Step by Step Guide to Create, Route, and Submit a GXP Proposal

Contents
Overview................................................................................................................................................. 3
General Guidelines................................................................................................................................. 3
Searching................................................................................................................................................ 4
Navigation............................................................................................................................................... 4
Starting A New Grants.gov Proposal..................................................................................................... 5
Setting Proposal Access ....................................................................................................................... 5
Project Title & Project Nickname........................................................................................................... 6
Principal Investigator & Department Contact....................................................................................... 6
Read Only Access & Read/Edit Access................................................................................................ 7
Proposal Information ............................................................................................................................. 7
SF424 Package Selection & Supported Forms....................................................................................... 8
Submission Deadlines........................................................................................................................... 9
Program Income & State Executive Order Questions ............................................................................ 9
PI Information........................................................................................................................................ 10
Additional Senior/Key Personnel .......................................................................................................... 10
Dartmouth Senior/Key Personnel ......................................................................................................... 11
Non-Dartmouth Key Personnel............................................................................................................... 12
Human and Animal Use ....................................................................................................................... 13
Environmental Health and Safety ......................................................................................................... 14
Biological............................................................................................................................................... 14
Chemical ............................................................................................................................................... 14
Radiation & Imaging Equipment........................................................................................................ 14
Commitment of Institutional Resources ................................................................................................. 15
Cost Sharing......................................................................................................................................... 15
Additional Space/Renovation............................................................................................................... 15
Performance Sites ............................................................................................................................... 16
Dartmouth Primary & Additional Sites ................................................................................................. 16
Non-Dartmouth Sites ............................................................................................................................ 16
Subaward Sites & Routing Documents ................................................................................................ 17
Research Plan Attachments................................................................................................................... 17
Overview

This guide details how to complete a proposal in RAPPORT and submit it for routing. The steps covered in this guide occur within the states of Draft and DRA review (as noted in Blue below).

Login to RAPPORT using your NetID and password http://rapport.dartmouth.edu/.

My Net ID __________________________

To look up your Net ID: 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

General Guidelines

- To create the proposal, you will work through a series of "Views" to capture information about the proposal. Much of information collected in the "Views" will be transferred to the SF424 form, but NOT all the information; some is used for internal and routing purposes. In addition, institutional information that does not appear on any of the views, such as the DUNS, FWA, and Animal Welfare Assurance numbers, is mapped behind the scenes. And as "activities" are performed, these also may collect both institutional information and data to be mapped directly to the federal forms.

There is a reference guide on our website which details what information on the SF424 is collected in the RAPPORT views and what needs to be entered directly: http://www.dartmouth.edu/~rapport/docs/color_coded_mapping_sf424.pdf

- Items marked with a ★ indicate a key concept.

- ★ Key Concept: Clicking Continue on each view or clicking Save will both save the information entered on that view. You should practice regularly saving your file. There is also a BACK button to take to the last page viewed, and this will NOT save your work.

- Please complete all the required fields as noted with a RED Asterisk *.

- After a period of inactivity, you will be logged out for security reasons. Please be sure to save your work often.

- 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.
Searching

- You can either start typing the names into the fields and up to 10 names will automatically present in a drop down menu, or you can click on the ADD or SELECT button, and search for people via that method.

- Use the % as a wildcard to narrow your searches quickly. For example, %institutes% to find National Institutes of Health.

Navigation

- You will notice there is a navigation bar at the top of the screen. Clicking SAVE or CONTINUE both save the file. Continue saves, then takes you to the next view. Clicking Save will keep you on the same view. There is also a BACK button to take to the last page viewed, and this will NOT save your work.

- The back button at the top of the view brings you to the top of the previous page, the back button on the bottom takes you back to the bottom of the previous page. The BACK button functions the same as your browser back button.

- You can also work on pieces of the proposal by saving and using the JUMP TO menu shown in the image below. This will allow you to keep working even if you do not have the answer to a required question on a view. The Red Text shows which view you currently are on.
Starting A New Grants.gov Proposal

After logging, the first time you will see the RAPPORT Welcome Page. Click on "My Home" in the upper right corner.

