OSP Grants Officer Guide

Overview

This guide details how to review a proposal in RAPPORT and submit it to Grants.gov. These steps occur within the states of OSP Grants Officer Review and Grants.gov (as noted in Red and Yellow below).

- **Draft**
  - Dept Research Admin Review
  - **Dept Chair Review**
  - Other Dept Reviews
  - **OSP Grants Officer Review**
  - Grants.gov

**The DRA routes to approvers**

- **PI Routing Certification**
- **Must be completed before routing for dept. reviews**

- **- Required Action Email Notifications** sent to reviewers
- - Reviewers can request modifications
- - Review process varies by organization

- **PI Submission Certification**
- **Must be completed after OSP approval but prior to submission to Grants.gov**

**Login** to RAPPORT using your NetID and password [http://rapport.dartmouth.edu/](http://rapport.dartmouth.edu/).

My Net ID __________________________

To look up your Net ID: [http://www.dartmouth.edu/comp/systems/netid.html](http://www.dartmouth.edu/comp/systems/netid.html)

If you have forgotten your Network Password, you can change it at [http://www.dartmouth.edu/comp/systems/accounts/passwords/dartmouth-passwords.html](http://www.dartmouth.edu/comp/systems/accounts/passwords/dartmouth-passwords.html)

**HINT:** Please note that sometimes your browser **Pop up Blockers** can create some funny effects. You may want to disable this feature if you encounter any issues.
Grants Officer Personal Page

Your landing page when you log into RAPPORT as Grants Officer.

7-Day OSP Review Deadline

On your home page (referred to as your personal page) select the role of OSP Grants Officer (you will also see the role of DRA and Directors will have an additional role displayed here).

The New OSP Reviews tab displays the proposals that have been routed and submitted to OSP but have not been selected by a Grants Officer.

Click on the proposal you want to review and it will open up the Funding Proposal Workspace.
Click on the **Take Ownership Activity:**

This will generate a new pop up window.
After ownership is taken, your proposal will be removed from the New OSP Reviews Tab and is now located in your **My Action Items** tab.

**Run the Activity –** [Create-Update SF424](#).

AOR details will be copied to the SF424 application after the OSP staff member takes ownership and runs the activity **Create-Update SF424**. You will see that an event is logged in the History tab.

## Reviewing the  Funding Proposal

There are several different options for viewing a proposal during your review, so it is recommended that you try different ones and use the option that work best for you. There is no right or wrong way to view a proposal in RAPPORT. First, let's examine the Funding Proposal then later we will get into the SF424.

### Reviewing the details in the Funding Proposal:

<table>
<thead>
<tr>
<th>View Funding Proposal</th>
<th>Enters into the funding proposal and navigation is done page by page through the proposal (attachments are links).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer Version</td>
<td>A separate window opens to a scrollable page that shows all information in the proposal (attachments are links).</td>
</tr>
<tr>
<td>View Differences</td>
<td>Shows any changes since the previous version in red (much like tracking changes in Word).</td>
</tr>
<tr>
<td>View SmartForm Progress</td>
<td>Shows the name of each view and whether it is completed or not.</td>
</tr>
</tbody>
</table>
View Funding Proposal and Printer Version will display all the contents of the proposal with attachments as links that you can click on to open and review. The Printer Version will have all the contents on one page, whereas the View Funding Proposal will show view by view the details of the proposal.

🌟 HINT: If you RIGHT click on the Printer Version button, you can open this view in a separate window or tab. You may find viewing proposal components side-by-side during your review helpful.

Reviewing the SF424

To review the SF 424, click on the tab then click on the link which reads SF-42400000015 for FP000000186. You are now in the SF 424 workspace.

Orientation to the SF424 Workspace:

Indications that you are in the SF424 Workspace:
- **project type indicator** in the top right corner displays SF424 in the gray box
- change in the displayed activities on the left, such as validate submission
- ID **SF424000000186 for FP000000182** displayed as the title

Passing the Proposal Back to the DRA for edits:

Once you have reviewed the submission, it is expected that you will pass the Proposal back to the DRA so that all the documents and details can be added in preparation for the 2 day submission deadline. At this point, you are not expected to run any error checking in either the Funding Proposal nor the SF424.

To pass the proposal back to the DRA, click on the activity from the left side of the Funding Proposal workspace. A pop up window will ask for any comments/attachments. The state will change from to to reflect the proposal team now has to make
changes. As a member of the OSP team, you have elevated rights in the system, so you will still be able to edit the Funding Proposal but please be aware the DRA and PI may be making changes at this time.

After the proposal has been sent back to the proposal team, the DRA and the PI and anyone on the "edit" list of permissions on view 1 will receive and email notification indicating that OSP has requested changes for the proposal.

If for some reason, you want to "pull the proposal back" to a state of OSP review, you can easily do this by clicking on the activity. A familiar pop up window will ask for comments and any attachments, then click OK. The state of the proposal will return to . Otherwise, at this point, you should wait for the DRA to make modifications and to return the Proposal to you.

There currently is no automatic notification when the DRA passes the proposal back to you, so using phone or email to communicate this will be important.

Proposal Review: 2 Day

At the two day deadline, the DRA is expected to return the proposal to you for your final review and submission to Grants.gov. At this point, the Funding Proposal and the SF 424 should be free of any errors, and the SF424 should have been validated.

The basic steps to complete your review and to submit include:

1. Validate
2. Submission Pre-Check
3. Approve … then wait for PI Submission Certification
4. Submit SF424 – from the 424 Workspace
5. Change state on Funding Proposal from to .

