



RAPPORT Grants Guide for Department Research Administrators

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Introduction

In this guide, items marked with a  indicates important information to note.

RAPPORT “Full Grants” is the final step, in upgrading from RAPPORT Grants Express, to allow the retirement of the legacy grants systems - Coeus and ePRF. RAPPORT “Grants Express” came on-line in 2012 and only allowed submissions of proposals to Grants.gov.

The "full grants" module builds upon the Grants Express system. The new module will continue to provide faculty and staff with tools to develop and submit proposals electronically to grants.gov. Features of "full grants" include the following:

- Secure access to information based upon PI and departmental roles
- Enables PI to grant read-only or edit rights to proposals
- Electronic routing and approval of all proposals including government, foundation, and corporate grants
- Document repository of all proposals submitted after March 16, 2015
- Expanded system-to-system transmissions to grants.gov for all submission types (new, competing renewal, revised, resubmissions, competing supplements)
- Document repository for just-in-time information
- Award data for any award that is active on March 16th and going forward
- Document repository of award notices, contracts and official sponsor communications for awards received after March 16
- Document repository of subcontracts issued after March 16th
- New tracking of complex or multi-project awards that will provide more granular tracking from the award PI level to the “project PI” level

Summary of March 17, 2015 Capabilities with RAPPORT Full Grants

Business Process

- RAPPORT Grants is used for proposal development of Grants.gov FOAs, for proposal documentation of non-Grants.gov FOAs and for routing all proposals.
- Method of completion is changing
 - The workflow is based on technology
 - More system email/notifications means less personal email is sent.
 - RAPPORT Grants moves us to a paperless system in almost all instances.
- Awards, for all proposals, are handled in RAPPORT Grants.
- Users have more visibility for all records.

Starting Funding Proposals

New Proposal Types

- New
- [Resubmission](#) – created from a previously submitted and unfunded “New” proposal; if the original proposal was created outside of RAPPORT Grants, create a “New” funding proposal and contact OSP-IS. A link will be created to the original submission and the type of the newly created funding proposal will, also, be updated.
- Transfer

Other Proposal Types Initiate from Awards

- [Revision/Supplement](#) – initiated from the Parent Award
- [Continuation/Non-Competing Renewal](#) – initiated from the current year Award
- [Competing Renewal](#) – initiated from an Award

You may wish to view the section called [Proposals other than New](#) to see how proposals are started and progress.

Types of Award Mechanisms

- Grant
- Cooperative Agreement
- Subcontract
- Contract
- Purchase Order

Branching of Sponsors

- Grants.gov
- Other Federal – e.g., NSF FastLane, USDA
- Other Private and Public – e.g., State Governments, Ford Foundation

Submission Choices

- Electronic via Grants.gov including all NIH, NSF, DoD and other Federal Agencies
- Electronic via Other
 - By OSP – e.g., Subcontract to Harvard on NIH submission, NSF FastLane
 - By PI – e.g., proposalCENTRAL, ASSIST
- Paper
 - By OSP – e.g., State of New Hampshire, Veterans Administration
 - By PI

Proposal Deadlines

- OSP Submission Deadlines calculate after entering Sponsor Submission Deadline

Subcontract Deadlines

- When Dartmouth is a subcontractor to another organization, enter the date that the submitting organization requires to receive the subaward form from OSP. This is **NOT** the sponsor submission deadline for the FOA. When you enter the submitting institutions required date, then the OSP review deadlines are calculated to seven and two days prior to that date.

Proposal States Reflect Business Terminology

- Draft
- Cancelled is the state for proposals that will not be submitted
- Withdrawn is the state for proposals that are withdrawn from the NIH Commons, etcetera
- When a funding proposal has been cancelled or withdrawn, the proposal will disappear from all of your tabs after 30 days

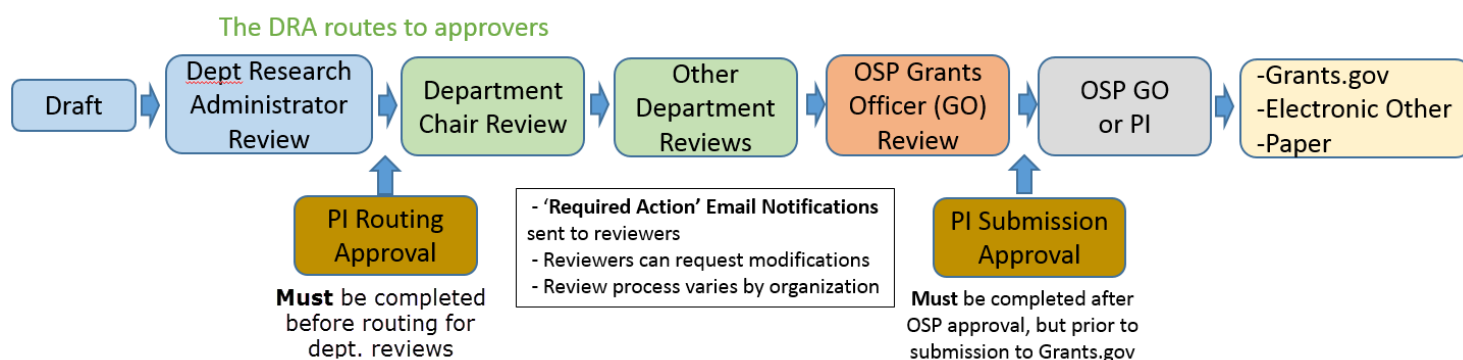
Obtaining RAPPORT Grants Assistance

- [Hot Topics](#), on the OSP Web Site, lists known issues and workarounds.
- For technical assistance, contact OSP-IS (Office of Sponsored Projects-Information Systems): call 646-8829 or email OSP-RAPPORT@cloud.dartmouth.edu
- For business policy and process assistance, contact your OSP Grants Officer: [Pre-Award Contact List](#)

RAPPORT Grants System Overview

RAPPORT Grants facilitates the routing and submission of all proposal types. This guide provides a step-by-step review of how to create a proposal and route it in RAPPORT Grants. It also details what should be completed at the 7-day and 2-day OSP deadlines. Also, for Grants.gov submissions, important information, about how the SF424 functions in RAPPORT Grants along with helpful, time-saving tips for your proposal submission process, is included in this guide.

All grants reporting to College management will now be based on Proposal and Awards records in RAPPORT Grants. While the SF424 Forms are submitted to Grants.gov, the SF424 cannot be queried for reporting data. As such, it is essential that data in the Proposal are identical to those in the SF424. The best way to ensure this is by entering all data in the Proposal and then sending the data to the SF424 using the Create-Update SF424 activity.



Generalized Proposal Flow Diagram

Logging in to RAPPORT

To log in to RAPPORT, enter your NetID in the "User Name" field and enter your Dartmouth password in the Password field.
<http://grants-rapport.dartmouth.edu/>.

My Net ID _____

To look up your Net ID: <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>

General Guidelines

Creating a Proposal

Proposals originate either out of the Funding Proposal workspace as New, Transfer, and Resubmission proposal types, or out of the Award workspace as Revision/Supplement, Continuation/Non-Competing Renewal, or Competing Renewal proposal types. View the section called [Proposals other than New](#) to see how proposals are started and progress. Proposals may be made up of the Funding Proposal Project Type or both the Funding Proposal Project Type and the SF424 Project Type.

Routing a Proposal

RAPPORT Grants is used for routing approval capture for all proposals submitted to any foundation, state government, or federal agency.

Submitting a Proposal

Submitting through Grants.gov:

Each proposal in RAPPORT Grants is comprised of two sections – the Funding Proposal Project Type and the SF424 Project Type. In the Funding Proposal Workspace, a series of "Views" (pages) captures information about the proposed project. Much of the information collected or uploaded in the "Views" will populate the SF424 Forms. Further, some information,

from the Views, is used for routing and other internal purposes. In addition, institutional details that do not appear on any of the Funding Proposal Views (the DUNS, FWA, Animal Welfare Assurance numbers, etc.) are mapped to the SF424 Forms automatically behind the scenes. Further, some of the SF424 is populated with various "activities" in the system, which occur at various approval and approval stages in the proposal submission process. A proposal's budget is entered in the SF424 Workspace/Forms. Presently, the budget justification document is uploaded in the SF424 as well.