On My Home page, click on New Funding submission to start:

Setting Proposal Access

1.0 Proposal Access

1.0  Project Title:

2.0  Project Nickname:

3.0  Principal Investigator:

If a fellowship, please identify the Mentor if applicable:

4.0  Person to contact with questions about this proposal:

5.0  Submitting Department or Center:

6.0  Select team members who have READ only rights:

7.0  Select team members that have EDIT rights:
Project Title & Project Nickname
The Project Title will display throughout most of RAPPORT; the Project Nickname displays on the Funding Proposal Workspace (see pg. 21 of this guide).

Principal Investigator & Department Contact
Who the logged-in user is causes these fields to pre-populate, depending on the role(s) of the user:

- If a PI logs on to start a proposal, then "Principal Investigator" field will auto populate with his/her name; the contact person field will also auto populate with the PI’s name; and the department that appears is the one on the PI profile. All of these fields can be updated, and alternative people and departments can be chosen as appropriate.

- If a DRA logs on to start a proposal, then the Principal Investigator field will be blank and the contact person field will autopopulate with the DRA’s name, and the department will default to the department on the DRA profile. All of these fields can be updated, and alternative people and departments can be chosen as appropriate.

KEY CONCEPT: To make sure the information in the Principal Investigator’s profile, which will map to the SF424, is correct (please note the cautions in red), right-click on the PI's name to choose to
open the PI profile in either a new tab or a new window:

If necessary, check that the Agency Credentials and Degrees are correct, then click on Apply to save any changes made. Then close the tab or window to return to the previous view.
Read Only Access & Read/Edit Access

**KEY CONCEPT:** If you have changed the person here to someone other than yourself, you must add yourself to question 7.0 "Select team members that have EDIT rights" to be able to complete the proposal. It is possible to lock yourself out of the proposal if you fail to add yourself as an EDIT member.

**REMINDER:**
Click **Continue** on either the bottom or top navigation bar after answering all the questions on a view to save your work.

Proposal Information

**KEY CONCEPT:** To find the Sponsor by their acronym, such as NCI, type %NCI in the "please select sponsor:" field.

You will not be able to select an option other than Electronic via Grants.Gov for GrantsExpress in RAPPORT.
SF424 Package Selection & Supported Forms

To select the proper 424 package, you will need to enter an Opportunity ID into the top field and then click the Find… button. You can ONLY search on the Opportunity ID, not the CFDA number nor Competition ID.

This will communicate with Grants.gov to retrieve the proper package. You will need to click the radio button to select this package and then click Continue.

This view displays information only and confirms that the specific proposal you are working on is supported; all forms supported should read "Yes". For the initial rollout of GrantsXpress, this should be fully supported. If any say NO, this proposal cannot be submitted via RAPPORT.

### 3.0 Select SF424 Package

1.0 Enter the opportunity ID and click the FIND button. The opportunity will be downloaded from grants.gov and appear below. Please select the opportunity button before clicking on Continue.

<table>
<thead>
<tr>
<th>Opportunity ID (PA or RFA Number)</th>
<th>CFDA Number</th>
<th>Competition ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>* PA-BB-R01</td>
<td>93.838</td>
<td>ADOBE-FORMS-B</td>
</tr>
</tbody>
</table>

This view displays information only and confirms that the specific proposal you are working on is supported; all forms supported should read "Yes". For the initial rollout of GrantsXpress, this should be fully supported. If any say NO, this proposal cannot be submitted via RAPPORT.

### 4.0 SF424 Forms Supported

These forms are fully supported and the application will be submitted to Grants.gov

#### 1.0 Required SF424 Forms:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 (R &amp; R) V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>Research And Related Senior/Key Person Profile (Expanded) V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>Project/Performance Site Location(s) V1.3</td>
<td>yes</td>
</tr>
<tr>
<td>Research And Related Other Project Information V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Research Plan V1.3</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Checklist V1.3</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### 2.0 Optional SF424 Forms:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Related Budget V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>R&amp;R Subaward Budget Attachment Form V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS Cover Letter V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Modular Budget V1.1</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### 4.0 Opportunity ID:

- PA-BB-R01
- CFDA Number: 93.838
Submission Deadlines

The field in Question 1.0 populates directly from the FOA if this is a grant.gov submission, and it may insert the closing date of the FOA and not your actual deadline for your submission. Please double check this Sponsor Deadline field to ensure it is accurate.

Please NOTE that Dartmouth has a 7 day deadline and a 2 day deadline. Please consider weekends and holidays which may impact scheduling.

Program Income & State Executive Order Questions

6.0 Federal Grant Specific Information

1.0 * Will there be program income?

