Step by Step Chair Proposal Review Guide

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

Proposal path:
- Dept. Research Administrator or PI creates new proposal
- DRA routes for review, first to departmental reviewers, then OSP
- OSP submits to grants.gov

Two ways to access RAPPORT:
1) Login to website
2) Click on link in email

1) Login to RAPPORT using your NetID and password

http://rapport.dartmouth.edu/  
My NetID ________________________

To look up your NetID:
http://www.dartmouth.edu/comp/systems/netid.html

To re-set your password:
http://www.dartmouth.edu/comp/systems/accounts/passwords/dartmouth-passwords.html
Your personal page opens when you click on "My Home":

Click on the title to be taken to the proposal workspace.

2) **Click on link in email generated by RAPPORT:**

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**From:** no-reply@rapport.dartmouth.edu

**Sent:** Tuesday, June 26, 2012 1:12 PM

**To:** Chair

**Subject:** RAPPORT Action Required

The following Funding Proposal has been approved by the Department Research Administrator: Testing title.

Please click here FP000000XX to review the Funding Proposal and take appropriate action.

The Principal Investigator for this Funding Proposal is Test PI.

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The RAPPORT log-in page opens. Once logged in, the proposal workspace will open:
TO REVIEW THE PROPOSAL:

The easiest way to view the proposal details is to right-click on "Printer Version" and select "Open link in new window" to open all the views in a scrollable window.

Three actions available to take for this proposal:

1) Issue Chair Approval
2) Decline by Chair
3) Chair Requests Changes
1) Issue Chair Approval

Clicking on this activity button brings up this pop up window:

![Issue Chair Approval](image)

Though any comments added here are viewable by the researchers on this proposal, clicking on OK will indicate approval. Review will then be routed to the Dean, Fiscal Office, or directly to OSP, as appropriate.

2) Decline by Chair

Clicking on this activity button brings up this pop up window:

![Decline by Chair](image)

Please heed these warnings carefully and be sure that Decline is what is needed.
3) Chair Requests Changes

Clicking on this activity button brings up this pop up window:

"Chair Requests Changes" 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:

This approval activity and any comments entered then appear in the History section at the bottom of the proposal workspace.

You have completed your part in the routing process. End.