Attention – For Grants.gov submissions, you need to use the Funding Proposal Workspace/Views to enter, add and edit proposal information and attach files. The exceptions are the budget and those specific files that are exclusively attached only to the SF424 (see [List of Attachments for Funding Proposal & SF424](#) in this guide). **When you use the SF424 Forms to make changes to information that maps from the Funding Proposal Views, the SF424-made changes will be overwritten by the Create-Update SF424 activity.** Because the Create-Update activity can be run by many - the Grants Officer, the Principal Investigator, the OSP Director, etc., ample opportunities exist for files and information to disappear and be submitted. **Proposals have been rejected by Federal Sponsors because Create-Update SF424, when run, removed information.**

Submitting to federal (non-Grants.gov), private or public sponsors through the Office of Sponsored Projects:

When a Grants Officer is submitting any of the following proposals, the *Funding Proposal Project Type* is used to route and document the proposals. 'Electronic via Other' are proposals can be directed electronically to sponsors through such vehicles as NSF's FastLane, Altum proposalCENTRAL or via FTP or email. 'Other' proposals can also be submitted in paper form to sponsors.

Submission of a proposal directly, by a Principle Investigator (PI), to private or public sponsors:

The standing Office of Sponsored Projects policies pertain to proposals that are routed through and developed/documented with RAPPORT, and are, however, submitted by the PI to the sponsor. The *Funding Proposal Project Type* is used for such proposal submissions.

Please allow sufficient time to prepare the funding proposal. Within RAPPORT, if a less common funding mechanism is being used, or, if a funding mechanism is being used in a novel manner, the RAPPORT technical team will require time to investigate and implement a solution.

All required fields are noted with a **RED Asterisk ***.



After 60 minutes of inactivity, you will be logged out for security reasons. **Please be sure to save your work often.**



You must enable web browser Pop-ups to allow RAPPORT to function properly.

The [Appendix](#) contains information about accessing and using the **RAPPORT Test Environment**.

RAPPORT Grants Specific Terminology

Funding Proposal

A grant proposal that uses system smart forms (Views) to gather the information specific to a PI's project; the "homepage" of a proposal is the Funding Proposal Workspace.

Map: the automated process to transfer/copy/ migrate information that is entered by typing, selection or the upload of files from the Funding Proposal Project Type to the SF424 Project Type. College and OSP specific information is stored in RAPPORT and populate specific fields in the SF424 Project Types' Forms.

My Home

When you login, you reach the welcome page with the below banner. To find your work, click on the My Home link in the upper right corner of the banner:



The My Home page has an activity to start a new proposal and the rest of the screen contains information about your proposals and awards.

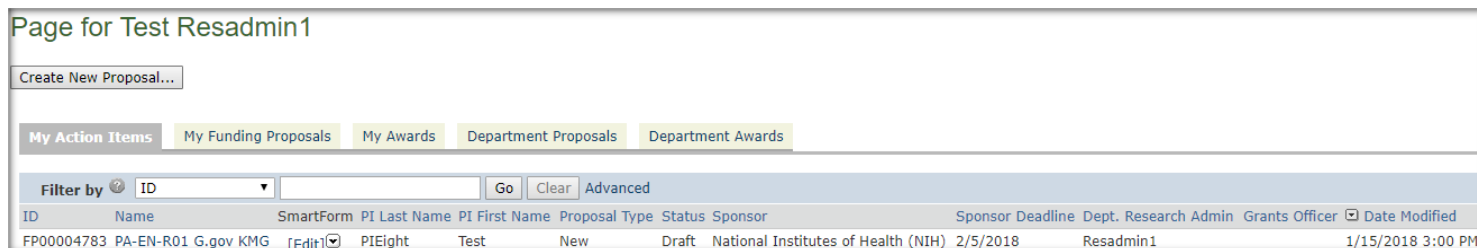
The My Action Items tab displays current proposals that you are working on and require some action on your part.

The My Funding Proposals tab displays your proposals that no longer require a direct action from you where their status may be submitted, or in an approval or review state (e.g., Chair, Dean, OSP).

The My Awards tab displays award information for proposals where you are the owner Department Research Administrator. Certain proposal types are created from Awards.

The Department Proposals tab gives you access to funding proposals owned by others if you are in a department where multiple DRAs prepare proposals.

The Department Awards tab, as with the Department Proposals tab, allows shared access to awards within a department.



Tabs by Funding Proposal Role

The My Funding Proposals tabs functions differently depending upon the user.

- DRAs will only see FPs, on this tab, to which they are directly affiliated, meaning that they are the DRA on FP View 1.0.
- For DRAs as Edit Users, the list of funding proposals on the My Funding Proposals tab is the same as the list they see on the Proposals top navigation link. This was a design decision to mitigate latency on this tab.
- A DRA given READ access via View 1.0, Question 7.0 will not see the FP on their My Funding Proposals tab.

The Funding Proposal Workspace

To work on a Funding Proposal in your My Action Items tab, click on the name to open the Funding Proposal Workspace. Here you will note the state, name and history of the proposal. Click the Edit Funding Proposal button to continue working on the proposal. Note: “Funding Proposal” is a term from the software vendor for what we know simply as a “proposal”.

grantsPreprodFix

Test Resadmin1 | My Home | Logoff

Access to other RAPPORT Modules

HUB | IRB | COI | CMR

Proposals

Awards

Proposals > PA-EN-R01 G.gov KMG

← Proposal Name

Proposal Nickname

Funding Proposal: PA-EN-R01 G.gov KMG

← The Funding Proposal Workspace is indicated by the yellow bar and the Funding Proposal box

FP00004783

Funding Submission

OSP 7 Day Deadline: 1/25/2018

OSP 2 Day Deadline: 2/1/2018

Sponsor Submission Deadline: 2/5/2018

Proposal's Current State

Draft

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

Change Management

Create-Update SF424

Human Subjects Study Records

Routing and Approvals

Forward to DRA

Proposal Team Actions

Update Edit-Read Access

Cancel Funding Proposal

Check COI Status

Notes

Log Comment

Activities

Proposal Information

Approver Checklist

Contacts

Comments

Sponsor Submission

Documentation

Follow-on Submissions

PROPOSAL INFORMATION

Primary Sponsor:

National Institutes of Health (NIH)

PI:

Test PIEight

Title:

Associate Professor

Rank:

DRA:

Test Resadmin1

Application Type:

New

Sponsor ID:

Abstract:

Project Summary-Abstract 1.pdf(0.01)

This project requires the following additional resources:

Not Applicable (N/A)

Additional resource comments:

Cost Sharing involved?

No

To Be Submitted By:

Final Submission:

BUDGET TOTALS

Start Date: 7/1/2018

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2018	6/30/2019	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
2	7/1/2019	6/30/2020	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
3	7/1/2020	6/30/2021	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
4	7/1/2021	6/30/2022	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
5	7/1/2022	6/30/2023	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
Cumulative	7/1/2018	6/30/2023	Direct Costs	\$1,250,000
			Indirect Costs	\$775,000
			Total Project Costs	\$2,025,000

Budget Justification:

Personnel Justification:

Personnel Justification 1.pdf(0.01)

Indirect Rates:

62% Research on-campus (07/01/15 - 06/30/17)

History

Activity

Author

Activity Date

Created

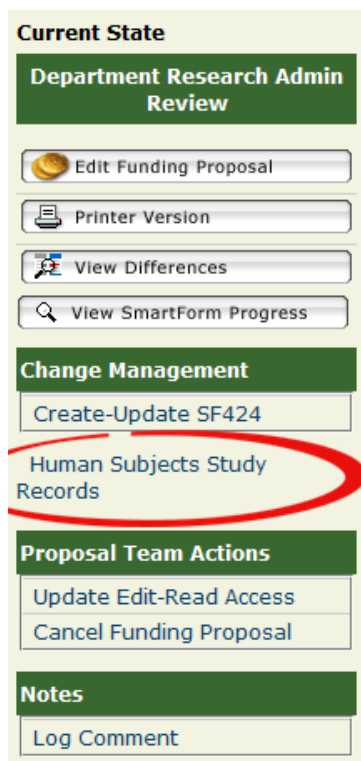
Resadmin1, Test

1/15/2018 9:33 AM

← The History tracks all changes to Funding Proposals

Human Subjects Study Record Activity

The “Human Subjects Study Record” activity is intended to be executed by the PI or a designated Study Coordinator. The activity opens the SF424’s PHS Human Subjects and Clinical Trials Information form. The PI or Study Coordinator will create one or more Study Records or create a Delayed Onset Study record(s).