   - Yes
   - No
   - Clear

2.0 If yes, provide program income details:

   - Add

<table>
<thead>
<tr>
<th>Period</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   - There are no items to display

3.0 * Is application subject to review by State Executive Order 12372 process?

   - Yes
   - No
   - Clear

   If no:
   - Program is not covered by E.O. 12372
   - Program has not been selected by state for review

   - Clear

   If yes, date the preapplication/application was made available to the State Executive Order 12372 Process for review:

   [Date]
PI Information

7.0 Principal Investigator Information

1.0
Principal Investigator Effort:
Type of appointment:
- 9 month (academic)
- 12 month (calendar)
- Clear

Percent of effort:

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Academic</th>
<th>Off-term</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

2.0
Attach current documents, if required.
Biosketch:
[None] Add
Other Support:
[None] Add

3.0
* Is this a multi-PI submission?
- Yes
- No
- Clear

4.0
* Are there other key personnel associated with this funding proposal?
- Yes
- No
- Clear

If there are other key personnel associated with the funding, the views will "branch" after this to capture data entry of other Dartmouth and NON Dartmouth personnel.

Additional Senior/Key Personnel

7.1 Additional Senior/Key Personnel

1.0
Select other Dartmouth key personnel:
Add
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Department</th>
<th>Project Role</th>
</tr>
</thead>
</table>
There are no items to display

2.0
Identify all non-Dartmouth key personnel:
Add
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Project Role</th>
<th>Institution</th>
</tr>
</thead>
</table>
There are no items to display

When you click on Add for Question 1.0 "Select other Dartmouth key personnel:", the following view pops up:
The fields for Personnel and Project Role (including ‘other’) will be mapped to the SF424 along with the attachment for Biosketch.

The Key Person Effort is for internal review and must be completed for each key person on a proposal. Refer to the help text on this view if you have specific questions about how to complete the months selection and percent fields.

If there is effort for a Key Person outside the submitting department that is 5% or more, you need to select the Chair of that person’s home department. The Chair will receive a notification that includes the person’s name and effort entered on this view (so please make sure that it is complete and accurate). PLEASE NOTE: this is no longer an approval process as it was for paper routing, it is now an electronic notification process in RAPPORT.

You may enter more than one Key Person at a time by clicking ‘OK and Add Another.’
Non-Dartmouth Key Personnel

The purpose of hand entering non-Dartmouth Key Personnel in GXP is to populate the appropriate SF424 fields to meet submission requirements.

The fields with the red asterix are required for the SF424 so we made them required on the Funding Proposal. You may list additional information as all fields visible here are mapped to the SF424.

A biosketch can also be attached and it will be mapped to the SF424. Read the funding announcement to determine if a biosketch is required for your application.

NOTE: this information is collected per proposal and is not stored for future use, so please make sure to have all the required information ready before entering non-Dartmouth Key Personnel.

You may enter more than one non-Dartmouth Key Person at a time by clicking ‘OK and Add Another.’
8.0 Human and Animal Use

1.0 * Will Human Subjects or protected health information be used in this project?
   ○ Yes  ○ No  Clear

If YES to Human Subjects:

Is the project exempt from Federal regulations?
○ Yes  ○ No  Clear

If yes, check the appropriate exemption exemption number:
○ E1
○ E2
○ E3
○ E4
○ E5
○ E6
   Clear

If no, your project is NOT EXEMPT:

Is the IRB review pending?
○ Yes  ○ No  Clear

If no, your review has been done, please complete:

IRB Approval Date:  

CPHS Protocol Number:  

2.0 * Will Human Embryonic Stem Cells be used in this project?
   ○ Yes  ○ No  Clear

3.0 * Will vertebrate animals be used in this project?
   ○ Yes  ○ No  Clear

If YES, is the IACUC review pending?
○ Yes  ○ No  Clear

If No, your review has been done, please complete:

IACUC Approval Date:  

IACUC Protocol Number:  

Information on this page maps to the SF424 but it is also used by OSP during the review process.
Environmental Health and Safety

9.0 Environmental Health And Safety

Are any of the following safety categories applicable to your proposed project?

