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Overview

This guide outlines the steps required by RAPPORT for a Chair to review a proposal.

Two ways to access RAPPORT:

1) Click on link within the RAPPORT Grants Notification email, or
2) Login to website

1) Routing Review Notification

Open the email from ‘No-Replay@Rapport.Dartmouth.edu’ and click on the hyperlink in the blue type face.

This proposal has been routed to you for your review.

Please click here [FP00000763](#) to review and take appropriate action.

FDR03
Using the notification thus, you navigate to the funding proposal workspace.

The easiest way to review the Funding Proposal, in more depth than the proposal workspace presents, is to right-click on "Printer Version" and select "Open link in new window" to open all views in a scrollable window.

Below is a section of the printer version:

11.0 Performance Sites

1.0 * Select the primary Dartmouth Performance sites:
   DHIC

2.0 Select additional Dartmouth performance sites:
   Name: ____________________________
   There are no items to display

3.0 Enter non-Dartmouth Performance sites:
   Name: ____________________________
   Street 1: ____________________________
   Street 2: ____________________________
   City: ____________________________
   State: ____________________________
   Zip: ____________________________
   There are no items to display

4.0 * Will this proposal subcontract research to another institution? ☐ Yes ☐ No

View DC 12.0 Summary of Research Plan Attachments

12.0 Summary of Research Plan Attachments

1.0 Project Summary/Abstract:

2.0 Project Narrative:

3.0 Bibliography:

4.0 Facilities and Other Resources:

5.0 Equipment:

6.0 Specific Areas:
   Specific Area 001:

7.0 Research Strategy:
   Research Strategy.pdf(0.01)

8.0 PHS Cover Letter:

9.0 Other Attachments:
   Name: ____________________________
   Version: ____________________________
   There are no items to display

Here the attachments can be reviewed; they can be opened by clicking on the file name.
Select the **Issue Chair Approval** activity from the menu to approve the proposal. If you wish any change to be made use the **Chair Requests Changes** activity to return the proposal to the DRA to make changes. The DRA and PI will resolve the issue(s), and return it to you to run the **Issue Chair Approval** activity.

The **Chair Requests Changes** activity will route the proposal back to the researchers so they can address the comments entered here.

Once the Chair approves, the state of the proposal will change from ‘Department Chair Review’ to ‘OSP Grants Officer Review’ or perhaps to indicate another review step such ‘Dean or Designee Review’.
You make also decline to forward the proposal for submission.

Please heed these warnings carefully and be sure that Decline is what is needed.

2) Login to RAPPORT using your NetID and password

https://grants-rapport.dartmouth.edu/  My NetID __________________________

To look up your NetID: http://tech.dartmouth.edu/its/services-support/help-yourself/netid-lookup
If you have forgotten your NetID Password, you can change it at:
http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/changing-your-password

Your personal page opens when you click on "My Home":

"My Action Items" contains proposals needing your action.
When you have the funding proposal open follow the steps as given under Routing Review Notification.

**Reviewing a Funding Proposal upon Request from OSP**

An Office of Sponsored Projects Grants Officer, may decide that a funding proposal was not routed to all required reviewers. In such an eventuality, you may be asked to review of a proposal out of the normal routing approval flow. You will receive an email Notification that your action is required for a particular Funding Proposal in RAPPORT - Grants.

As the reviewer, respond, with your review of the proposal, by using the activity that is called *Issue Reviewer Decision*. Please note that your My Activities menu has different options than that menu when reviewing a typically routed proposal.

You will accept or decline or request changes be made by responding via the aforementioned activity. Then the Grants Officer will proceed based on the response that you issue.
Once you have completed the review via the *Issue Reviewer Approval* activity, the History Log will be stamped to show the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Dean has reviewed the Proposal</td>
<td>Dean, Test</td>
<td>10/29/2014 1:49 PM EDT</td>
</tr>
<tr>
<td>Approved - KMG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSP has sent the proposal to Test Dean for review</td>
<td>OSPGrantsOffice2, Test</td>
<td>10/29/2014 1:47 PM EDT</td>
</tr>
</tbody>
</table>