Current State

Department Research Admin Review

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

Change Management

Create-Update SF424

Human Subjects Study Records

Proposal Team Actions

Update Edit-Read Access

Cancel Funding Proposal

Notes

Log Comment

3. Study Record(s) - Attach human subject study records using unique Study Titles.

Short Study Title	Study Title	Display Order
There are no items to display		

4. Delayed Onset Study(ies):

StudyTitle	Anticipated Clinical Trial?	Justification	Display Order
There are no items to display			

- **When Human Subjects = No**
 - Additional specimens/data question
 - If yes, document upload
- **When Human Subjects = Yes, No Clinical Trial**
 - Requires completion of Sections 1.0-3.2 of Study Record
- **When Human Subjects = Yes, Yes Clinical Trial**
 - Requires completion of Sections 1.0-5.0 of Study Record

Searching & Selecting

There are several ways to search and select the names of people and sponsors in RAPPORT:

Start typing in the text box and either the name will appear as a choice:

2.0 * Please select sponsor:

National Institutes of Select...

Organization	Type
National Institutes of Health (NIH)	Government Sponsor
Cooperative Agreement	

...or a drop down list of a total of 10 choices will appear, so you can select the correct one:

2.0 * Please select sponsor:

National Select...

Organization	Type
National Aeronautics and Space Administration (NASA)	Government Sponsor
National Cancer Institute (NCI)	Government Sponsor
National Center for Chronic Disease Prevention & Health Pr (CDPHP)	Government Sponsor
National Center for Complementary & Alternative Medicine (NCCAM)	Government Sponsor
National Center for Human Genome Research (NCHGR)	Government Sponsor
National Center for Nursing Research (NCNR)	Government Sponsor
National Center for Research Resources (NCRR)	Government Sponsor
National Center on Minority Health and Health Disparities (NCMHD)	Government Sponsor
National Endowment for the Arts (NEA)	Government Sponsor
National Endowment for the Humanities (NEH)	Government Sponsor
Clinical Trial	

3.0

Use the % as a wildcard to narrow your searches quickly. For example, type **%institutes%** or **%NIH** into the sponsor text box and the National Institutes of Health will display as a choice for you to click on. Sometimes Firefox gives a false error with the wildcard select search. This can be ignored, and a few seconds of waiting returns matching options for selection.

2.0 * Please select Dartmouth's sponsor:

%NIH Select...

Organization	Type
National Institutes of Health (NIH)	Government Sponsor

Wildcard Select Search

* Department Research Administrator:
An unexpected error has occurred.

Last	First	Department
DeptResAdmin9	Test	TDI Health Policy Rsch

Wildcard Select Search "Error"

Clicking on the SELECT button provides a pop up window that displays a full list (more than just 10), which also has a searchable text box.

2.0 * Please select Dartmouth's sponsor:

My sponsor is not shown in the list, please add:
[None] Add

3.0 * Award Mechanism:

☒ Grant
☐ Cooperative Agreement
☐ Subcontract
☐ Contract
☐ Purchase Order
Clear

4.0 Does this proposal have limitations on the number of applica
☐ Yes ☒ No Clear

5.0 * Identify the Proposal Purpose:

☒ Research (includes research training and fellowships)
☐ Equipment
☐ Instruction
☐ Clinical Trial
☐ Other
Clear

Select Organization - Mozilla Firefox

https://grants-rapport-pre.dartmouth.edu/grantsPreProd/CommonAdministration/C

Select Organization

Filter by Organization Go Clear Advanced

1-25 of 193

Organization	Type
Agency for Healthcare Research & Quality (AHRQ)	Government Sponsor
Agency for Toxic Substances and Disease Registry (ATSDR)	Sponsor
Alliance for Lupus Research (ALR)	Sponsor
American Academy of Arts & Sciences (AAAS)	Sponsor
American Academy of Audiology	Sponsor
American Board of Orthopaedic Surgery (ABOS)	Sponsor
American Cancer Society (ACS)	Sponsor
American Heart Association - Founders Affiliate (AHA)	Sponsor
American Heart Association (AHA)	Sponsor
American Heart Association, New Hampshire Affiliate (AHA)	Sponsor
American Heart Association, New Jersey Affiliate (AHA)	Sponsor
American SIDS Institute	Sponsor
Arthritis Foundation	Sponsor
Biomedical Advanced Research & Development Authority (BARDA)	Government Sponsor
Bureau of Health Professions (BHP)	Government Sponsor

You can, also, request to add a Sponsor or Performance Site when an update is required for the proposal.

2.0 * Please select Dartmouth's sponsor:

My sponsor is not shown in the list, please add:
[None]

3.0 * Award Mechanism:

☒ Grant
☐ Cooperative Agreement
☐ Subcontract
☐ Contract
☐ Purchase Order

4.0 Does this proposal have limitations on the number of applications?
☐ Yes ☒ No

5.0 * Identify the Proposal Purpose:

☒ Research (includes research training and fellowships)
☐ Equipment
☐ Instruction
☐ Clinical Trial
☐ Other

Add New Sponsor - Mozilla Firefox

Dartmouth College (US) | https://grants-rapport-pre.dartmouth.edu/CustomDataType/

Add New Sponsor

Please add my Organization to the list. Thank you!

* Organization Name:

DUNS:

Street/PO Box:

City:

State/Province:

Zip/Postal Code:

Country:

Phone:

Web Site Address:


Email Address:

* Required

Navigation

There are two primary ways of navigating in RAPPORT – via the (blue) navigation bars, which are located both at the top and bottom of each page, or via what is called the “Jump To” menu.


Forward/Back Navigation & Saving Options

-  **Key Concept:**
- SAVE: Clicking on this saves your work and keeps you on the current view.
 - CONTINUE: Clicking on this saves your work and advances you to the next view.
 - BACK: Clicking on this brings you back to your previous view and DOES NOT SAVE your work.
 - EXIT: Closes the current Smartform/View and moves you back to the Funding Proposal's workspace. You will be prompted to save if you have made changes to the Smartform. Such prompts are why you need Pop-ups enabled.