1.0  * Biological Safety/Recombinant DNA:
      ☐ Yes ☐ No ☐ Clear

2.0  * Chemical Safety/Hazardous Materials:
      ☐ Yes ☐ No ☐ Clear

3.0  * Radiation (Ionizing and non-Ionizing) & Imaging Equipment (MRI, NMR, etc):
      ☐ Yes ☐ No ☐ Clear

If you select YES for any of the questions above, you will be taken to the appropriate page or pages to complete:

Biological

9.1 Biological Safety

1.0  * Check all that apply to your proposed research:
      ☐ Recombinant DNA
      ☐ Human blood, body fluids, cell lines, unfixed tissues
      ☐ Human pathogens (BSL 2 or above)

2.0  * Does your proposed project involve "Select Agents"?
      ☐ Yes ☐ No ☐ Clear

Chemical

9.2 Chemical Safety

1.0  * Check all hazardous chemicals in your proposed project:
      ☐ Chemicals classified as "extremely toxic" or "super toxic" (LD50 < 5mg/kg by any route of entry)
      ☐ Extremely toxic or corrosive compressed gas (LC50 < 5000 ppm or inhalation hazards)
      ☐ Explosive, temperature or shock-sensitive materials
      ☐ Other unstable materials that may undergo chemical or physical changes during use or extreme processes involving high heat, pressure, vacuum or temperature
      ☐ Carcinogenic chemicals listed or defined by the National Toxicity Program or the International Agency for Research on Cancer
      ☐ Mutagenic or teratogenic chemicals either known or suspected
      ☐ "Select Agent" toxins

Radiation & Imaging Equipment

9.3 Radiation and Imaging Equipment

1.0  * Check all that apply to your proposed research:
      ☐ Ionizing radiation
      ☐ Non-ionizing radiation
      ☐ Class IIIb or IV lasers
      ☐ Imaging equipment (MRI, NMR, etc)
Commitment of Institutional Resources

Cost Sharing

1.0  * Does this proposal involve Cost Sharing?
   ○ Yes  ○ No  Clear

2.0  If Yes, is cost sharing required by the Sponsor for this proposal?
   ○ Yes  ○ No  Clear

3.0  Enter the department(s) sharing costs:

<table>
<thead>
<tr>
<th>Org Value</th>
<th>Dept Name</th>
<th>GL Funding Value</th>
<th>Direct Cost</th>
<th>Indirect Cost</th>
<th>Total Cost Share Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.0  Attach document covering department cost sharing detail if applicable:
[None] Add

When the answer to Question 1.0 is YES, then Question 3.0 is required. Click on the ‘add’ button to enter the cost share string information. If there is cost sharing on a proposal, this information must be completed before you begin the electronic routing process.

* Enter the Org Value:

* Select the department:

* Enter the GL Funding Value:

* Enter direct costs:

* Enter indirect costs:

* Enter the total cost share amount:

You are able to add more than one account if necessary by selecting ‘OK and Add Another.’

Additional Space/Renovation

Dartmouth/DHMC Resources

5.0  * Will the project require renovation of a currently existing space?
   ○ Yes  ○ No  Clear

6.0  * Will additional lab or office space be required to carry out the proposed project?
   ○ Yes  ○ No  Clear

These questions are required for the routing approval process.
Performance Sites

Information selected or entered will map to the SF424 Performance Site Locations form. For Dartmouth locations the DUNS & Congressional District will automatically map to the SF424.

Dartmouth Primary & Additional Sites

1.0  * Select the primary Dartmouth Performance site:

2.0  Select additional Dartmouth performance sites:

Question 1.0 contains a pre-determined list of locations, including the White River Junction VA Medical Center. Click on the drop down menu to select the Primary Performance Site.

If there are additional Dartmouth performance sites, click on the add button in Question 2.0 and select all that are appropriate. The selection choices are the same as in Question 1.0, but here you can select more than one location.

If you would like additional address information to appear on the SF424 application (e.g., Borwell), then you will be able to add it to the “Street 2” field in the SF424 Project Type. The “Street 2” field will NOT be over-written when the ‘create/update SF424’ activity is executed (as “Street 2” is NOT a mapped field).

Non-Dartmouth Sites

You will need the DUNS and Congressional District information for ALL off-site locations as they must be hand entered into RAPPORT. NOTE: this information is collected per proposal and is not stored for future use, so please make sure to have all the required information ready before entering location information.

When you click on Add, the following pop up window will appear:

The fields with the red asterix are required for the SF424 so we made them required on the Funding Proposal. You may list additional information as all fields visible here are mapped to the SF424.

