Research Administration & Proposal Submission System (RAPSS) Legacy Continuation Quick Reference

This document is intended for the proposal team.

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**Initiate Legacy Continuation (Paper Endorsement)**

In an effort to transition current paper base activity into RAPSS, the proposal team should initiate the upcoming (non-competitive) continuation as a “New” funding proposal. This unique action should occur only once to establish the legacy proposal/award in the system. The work flow process would mirror that of a regular funding proposal. However, for all future budget periods, the proposal team should follow the “New Continuation” process, as illustrated in the Continuation Quick Reference Guide.

**Create the Proposal**

1. From the My Inbox page, click New Funding Submission.
2. For Q. 1.0.3 - Prefix the Display Title of the project with [CON] so that it can be identified in reports as a Continuation.
3. Click Continue to proceed to the next page.
   
   You will notice on page 4.0, the Type of Application will appear as “New”.
   
   Proceed through the pages.
4. For Q. 12.0.1 - Adjust the Submission Deadline date to correspond with the upcoming progress report deadline date.
5. For Q. 12.0.4 - Adjust the Expected Start Date to correspond with the upcoming budget year for the continuation, i.e.: Year 2.
6. For Q. 13.0.1 - Enter the Target Direct/Indirect budget information for both the upcoming and future budget periods.
7. Do not change the budget “Period Name”; leave as the default, i.e: (Period 1).
8. If necessary, remove any additional budget period fields.
9. Once the proposal is complete, click Finish.
Submit the Proposal for Review

After the proposal has been created and completed, the PI must submit for internal review.

10. From the funding proposal workspace, click **Submit for Departmental Review**.

11. Click the box to agree with the statements.

12. Click **OK**.

Unlike a continuation that is initiated from a funding proposal established in RAPSS, this one time submission will include the Departmental Review workflow.