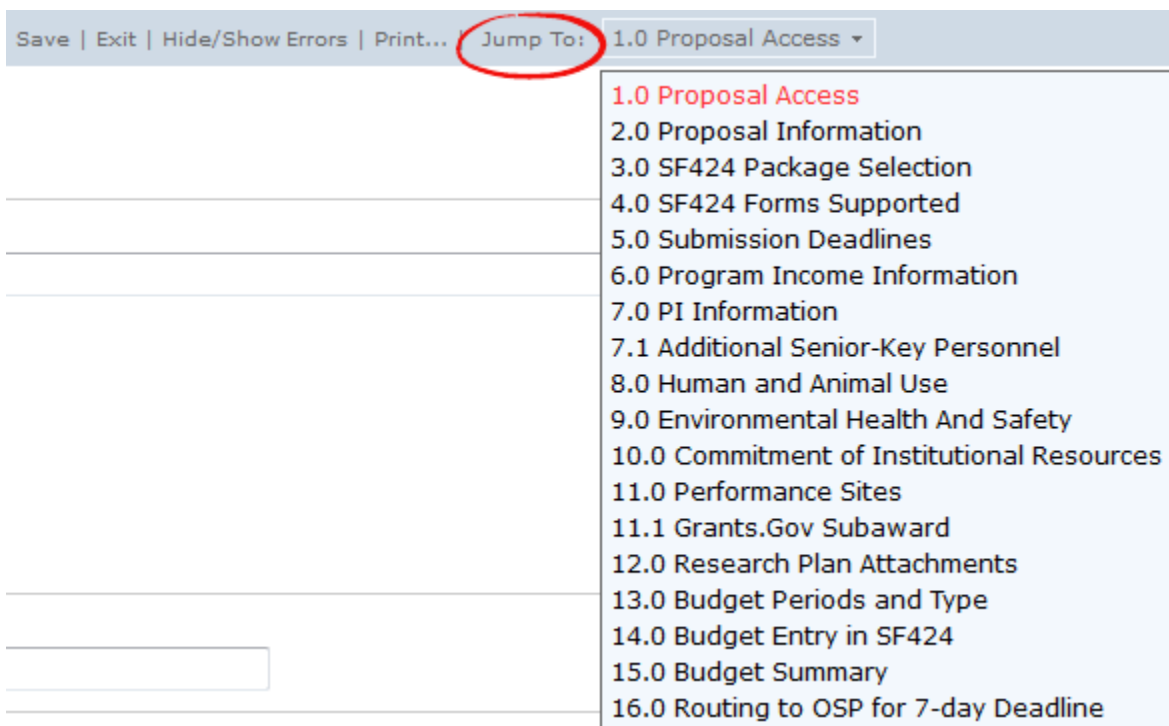


Jump To Menu

You can ‘skip around’ the views by using the Jump To feature by clicking on the drop down menu to select the view you want next. The red text indicates which view you are currently on and the rest of the available views are listed in black. In the screen shot below, the DRA is on View 1.0 Proposal Access (in red) and can select any form on the list.

 The Jump To menu is handy when you do not have all the information for the required questions on a particular page. If you land on a view but know that you cannot answer the required questions, as long as you don’t click on the page, you can select another view from the Jump To menu to continue creating the proposal.

When you have edited a view and select another page using the Jump To menu, your changes will be saved automatically.

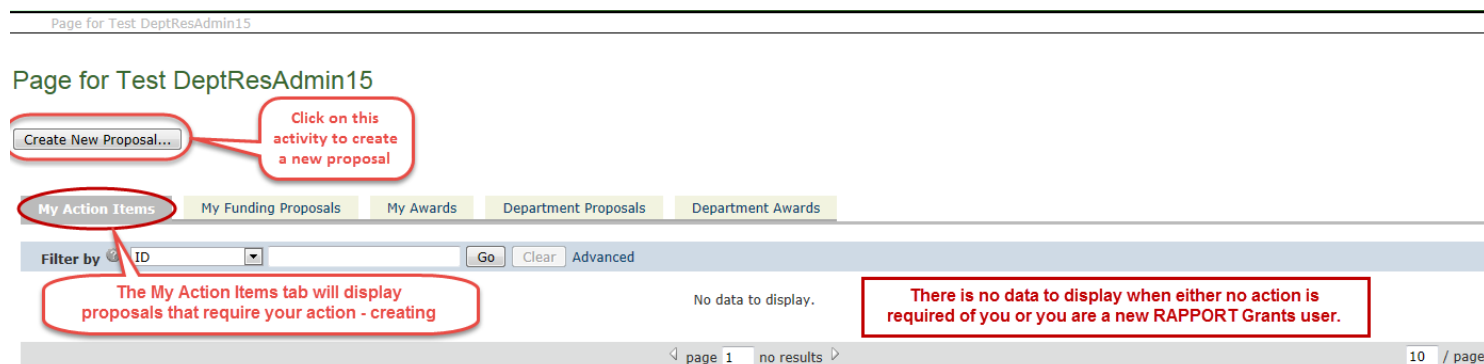


Starting A New Funding Proposal

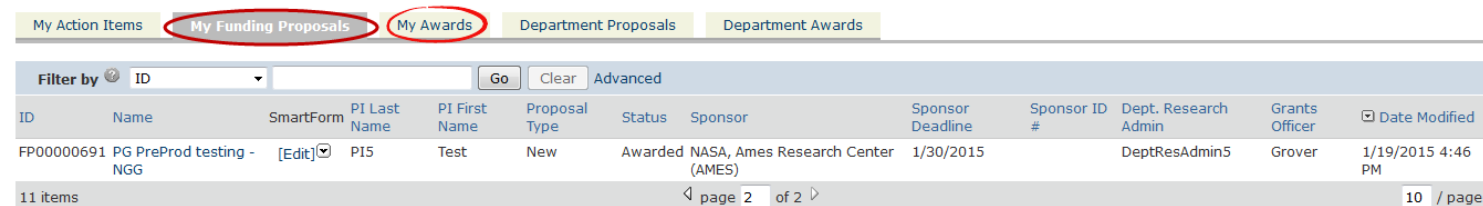
After logging on, you will see the RAPPORT Welcome Page. Your name will appear in the upper right hand corner along with the options My Home and Logoff. Click on "My Home" to reach your workspace.



The *My Action Items* tab – Displays are proposals where you are assigned to take action.



The *Funding Proposals* tab - Displays all proposals to which you are connected and for which no immediate action is required. This is the tab you use to monitor the review, approval, and submission statuses of your funding proposals.



The *My Awards* tab – Displays all awards where you are the “owner” Department Research Administrator.

How to Start the Various Proposal Types

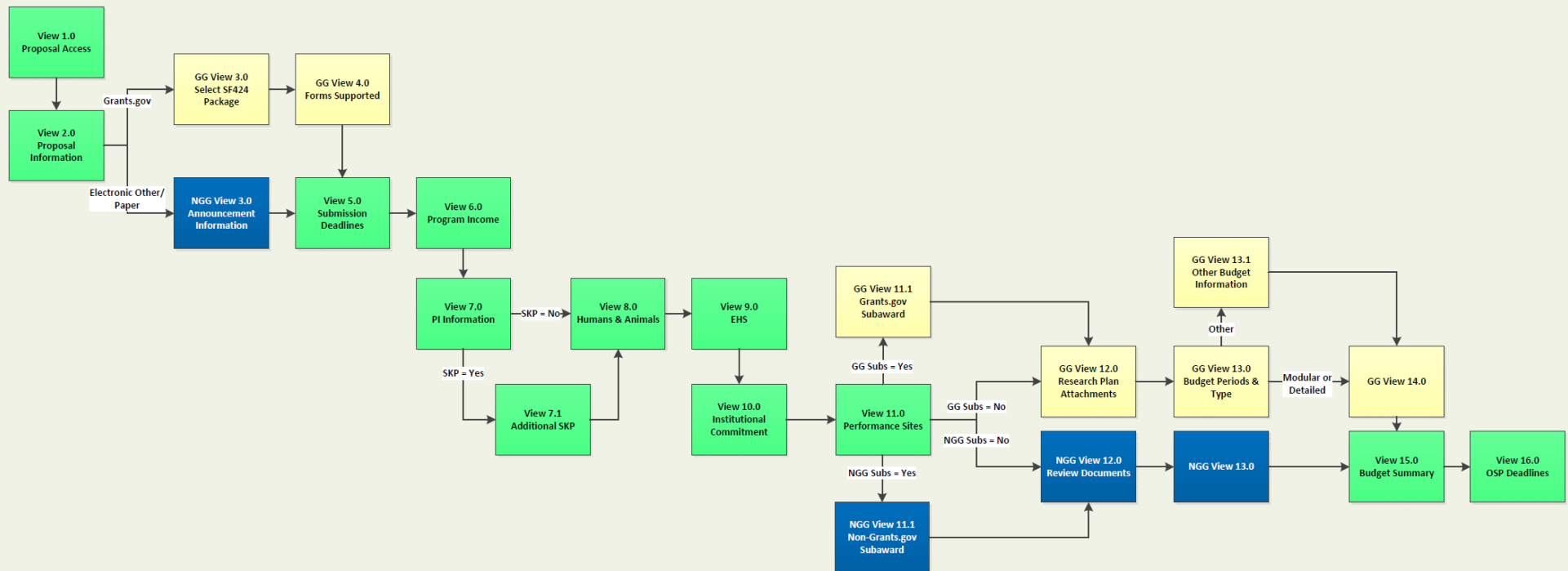
- Starting a New Proposal or a Transfer – initiated by clicking the ‘Create New Proposal’ button
- Starting a Resubmission – initiated from a prior unfunded proposal
- Starting a Revision (Supplement)– initiated from the active Parent Award
- Starting a Continuation (Non-Competing Renewal) – initiated from the current year Award
- Starting a Competing Renewal – initiated from an Award

You may wish to view the section called [Proposals other than New](#) to see how proposals are started and progress.