You may enter more than one non-Dartmouth Performance Site by clicking ‘OK and Add Another.’
Subaward Sites & Routing Documents

If YES is selected for Question 4.0 on the previous Performance Sites view, "Will this proposal subcontract research to another institution?" the next view follows:

11.1 Subaward Information

1.0 Download R&R Subaward Budget forms

2.0 Subaward budget form attachments:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Subaward Import</th>
<th>Subawardee Approval Package</th>
<th>Total Direct</th>
<th>Total Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

3.0 Subaward Review Documents:

Name | Modified | Version
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

Question 1.0 allows you to download R&R Subaward Budget template to save to your desktop and send to your subawardee location(s). NOTE: approximately 10 files display, but you need only to download one of them.

Question 2.0 is where R&R Subaward Budgets are uploaded after they have been completed by your subawardees. NOTE: uploading these here and creating/updating the SF424 will carry this information over to the SF424 Project Type.

Question 3.0 is for uploading the additional required documents for OSP review (e.g., Letter of Commitment).

Research Plan Attachments

❗ UPLOAD ATTACHMENTS HERE. Any of the following attachments uploaded directly in the SF424 Project Type will be over-written by the versions contained in this view when the ‘create/update SF424’ activity is executed.

12.0 Summary of Research Plan Attachments

1.0 Project Summary/Abstract:

Project Summary Abstract.pdf(0.01)

2.0 Project Narrative:

[None] Add

3.0 Bibliography:

[None] Add

4.0 Facilities and Other Resources:

[None] Add

5.0 Equipment:

[None] Add

6.0 Specific Aims:

[None] Add

7.0 Research Strategy:

[None] Add

8.0 PHS Cover Letter:

[None] Add

9.0 Other Attachments:

Add

Name | Version
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display
After you upload a PDF, your option button changes from one choice, Add, to two choices, Upload Revision and Delete. RAPPORT tracks the number of versions you have uploaded for a particular attachment. In the following example, the Project Summary Abstract has been uploaded and then a revised version was uploaded. It is possible to tell by looking at the number at the end of the file name/file link, which is 0.02:

If you would like to view the current version, you can click on the blue link called Project Summary Abstract.pdf(0.02). The PDF will open in a separate window.

To upload a revised version of an attachment, click on the Upload Revision button, browse for the updated file, select the file, and then click OK.
Budget Periods & Type

This is where you will indicate the number of Budget periods and type of SF424 budget you will be preparing. The "Date project starts" auto populates from the expected start date you entered on View 5 "Submission Deadlines".

The number of budget periods that initially appear are derived from the FOA connection to Grants.gov.

You can add/delete periods with the buttons at the bottom of Question 1.0. You should SAVE after entering or deleting a budget period.

13.0 Budget Periods & Type

1.0

* Date project starts: [4/1/2013]

<table>
<thead>
<tr>
<th>Period #</th>
<th>Duration, months</th>
<th>Period Name</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Period 1</td>
<td>4/1/2013</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Period 2</td>
<td>4/1/2014</td>
<td>3/31/2015</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>Period 3</td>
<td>4/1/2015</td>
<td>3/31/2016</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>Period 4</td>
<td>4/1/2016</td>
<td>3/31/2017</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>Period 5</td>
<td>4/1/2017</td>
<td>3/31/2018</td>
</tr>
</tbody>
</table>

Add  Delete

2.0 Select indirect rate(s) used for the first year only:
- 61% Research on-campus (07/01/11 - 06/30/13)
- 62% Research on-campus (07/01/12 - 06/30/15)
- 26% All programs off-campus (until 06/30/15)
- 29.7% Research at VA Hospital (until 06/30/15)
- 34.5% Other sponsored programs (until 06/30/15)
- 54% Instruction (until 06/30/15)
- Other rate

If rate selected above is Other, please specify the rate: [ ]

Explain Other Indirect Rate:

3.0 If using mixed indirect rates, please attach a budget spreadsheet for OSP review:

[None] Add

4.0 * Does the funding agency impose cost limits?  ○ Yes  ○ No

4.0 Clear

5.0 * Select the Budget Format:
- Modular Budget
- "Detailed" Budget
- Other

Clear
SF424 Budget Entry

During the GrantsExpress phase of RAPPORT, your SF424 budget information needs to be entered manually. Click on the green lightning bolt to access the SF424 budget.

