Research Administration & Proposal Submission System (RAPSS) Pre-Application Quick Reference

This document is intended for the Proposal Team & Central Office.

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Create a Pre-Application (Proposal Team)

The process of initiating a pre-application in RAPSS is almost identical to that of the funding proposal process. However, because this is only a preliminary submission, no SF424 will be created and the Department Review process is omitted.

Create a Pre-Application (Proposal Team)

1. From the My Inbox page, click New Funding Submission.
2. Complete the pages. Click Continue to move through the pages.
3. Under section 4.0., General Proposal Information, scroll down to 4.0.11 and click Yes to indicate that a pre-application is required.
4. Once all remaining smart forms are complete, on the final page click Finish.
5. From the funding proposal workspace, click Permission to Submit.
6. Under the Project Information tab, make sure “Yes” is reflected for Pre-Application and Permission to Submit Granted.
7. Under My Current Actions, click Submit Pre-Application for Review.
   Note: As with submitting a proposal for initial departmental review, only the PI has the ability to execute this activity.
8. Add comments and click OK.
9. The state of the pre-application will change to Specialist Review.
Submit a Pre-Application (Central Office)

As the Central Office, you are responsible for submitting the Pre-Application to the sponsor for review once your internal review is complete.

Submit a Pre-Application (Central Office)

Once the pre-application has been received:

1. Click the Edit Funding Proposal tab to review/edit the document as needed.

2. Once the review is complete, from the proposal workspace click Submit for SO Final Review to move it to the next state.

3. Add any comments and click OK.
   
   NOTE: Executing this activity will lock the proposal from any further edits.

4. If the pre-application is ready for submission, click Submit Pre-Application to Sponsor.

5. Add any comments and click OK.
   
   This activity is intended to record the official submission of the pre-application to the sponsor by ORSP/OCC.

6. The state of the application will change to Pending Sponsor Review.
Status of a Pre-Application Submission

The Proposal Team will receive notification from the sponsor regarding the status of a pre-application and notify the Central Office. ORSP/OCC will then confirm and update the status accordingly.

Status of a Pre-Application Submission (Proposal Team)

1. Once a determination has been made regarding your submission, click **Notify ORSP of Pre-Application Status**.
2. Select the appropriate **Status** (Accepted/Not Accepted/Withdrawn).
3. Include any **Comments** and click **OK**.
4. The State will change to **ORSP Status Confirmation**.

Status of Pre-Application Submission (Central Office)

5. Once status confirmation has been received, click **Confirm Status of Pre-Application**.
6. Confirm that the appropriate status is marked and click **OK**.
7. If the pre-application is **accepted**, the proposal will return to the State of **Draft** allowing the Proposal Team to click **Edit Funding Proposal** and complete the full application.
8. If the pre-application is **NOT accepted**, the proposal will be closed by the Specialist and the state updated to **Pre-Application not Accepted**.
9. If the pre-application is **withdrawn** the proposal will be closed by the Specialist and the state updated to **Pre-Application Withdrawn**.

In either case, no further action will be required.