Proposal Branching

With Full Grants there are differences in the Views (SmartForms) of the Funding Proposal. The following is a visual representation of how Grants.gov and non-Grants.gov differ in the Views that are used to complete a proposal. The color key in the diagram gives information about whether a View is shared by Grant.gov and non Grants.gov proposals, or specific to Grant.gov or non Grants.gov proposals

Full Grants Funding Proposal View Branching Diagram



COLOR/TEXT KEY

GG View	Yellow = Grants.gov Views
NGG View	Blue = Non-Grants.gov Views
View	Green = Shared Views – GG/NGG

View 1.0 Proposal Access – Grants.gov and non-Grants.gov

<< Back

Save | Print...

Continue >>

1.0 Proposal Access

1.0 * Project Title:
PA-EO-R01

On the first view of a new Funding Proposal the blue navigation bars do not show all possible options.

Clicking on Save or Continue will cause all of the navigation options to appear:

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 Proposal Access

2.0 * Project Nickname:
PA-EO-R01 KMG

3.0 * Principal Investigator:
Test PIEight Select... Clear
ERA Commons Username/Agency Credentials (if applicable):
TESTPI8

The Principal Investigator (PI) must be selected when creating the proposal. The current Agency Credential is displayed for the PI. You can change this entry to reflect, for example, the NSF Username in place of the NIH Commons Name. Changing the Username here will not change the saved Username in the researcher's profile.

4.0 Is this a fellowship:
☐ Yes ☒ No Clear
If a fellowship, please identify the Mentor if applicable:
Select...

5.0 * Department Research Administrator:
Test Resadmin1 Select... Clear

The Department Research Administrator (DRA) automatically fills in only when the DRA creates the proposal.

6.0 * Submitting Department or Center:
Molec & Systems Biology (MSB) Select... Clear

The Submitting Department must be selected when creating the proposal.

7.0 Select team members who have READ only rights:
Add
Last Name First Name Department
There are no items to display


8.0 Select team members that have EDIT rights:
Add
Last Name First Name Department
Srm2 Test Ofc of Sponsor Proj Remove

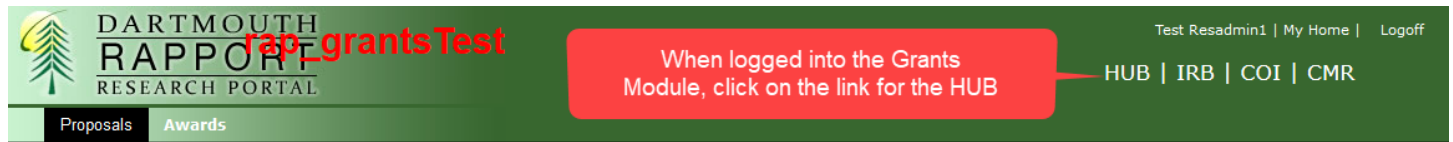
<< Back

Save | Print...

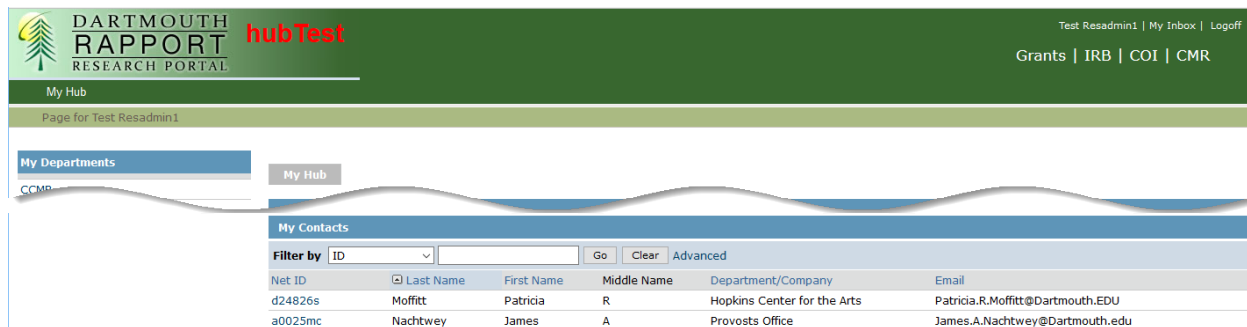
Continue >>

Editing PI Information – Grants.gov and non-Grants.gov

 In the profiles of senior and key personnel (SKP), Within your School, you can edit/update some personal data that is relevant to research funding proposal requirements. Access to edit SKP profiles is limited to your School to meet certain Dartmouth College security requirements. OSP-IS and Grants Officers can edit all profiles. To edit/update a profile, you must be logged into the RAPPORT Hub. If you are logged into RAPPORT Grants, you start from your My Home space to enter the RAPPORT Hub. From the green banner, click on the link to the Hub as in the graphic below.



Once logged into the Hub, you will be in the My Hub space. The My Contacts section of this space contains the personnel from your school including all SKP.



My Contacts					
Filter by	ID		Go	Clear	Advanced
Net ID	Last Name	First Name	Middle Name	Department/Company	Email
d26052g	Austin	Martha	F	Provosts Office	Martha.F.Austin@Dartmouth.edu
d20765r	Blevins	Jonathan	G	Provosts Office	Jonathan.G.Blevins@Dartmouth.edu
d1348a9	Brooks	Sarah	F	Provosts Office	Sarah.F.Brooks@Dartmouth.EDU
d35062s	Clapp	Caitlin	J	Provosts Office	Caitlin.J.Clapp@Dartmouth.edu
dartrcoi	Compliance	Research		Provosts Office	rcoi@dartmouth.edu
testdean1	Dean1	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
d36282h	Dexter-Rice	Thomas	M	Provosts Office	thomas.m.dexter-rice@Dartmouth.edu
f0039rh	Diaz	Vanessa	J	Provosts Office	Vanessa.J.Diaz@Dartmouth.edu
d16697q	Drinan	Heather	E	Provosts Office	Heather.E.Drinan@Dartmouth.edu
d25100x	Foust	Andrew	F	Provosts Office	Andrew.F.Foust@Dartmouth.edu
f001xf8	Frowein	Henrike		Provosts Office	Henrike.Frowein@Dartmouth.edu
f001hp5	Fry	Mia	A	Provosts Office	Mia.A.Fry@Tuck.Dartmouth.EDU
f002yz4	Gayen	Kaberi		Provosts Office	Kaberi.Gayen@Dartmouth.edu
d1163e8	Hewett	Nicole	H	Provosts Office	Nicole.Hall.Hewett@Dartmouth.EDU
testinv1	Inv1	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
testinv2	Inv2	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
testinv3	Inv3	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
testinv4	Inv4	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
testinv5	Inv5	Test		TDI Intv Impr Implementation	dartmouthrapport@gmail.com
f002wv5	Jones	Tanya	Clark	Provosts Office	Tanya.C.Jones.GR@Dartmouth.edu
d31379t	Kotz	David	F	Provosts Office	David.F.Kotz@Dartmouth.edu
f002xwk	Krell	Elias	D	Provosts Office	Elias.D.Krell@Dartmouth.edu
d28052g	Laskaris	Maria		Provosts Office	Maria.Laskaris@Dartmouth.EDU
f002zzk	Lee	Summer	K	Provosts Office	Summer.K.Lee@Dartmouth.edu
testpinine	PINine	Test	M.	TDI Intv Impr Implementation	dartmouthrapport@gmail.com

To locate the researcher, search on the Last Name. You initiate your edit by clicking on the NetID entry. Any property with a text field can be edited. **Do not add training.**

Important - Remember to run Create-Update SF424 to push any updated profile data into a current application.

My Contacts					
Filter by Last Name <input type="text" value="pinine"/> <input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/>					
Net ID	Last Name	First Name	Middle Name	Department/Company	Email
testpinine	PINine	Test	M.	TDI Intv Impr Implementation	dartmouthrapport@gmail.com
1-1 of 1					



Test PINine

Name: Test PINine Title: Professor

Properties

Name & Title:

Test M. PINine

Employer/Dartmouth Department for Dartmouth College employees:
TDI Intv Impr Implementation

Section:

Select...