**KEY CONCEPT:** The green lightning bolt is a ‘doorway’ between the Funding Proposal Project Type and the SF424 Project Type that is necessary for GrantsXpress, which requires direct, manual entry of data into the budget.

14.0 Proposal Budget Entry

Click on the icon to the left to enter your budget.

The type of SF424 budget that displays next should be the same as the budget format you selected in the previous view for Question 5.0 (e.g., modular).

You are now in the actual SF424 application package

Modular Budget Example

The number of budget periods, the dates for Period 1, the Cognizant Agency contact information, and the Indirect Cost Rate Agreement Date will autopopulate this page. The rest of the information needs to be hand-entered (in yellow).

Click continue to save and advance to the next budget period page entering information for each project period.

Cumulative budget page
Detailed Budget Example

The Organizational DUNS, Budget Type, Name of Organization, Number of Budget Periods, and the dates for Budget Period 1 will autopopulate this page. IMPORTANT: these fields are editable on Budget Period 1, so if you need to change them you can. However, they must be updated on this page because the information is carried over to the rest of the budget pages, but is not editable on them. The rest of the information needs to be hand-entered (in yellow).

**PLEASE NOTE:** some errors are generated in RAPPORT if the PI Senior/Key Person information in the detailed budget (Section A above) is slightly different than what is on the Cover Page and/or the Senior/Key Person page in the SF424. The information that feeds the Cover Page and Senior/Key Person pages is mapped directly from the Funding Proposal Project Type. Therefore, you will want to click exit from the SF424 budget pages and check the Funding Proposal views that display this information to figure out the discrepancy.

Examples of items that have caused errors:

- Middle initial is included in RAPPORT PI profile but it is not entered or it is incorrectly entered in Section A of the Detailed Budget
- Suffix appears on PI Profile but it is not entered or is incorrectly entered in Section A of the Detailed Budget
- Project role deviates from the SF424 drop down list that is chosen in the Funding Proposal but it is not entered or is incorrectly entered in Section A of the Detailed Budget

Unfortunately, these types of validation errors are not described well in the error text as the following example shows:

Click continue to save and advance to the next page of Budget Period 1 (C, D, E).
Cumulative Budget Page

After you have entered the required data, this page will appear – click on Finish.

Congratulations! You have entered all required and selected optional forms. Please use project’s workspace for further actions, processing and status of this project.

**Funding Proposal Budget Summary**

This displays a summary of the information you just entered in the SF424.

### 15.0 Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type of Costs</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/1/2013</td>
<td>3/31/2014</td>
<td>Direct Costs</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$119,083</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$369,083</td>
</tr>
<tr>
<td>2</td>
<td>4/1/2014</td>
<td>3/31/2015</td>
<td>Direct Costs</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$145,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$395,000</td>
</tr>
<tr>
<td>3</td>
<td>4/1/2015</td>
<td>3/31/2016</td>
<td>Direct Costs</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$145,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$395,000</td>
</tr>
<tr>
<td>4</td>
<td>4/1/2016</td>
<td>3/31/2017</td>
<td>Direct Costs</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$145,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$395,000</td>
</tr>
<tr>
<td>5</td>
<td>4/1/2017</td>
<td>3/31/2018</td>
<td>Direct Costs</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$145,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$395,000</td>
</tr>
<tr>
<td>Cumulative</td>
<td>4/1/2013</td>
<td>3/31/2018</td>
<td>Direct Costs</td>
<td>$1,250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Admin</td>
<td>$699,083</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Costs Total</td>
<td>$1,949,083</td>
</tr>
</tbody>
</table>

**OSP Deadlines and Instructions**
16.0 OSP Deadlines and Instructions

You have completed the proposal data entry process.

CONFLICT OF INTEREST
Please make sure that all senior/key personnel have completed their COI disclosure for this proposal.
Your application cannot be submitted to the Sponsor until all disclosures have been completed.

ROUTING DEADLINE
The OSP review deadline is 7 business days before the sponsor deadline.

SUBMISSION DEADLINE
The OSP submission deadline is 2 business days before the sponsor deadline.

To go to the proposal workspace to start the routing and approval process, please click on 'Finish'.

After you click on 'Finish', you will be taken to the Funding Proposal Workspace to select the next activity:

Activities on the Funding Proposal Workspace

Forward to DRA Activity
The proposal cannot be routed in the Draft state; to move it to the state "Dept. Research Admin Review", it needs to be forwarded to the appropriate DRA: yourself or someone else you designate. You should only forward to someone who's already named on the proposal in View One so they will be able to edit or view it.

