routed to the Specialist for review and eventually to the sponsor for further processing.