Title:

Professor

HRMS Position Title:

HRMS Faculty Rank Description:

Address:

Address Line 1:

5 Rope Ferry Road

Address Line 2:

City:

Hanover

State:

NH

Zip:

03755-1421

County:

Grafton

Country:

USA

Phone:

(603) 646-1210

Email:

dartmouthrapport@gmail.com

Agency Credentials (eRA Commons ID):

TESTP19

Degree Type:

MPH

Degree Year:

05/1999

Annual Disclosure Date:

Training Data:

Add

	Curriculum	Group	Stage Number	Stage	Date Completed	Attachments
Update	Invention Agreement				7/1/2007	Delete
Update	CITI Conflict of Interest				10/8/2014	Delete

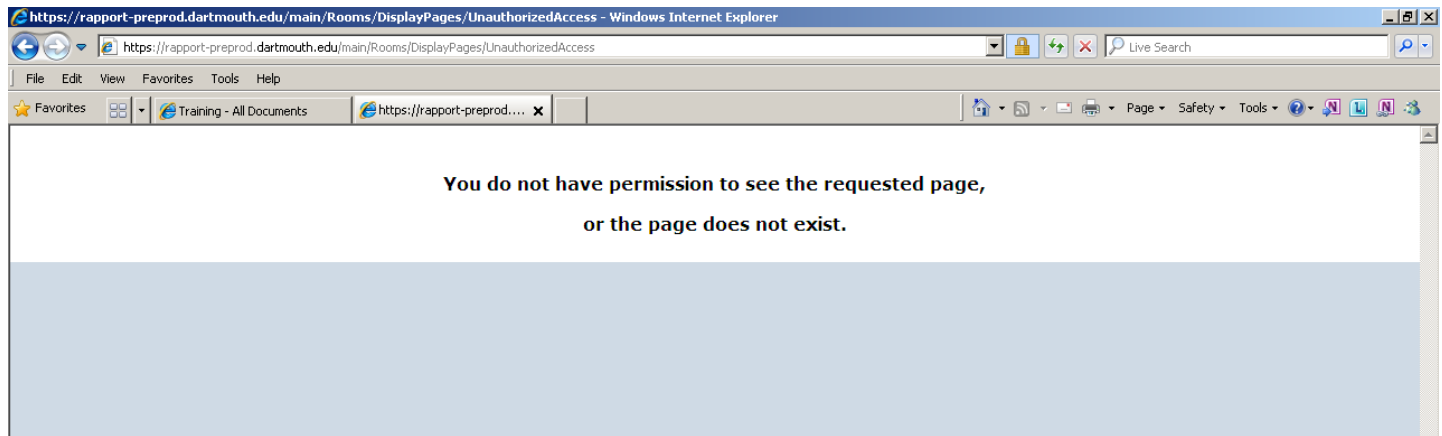
* Required

After entering profile data for a new researcher or after making updates, click the Apply button - .

When Contact Person is NOT the DRA – Grants.gov and non-Grants.gov

★ When the DRA starts a proposal but the contact person is different, **DRAs MUST ADD THEMSELVES AS EDIT USERS**. Otherwise, when the DRA navigates to the next screen or saves View 1.0 Proposal Access, s/he will be locked out of the proposal.

If this should happen, you will see a browser error similar to the one below:



If you find yourself in this situation, please contact osp-rapport@cloud.dartmouth.edu for assistance.

Assigning Read Only & Read/Edit Access

Adding names to View 1.0 Question 7.0 allows you to add people to the proposal who can ONLY READ the Funding Proposal.

Adding names to View 1.0 Question 8.0 allows you to add people to the proposal who can both READ and EDIT the Funding Proposal.

If there is more than one DRA in a department, then all DRAs could be added, with Edit Rights, to each proposal so that someone always has proposal access in case of an unexpected absence. Adopting this practice would be decided at the department level by each department individually.

Additionally, this feature could be used to share information, on participating investigators for a proposal, between departments for example within the Geisel School of Medicine. Read Rights would be all that is necessary.

If appropriate, this feature would also allow you to add a supervisor or budget approver early on in the process. Again this would be a practice discussed and decided by each department individually.

Pertaining to filling out any required "Human Subjects Study Record", as introduced with Forms E, add a Clinical Coordinator as an Edit User.

7.0 Select team members who have **READ only rights:**

Last Name	First Name	Department
There are no items to display		

8.0 Select team members that have **EDIT rights:**

Last Name	First Name	Department
DeptResAdmin6	Test	Biological Sciences

2.0 Proposal Information

1.0 * Select Proposal Type:

- ☒ New
☐ Transfer
[Clear](#)

2.0 * Please select Dartmouth's sponsor:

National Institutes of Health (NIH) [Select...](#) [Clear](#)

My sponsor is not shown in the list, please add:

[None] [Add](#)

3.0 * Award Mechanism:

- ☒ Grant
☐ Cooperative Agreement
☐ Subcontract
☐ Contract
☐ Purchase Order
[Clear](#)

4.0 Does this proposal have limitations on the number of applications from Dartmouth?

- ☐ Yes ☒ No [Clear](#)

5.0 * Identify the Proposal Purpose:

- ☒ Research (includes research training and fellowships)
☐ Equipment
☐ Instruction
☐ Clinical Trial
☐ Other
[Clear](#)

6.0 * Select submission type:

- ☒ Electronic via grants.gov
☐ Electronic via other
☐ Paper
[Clear](#)

In Full Grants all proposal types are accepted.

New and Transfer types start from this page. Resubmissions start from the previously submitted proposal. All other proposal types start from their respective award.



To search for a Sponsor by acronym, such as NIH, type %NIH in the Q2.0 search box as seen below:

2.0 * Please select sponsor:

Organization	Type
National Institutes of Health (NIH)	Government Sponsor

☐ Cooperative Agreement
[Clear](#)

Examples of Electronic via Other are for a Subcontract, a submission to a State Agency, or a submission through proposalCENTRAL.

When the answer to Question 6.0 is Electronic via Grants.gov, OSP will always be submitting the proposal. However, when the submission type is Electronic via other or Paper then the contextual question about who is to do the submission appears. Select the appropriate response – Office of Sponsored Projects or Principal Investigator.

6.0 * Select submission type:

- ☐ Electronic via grants.gov
☒ Electronic via other
☐ Paper
[Clear](#)

Who will be submitting this application to the sponsor?

- ☐ Office of Sponsored Projects
☐ Principal Investigator
[Clear](#)

View 3.0 Select SF424 Package – Grants.gov only View



DO NOT START A PROPOSAL IN RAPPORT ONLY TO DETERMINE IF YOUR PACKAGE IS SUPPORTED. If you do this by accident, please use that proposal shell for that submission or cancel the proposal using the 'Cancel Funding Proposal' activity on the Funding Proposal Workspace. The majority of SF424 applications are supported in RAPPORT. If you are in doubt, email osp-rapport@cloud.dartmouth.edu and confirmation that your package is supported or not will be sent.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 3.0 SF424 Package Selection Continue >>

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.

* Opportunity ID (PA or RFA Number): Find...

CFDA Number:

Competition ID:

No Funding Opportunity Announcements were selected.

Opportunity ID is the solicitation number.
For example:

PA-11-260
RFA-DC-13-001
PAR-11-293
DARPA-RA-12-12
USDA-NRCS-NHQ-12-01

For NSF IDs - use dashes between numbers

2.0 * Enter the URL for the Funding Opportunity Announcement:

Search for funding announcements at <http://www.grants.gov>

3.0 * Enter the application filing name:

Please follow the convention for naming: PI LAST
NAME_FnameInitial_Keyword_Agency

To select the correct SF424 package, you will need to enter the Funding Opportunity Announcement ID (e.g., PA-11-260, PD-09-6880) into the first field:

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.

* Opportunity ID (PA or RFA Number): PA-B2A-R01 Find...

CFDA Number:

Competition ID:

No Funding Opportunity Announcements were selected.