Either the PI who created this FP has to forward it, or the DRA has to forward to themselves.

When you click on **Forward to DRA**, this window pops up:

Once you click on OK, you will see several important changes to the Proposal Workspace:

- The Current State has changed to Dept. Research Admin Review
- The DRA this FP was forwarded to appears as the Dept. Contact Person
- There are new activities available
- The activity "FP forwarded to DRA" appears in the History tab

CIRCLE ALL
PI Routing Certification Activity

Once you've completed the views, before you can begin routing for departmental reviews, the PI needs to log into RAPPORT to complete the PI Routing Certification. This is the equivalent of the electronic signature. Please reference the "PI Step by Step Guide" for details on how the PI does this, found on our website here: http://www.dartmouth.edu/~rapport/docs/step_by_step_guide_pi_cert.pdf

Once the PI has completed it:
- The "Person to contact with questions" named on View One will receive an email notification this has been done
- The PI Routing Certification activity appears in the History tab

Create/Update SF424 Application Activity

Click on the Create/Update SF424 button AFTER the PI Routing certification has been completed so that those PI answers will map to the SF424. The other applicable data entered on the views will also maps with this activity. The Create/Update SF424 activity should be run whenever changes are made in the views.
Accessing the SF424

In order to access and view the SF424 application, as well as run the validation activity, the Sponsor Submission tab on the Proposal Workspace needs to be selected. In the Name column, a link will appear to the SF424 project type:

SF424 Workspace

Clicking on this link brings you to the SF424 Workspace for this proposal:
As you can see by the terminology SF42400000015 for FP00000011, the change in the displayed activities on the left, and the project type indicator in the top right corner, this is the SF424 Workspace.

Validating the Proposal for Grants.gov & Sponsor Compliance

Validation Results

Two possible scenarios can result after validating a SF424 proposal; either there will be errors and/or warnings, or the validation will not generate any errors or warnings.

Errors and Warnings
Errors appear in red and warnings appear in black (see below). Please note: errors will prevent successful submission but warnings can be ignored.
To correct errors and warnings, click on the SF424 page link (listed in the right column above in blue) to go to the page requiring editing. For example, if you want to correct the DUNS number error listed above, you would click on the link **Project/Performance Site Location(s) (V1.3)** and the following page would appear:

Once you correct the data, click on the Refresh button and that error will no longer appear.

**No Validation Errors**
When no errors are present, a quick 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 further for system-to-system submission:
This process can take some time, so please be patient and wait for the validation to complete.

**Funding Proposal Activities**

**Begin Routing**

⭐ **Key Concept:** Select the approval route and enter the approvers' names in the box below that. Be sure to select the correct routing path – entering the names without selecting the correct route will not send the proposal to them for approval.

Now that the proposal has been routed for review, note these changes to the workspace:

- The Current State has changed to Dept. Chair Review
- The proposal is no longer editable – your only option is to view it.
- The routing activity appears in the History tab
- The reviewers you routed it to are listed under the Approver Checklist tab
You have the option to forward to an alternate chair

Forward to Alternate Chair

If you need to pick a different Chair, or the designated Chair is unable to review this proposal, you or that Chair can forward it to an alternate Chair reviewer:

Key Concept: Note that this Proposal is no longer viewable in the 'My Action Items' tab because the next action needs to be taken by OSP. All of your proposals will always appear in the Funding Proposals tab, regardless of their current state, which will display here.
Now that the proposal has been approved by the Chair, it routes to the next approver designated. Once it routes to OSP for review, note these changes to the workspace:

- The Current State has changed to OSP Grants Officer Review
- A grants officer has taken ownership of it in the OSP office. (With real users logged in, you would see that person's name there.)
- History tab shows that the Chair has approved it and added any comments.

**Update Science Attachments**

At any step in the review path, you and/or the PI can update the science attachments, even if the Proposal is not in an editable state: under My Activities, click on Update Science Attachments and this window pops up.

**Key Concept:** Documents attached directly in the SF424 pages will be overwritten by what is attached here, so always attach them here to keep the proposal current.
Update Science Attachments

Specific Aims: [None] Add
Research Strategy: Research Strategy.pdf(0.01) [Upload Revision] [Delete]
Project Narrative: [None] Add
Bibliography: [None] Add