Validation

First, go to the SF424 workspace, and check that the proposal has been validated. It is the responsibility of the DRA to have completed this validation activity and to have all errors resolved before sending this back to OSP for final review and submission. Should you find any errors, it is at your discretion whether to fix them yourself, or send back to the DRA for changes. If the DRA has successfully run the Validation activity, then when OSP commences with a final review at the 2 day, this activity will not be listed on the 424 activities. It is possible to submit with warnings, but errors will stop the submission. There is a special activity which allows you to bypass the validations, but this exposes risk, and request that you fully understand this option before selecting this activity.
If No Validation Errors....

If no errors are present after selecting the Validate Submission Activity, a text note will say that there are no errors and that the page is being redirected, then the following pop up window will appear:

After clicking OK, you will see a message in the bottom right corner of the pop up window and the icon will be spinning as the package is validated.
If you have errors and/or warnings ...

Should a proposal contain errors or if the DRA has not checked for errors nor run the activity Validate it is at your discretion how to proceed. Warnings will not stop a submission.

Errors appear in red and warnings appear in black (see below). Please note: errors will prevent successful submission but warnings can be ignored.

To view errors and warnings on the specific form pages in the application, select the SF424 page listed in blue in the right column (above), which is a link to the page requiring editing. For example, if you wanted to correct the DUNS number error listed above, you would click on the link Project/Performance Site Location(s) (V1.3) which would take you to the spot on the 424 where the error is occurring. Once the error has been updated in the form, you need to click Save then Refresh the error button at the bottom of the page.
Submission Pre-Check

The Submission Pre-Check activity validates and checks the data file (xml format) for submission to Grants.gov. From the SF424 workspace, click on Submission Pre-Check.

Then you will see

The green text indicates that the file format is valid.
Approving a Proposal for Submission

After confirming the proposal has been validated and after the Submission Pre-Check has been run to, it is now time to issue your approval. To issue approval, you will need to return to the Funding Proposal Workspace and click on the activity [Issue AOR Approval].

🌟 HINT: A quick way to return to the Funding Proposal Workspace is to click on the “bread crumb” link at the top of the workspace. In the following example, the gray text between the green bar at the top of the screen and the beginning of the workspace is the bread crumb link.

When the proposal is approved, a notification is sent to the PI/DRA that the Certification for Submission needs to be completed as the final step in order to submit.

You will have the opportunity to add comments and/or attachments during the approval process before you click OK.

Once OSP approval has been issued, the state changes to Final Preparation in the Funding Proposal Workspace.

Updated 18 October 2012
It should also be noted there are alternatives to approving.

We do not recommend running Create-Update SF424

<table>
<thead>
<tr>
<th>My Activities</th>
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</thead>
<tbody>
<tr>
<td>Create-Update SF424</td>
</tr>
<tr>
<td>Update Science Attachments</td>
</tr>
<tr>
<td>Make A Copy</td>
</tr>
<tr>
<td>Log Comment</td>
</tr>
<tr>
<td>Take Ownership</td>
</tr>
<tr>
<td>OSP Requests Changes</td>
</tr>
<tr>
<td>Issue AOR Approval</td>
</tr>
<tr>
<td>Forward for OSP Dir Review</td>
</tr>
<tr>
<td>Send Back to Chair</td>
</tr>
<tr>
<td>Decline by OSP</td>
</tr>
</tbody>
</table>

Forward to an OSP Director

Send Back to Chair will restart the approval process.

Decline will take the proposal offline and an email will be sent to the PI

Now that the proposal has been approved by OSP, the PI needs to complete the final certification before the proposal can be submitted to Grants.gov.

**PI Submission Certification**

After approval has been given by the OSP Grants Officer, the PI will have to complete a Submission Certification. This functions as a digital signature giving OSP final approval to submit the application to Grants.gov.

From the email notification, the PI will click on the link in message, and after authenticating into RAPPORT, the PI will see an activity called PI Certification Submission. When this is clicked, it allows for a Yes/No selection then click OK. (see image)
Once the PI completes the activity **Certification for Submission**, the state changes from **Final Preparation** to **OSP Final Submission**.

Since this **Certification for Submission** has been recorded in the log, as Grants Officer, you can see that it has been completed. Should the PI select NO to this question, a note in the history log will indicate this and you should take appropriate action outside of RAPPORT to identify the issue and to log any comments in RAPPORT.

**OSP Submission to Grants.gov**

Once the PI has completed the Certification for Submission, you need to return to the **SF424 Workspace** and click on the activity to **Submit to Grants.gov**. Submission to Grants.gov **always** occurs from the **SF424 workspace**.

★ **REMEMBER**: Remember to use the **Sponsor Submission Tab** to access the link to the **SF424 Workspace** – then you will see the Grants.gov submission activity (it is not in the **Funding Proposal Workspace**).

Click on the activity "Submit to Grants.gov"

![Image of submit to grants.gov]

After clicking **Submit to Grants.Gov**, you will see the activities changes as well as the state.

Please be patient as this exchange is taking place. You should refresh the browser to get updates. You can get a status update by clicking on the **Get Status Detail** activity. (see image next page) A tracking number is assigned once the proposal has been received by the agency.
CONGRATULATIONS! You have submitted to Grants.gov.

There is ONE MORE STEP to complete the process.

After you have submitted your SF424 to grants.gov, and you have received the related emails in the Sponsored Projects inbox, you need to return to the Funding Proposal where you will manually change the state from OSP Final Submission to Submitted and this is done by simply clicking on the activity Submitted to Grants.gov in the Funding Proposal Workspace. A window will pop up asking for comments and/or attachments – click OK. Note the status changes to Submitted.

This activity will also trigger a notification to the PI that the proposal has been submitted.

You may choose to also store a copy of the final PDF on RAPPORT as well and this could be done by logging a comment and attaching the file or attaching the file when you run this last activity. Please note the PDF that is generated on RAPPORT does not have the same look and feel of the one on Grants.gov but it does contain the same information.

END