Grants.gov opportunities do not have spaces between the FOA segments. Instead of spaces Grants.gov uses hyphens. An incorrect entry would look like this **PD 09-0668** (notice the space between PD and 09) and would not locate the package. The correct format for entry is **PD-09-6880** (the added **hyphen** is highlighted in yellow) and this format will find the package and make a connection with RAPPORT.

You **must click on 'Find'** after entering the FOA; just hitting 'return' or 'enter' will not activate the search for the opportunity at Grants.gov.

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.

* Opportunity ID (PA or RFA Number): PA-B2A-R01 Find...

CFDA Number:

Competition ID:

No Funding Opportunity Announcements were selected.

It is not recommended to search by the CFDA number as this will return a long list of options that may make your selection more difficult or time consuming.

Never enter information in the Competition ID box as the information that populates here are the form names, which are not obtainable in advance.

After you click 'Find' RAPPORT will communicate with Grants.gov electronically to locate the solicitation that you entered. When that connection is made, you will see the FOA information appear at the bottom of a table:

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.

* Opportunity ID (PA or RFA Number):

CFDA Number:

Competition ID:

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
<input checked="" type="radio"/> PA-B2A-R01	G.g AT07 and NIH Ext-UAT Test FOA (R01)	6/22/2011	6/21/2015	93.838	ADOBE-FORMS-B2A	

Before advancing, you must select the radio button:

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
<input checked="" type="radio"/> PA-B2A-R01	G.g AT07 and NIH Ext-UAT Test FOA (R01)	6/22/2011	6/21/2015	93.838	ADOBE-FORMS-B2A	

RADIO BUTTON MUST BE SELECTED TO ADVANCE

When completed, View 3.0 for Grants.gov looks like the following, for example.

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: 3.0 SF424 Package Selection

Continue >>

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.

Opportunity ID is the solicitation number.
For example:
PA-11-260
RFA-DC-13-001
PAR-11-293
DARPA-RA-12-12
USDA-NRCS-NHQ-12-01

For NSF IDs - use dashes between numbers

* Opportunity ID (PA or RFA Number):

CFDA Number:

Competition ID:

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
<input checked="" type="radio"/> PAR-C-R03	G.g AT07 and NIH Ext-UAT Test FOA Opting Out of Limited Validations (R03)	2/14/2014	2/14/2017	93.838	FORMS-C	

2.0 * Enter the URL for the Funding Opportunity Announcement:

3.0 * Enter the application filing name:

Search for funding announcements at <http://www.grants.gov>

Please follow the convention for naming: PI LAST
NAME_FnameInitial_Keyword_Agency

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: 3.0 SF424 Package Selection

Continue >>

Changing the Federal Sponsor FOA

★ Once you click on Continue or Save in View 3.0, only the OSP-IS team will be able to change the FOA. If you make a mistake entering the FOA or accidentally input the wrong one, you can edit the Opportunity ID field and select Find to replace it with the correct one **BEFORE** saving the page or advancing to the next view. If you Save the page or Continue to the next View and find the FOA entered was incorrect, the proper step is to email osp-rapport@cloud.dartmouth.edu to alter the funding proposal.

Sponsor Sometimes Uses Grants.gov

If the Federal Sponsor is one that sometimes uses Grants.gov for applications but also uses another electronic system for submissions (e.g., DOE, OED, NSF), you will need to search for the FOA on the Grants.gov web site. There is a link called Find Grant Opportunities: <https://www.grants.gov/web/grants/search-grants.html>

GRANTS.GOVSM

FIND. APPLY. SUCCEED.SM

HOME

LEARN GRANTS

SEARCH GRANTS

APPLICANTS

GRANTORS

SYSTEM-TO-SYSTEM

FORMS

CONNECT

SUPPORT

SEARCH: Grant Opportunities

Enter Keyword...

GO

HELP | REGISTER | LOGIN

GRANTS.GOV > Search Grants

SEARCH GRANTS

?

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (136)

☒ Posted (2,182)

☐ Closed (2,517)

☐ Archived (42,610)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments

☐ Cooperative Agreement (587)

☐ Grant (1,830)

☐ Other (61)

☐ Procurement Contract (43)

ELIGIBILITY:

☒ All Eligibilities

☐ City or township governments (1,183)

☐ County governments (1,187)

☐ For profit organizations other than small businesses (1,134)

CATEGORY:

☒ All Categories

☐ Affordable Care Act (1)

☐ Agriculture (40)

☐ Arts (see 'Cultural Affairs' in CFDA) (16)

☐ Business and Commerce (11)

AGENCY:

☒ All Agencies

☐ All Agency for International Development [USAID] (69)

☐ All Consumer Product Safety Commission [CPSC] (1)

☐ All Corporation for National and Community Service [CNCS] (2)

☐ All Department of Agriculture [USDA] (30)

☐ All Department of Commerce [DOC] (33)

☐ All Department of Defense [DOD] (72)

☐ All Department of Education [ED] (6)

1 - 25 OF 2318 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 93 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
RFI-391-18-00001	WEET Activity	USAID-PAK	Posted	02/15/2018	02/26/2018
18-539	Critical Techniques, Technologies and Methodologies for Advancing Foundations and Applications of Big Data Sciences and Engineering	NSF	Posted	02/15/2018	05/14/2018
HHS-2018-IHS-TMD-0001	Tribal Management Grant Program	HHS-IHS	Forecasted	02/15/2018	
RFA-DK-17-021	Discovery of Early Type 1 Diabetes Disease Biomarkers in the Human Pancreas [HIRN Consortium on Beta Cell Death and Survival (CBDS)] (U01 - Clinical Trial Not Allowed)	HHS-NIH11	Posted	02/15/2018	05/10/2018
RFA-DK-17-022	High-Resolution Exploration of the Human Islet Tissue Environment [HIRN Human Pancreas Analysis Consortium (HPAC)] (U01 Clinical Trial Not Allowed)	HHS-NIH11	Posted	02/15/2018	05/10/2018
HHS-2018-IHS-TSGN-0001	Office of Tribal Self-Governance Negotiation Cooperative Agreement	HHS-IHS	Forecasted	02/15/2018	
RFA-DK-17-031	The Characterization and Discovery of Novel Autoantigens and Epitopes in Type 1 Diabetes (R01 Clinical Trial Optional)	HHS-NIH11	Posted	02/15/2018	12/06/2018
HHS-2018-IHS-TSGP-0001					
HHS-2018-ACL-AOD-IL-0288					
DOS-BAGHDAD-PD-2018-005					03/31/2018
SFOP0003989					03/19/2018
RFA-DK-17-025					05/10/2018
SFOP0003983					03/19/2018
PA-18-666	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship to Promote Diversity in Health-Related Research (Parent F31)	HHS-NIH11	Posted	02/15/2018	01/07/2021
RFA-DK-17-024	Impact of the Use of Glucose Monitoring and Control Technologies on Health Outcomes and Quality of Life in Older Adults with Type 1 Diabetes (T1D) (R01 Clinical Trial Required)	HHS-NIH11	Posted	02/15/2018	12/06/2018
RFA-DK-17-023	Clinical, Behavioral and Physiological Research Testing Current and Novel Closed Loop Systems (R01- Clinical Trial Required)	HHS-NIH11	Posted	02/15/2018	12/06/2018
RFA-DA-19-003	Exploiting Omics Assays to Investigate Molecular	HHS-NIH11	Posted	02/15/2018	07/17/2020

Conducting a Basic Search on Grants.gov by entering the FOA number will let you know if this application can be submitted through Grants.gov.

PLEASE NOTE: You must have hyphens between each FOA segment or your search will not work.

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number: PAR-18-433

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (0)

☒ Posted (1)

As you can see from the example FOA search, PAR-18-433 can be submitted via Grants.gov and RAPPORT.

Search Tips | Export Detailed Data

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 1 OF 1 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
PAR-18-433	NIBIB Exploratory/Developmental Research Grant Program (R21) (Clinical Trial Optional)	HHS-NIH11	Posted	12/15/2017	01/07/2021

View 3.0 Announcement Information – non-Grants.gov only View

For non-Grants.gov, please include as much relevant information as possible to assist the Office of Sponsored Project's review. The Grants Officer wishes to understand all pertinent factors such that, if awarded, the grant monies can be accepted.

