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

This document is intended for the proposal team.

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Initiate Legacy Revision (Paper Endorsement)

In an effort to transition current paper base activity into RAPSS, the proposal team should initiate the revision 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, if a new revision is established from this record, the proposal team should follow the “New Revision” process, as illustrated in the Revision 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 [REV] so that it can be identified in reports as a Revision.

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. 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.

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

6. Click the box to agree with the statements.

7. Click OK.