<< Back Save Exit Hide/Show Errors Print... Jump To: 3.0 Announcement Information Continue >>	
3.0 Announcement Information	
<p>1.0 Please enter funding announcement information below:</p> <p>* FOA Full Name <input type="text" value="Formulary Expansion Research"/></p> <p>FOA URL <input type="text" value="www.pharmaresearch.com/formulary_axp.html"/></p>	<p><i>Please enter the funding announcement information.</i></p>
<p>2.0 Please attach the funding announcement and other relevant files:</p> <p>FOA Announcement: FOA Announcement 2.pdf(0.01) Upload Revision Delete</p> <p>Other Relevant Files: Add</p> <p>There are no items to display</p>	<p><i>Attach the funding announcement and any other files that are relevant to this funding proposal.</i></p>
<p>3.0 Provide any additional information that would be helpful during the OSP review:</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<p><i>Is there any other information that would be helpful during the OSP review process? Please enter your comments in this text box.</i></p>
<< Back Save Exit Hide/Show Errors Print... Jump To: 3.0 Announcement Information Continue >>	

View 4.0 SF424 Supported Forms – Grants.gov only View (for non-Grants.gov, go to View 5.0)

After you enter your FOA in View 3.0 and progress to **View 4.0 SF424 Supported Forms**, take heed to observe that you do not have the "unsupported forms" alert as seen following example. The alert appears below the View 4.0 title and states that all forms, for your FOA, are not supported and that the funding proposal cannot be submitted electronically (To Grants.gov via RAPPORT). If you see this alert, please contact OPS-IS at osp-rapport@cloud.dartmouth.edu. OSP-IS can review that the alert is not an error.

4.0 SF424 Forms Supported

Some of the required forms are not supported. Submission would not occur electronically.

1.0 Required SF424 Forms:

Form Name	Supported
Application For Federal Domestic Assistance - Short Organizational V1.1	yes
Project/Performance Site Location(s) V1.4	yes
Attachments V1.0	yes

2.0 Optional SF424 Forms:

Form Name	Supported
There are no items to display	

3.0 OpportunityID:

2013NEA01AW1

CFDANumber:

45.024

The **SF424 Forms Supported** view gives you the opportunity to make sure that all SF424 forms in your application are supported in RAPPORT. You should see the green text message (below) as well as 'yes' for each form under the 'supported' column. If you receive a message other than this (in red) or a 'no' for a form being supported, your application will not be able to be submitted via RAPPORT at this time.

4.0 SF424 Forms Supported

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

1.0 Required SF424 Forms:

Form Name	Supported
SF424 (R & R) V1.2	yes
Research And Related Senior/Key Person Profile (Expanded) V1.2	yes
Project/Performance Site Location(s) V1.4	yes
Research & Related Other Project Information V1.3	yes
PHS 398 Cover Page Supplement V1.4	yes
PHS 398 Research Plan V1.3	yes
PHS 398 Checklist V1.3	yes

2.0 Optional SF424 Forms:

Form Name	Supported
Research & Related Budget V1.1	yes
R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT	yes
PHS Cover Letter V1.2	yes
PHS 398 Modular Budget V1.2	yes

3.0 OpportunityID:

PA-B2A-R01

CFDANumber:

93.838

View 5.0 Submission Deadlines – Grants.gov and non-Grants.gov

The Sponsor deadline field in Question 1.0 must be filled per the FOA. When this is done, the two OSP dealines fill in automatically.

5.0 Submission Deadlines

1.0 * Sponsor deadline:

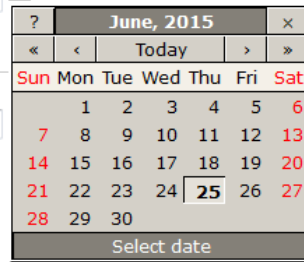
06/25/2015

2.0 OSP review deadline:

3.0 OSP submission deadline:

4.0 * Expected Start Date:

1/1/2016



You can enter Sponsor Deadline Date and the Expected Start Date by using the calendar icon or you can hand enter them.

View 6.0 Federal Grant Specific Information – Grants.gov and non-Grants.gov

Program Income

These two questions are required on the SF424 so they must be completed.

If there will be Program Income on your project, click on the Add button to enter the specific details:

6.0 Program Income Information

1.0 * Will there be program income?

☐ Yes ☒ No [Clear](#)

2.0 If yes, provide program income details:

[Add](#)

Period	Source	Amount
--------	--------	--------

There are no items to display

Note: The Executive Order question has been removed and is assigned to Grants Officer to complete in the SF424.

If you answer 'yes' to Program Income, but try to navigate off of this view without entering the details, you will receive an error message.

For the Program Income details, the help text includes a description of the required fields as well as what type of information should be entered in each field (e.g., text, dollar amount):

* Budget Period:

* Anticipated Amount (\$):

* Source(s):

Budget Period: If program income is anticipated, enter the budget periods here (one-digit numeric field). If the application is funded, the Notice of Grant Award will provide specific instructions regarding the use of such income.

Anticipated Amount (\$): If program income is anticipated, enter the amount anticipated for each budget period listed (dollar amount, two decimal places).

Source(s): If program income is anticipated, enter the source for each budget period listed (text field).

* Required

[OK](#) [OK and Add Another](#) [Cancel](#)

View 7.0 PI Information – Grants.gov and non-Grants.gov

7.0 Principal Investigator Information

1.0 Principal Investigator Effort:

Type of appointment:

☐ 9 month (academic)
☐ 12 month (calendar)
Clear

The **percent of effort automatically calculates** after you enter the number of months and then click outside of the field. Please enter zero (0) for the off-term when there is no effort.

Percent of Effort	Calendar	Academic	Off-term
Months	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percentage			

2.0 Attach current documents, if required.

Biosketch:

[None] Add

Other Support:

[None] Add

Attached Biosketch and Other Support documents are mapped to the SF424.

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

EXAMPLES:

Calendar

8.33%

Academic

11.11%

Off-term

33.33%

Answering 'yes' to Other Key Personnel will take you to a view to enter Dartmouth and Non-Dartmouth Key Personnel who need to be mapped to the SF424 application.

View 7.1 Additional Senior/Key Personnel – Grants.gov and non-Grants.gov

To enter Senior/Key Personnel click on the ADD button for the appropriate categories: Dartmouth/non-Dartmouth. (Please refer to the FOA documentation when noting the Additional Senior/Key Personnel. Some FOAs, for example, call for the additional personnel to be listed in a specific attachment to the SF424.) Further, the information fields for Dartmouth Senior/Key Personnel - Title, Full Address (including Zip code and County), Phone, e-mail Address, ERA Commons Log In, Degree, and Degree Year can be edited by the person creating the proposal. (Please refer to the section titled Editing PI Information, on pages 13-14 of this guide, for important and complete details.)

7.1 Additional Senior/Key Personnel

1.0 Select other **Dartmouth key personnel:**

Last Name	First Name	Position/Title	Department	Project Role	Other (if specified)
There are no items to display					

2.0 Identify all **non-Dartmouth key personnel:**

Last Name	First Name	Position/Title	Institution	Project Role	Other (if specified)
There are no items to display					

Dartmouth Senior/Key Personnel

Add/Update Dartmouth Senior Key Personnel

* Select Dartmouth Personnel:

ERA Commons Username/Agency Credentials (if applicable):

* Select Project Role:

If other role, please specify below:

Type of Appointment:

- ☐ 9 month (academic)
☐ 12 month (calendar)

The percent of effort automatically calculates after entering the number of months. Enter zero as applicable for Off-

Percent of Effort
Months
Percentage

The fields for Personnel and Project Role (including 'other' with the write-in field) will be mapped to the SF424. As with the PI, any selected person's profile can be updated as described in the Editing PI Information section of this guide. The current Agency Credential is displayed for SKP. You can change this entry to reflect, for example, the NSF Username in place of the NIH Commons Name. Changing the Username here will not change the saved Username in the researcher's profile.

Calendar

8.33%

Academic

11.11%

Off-term

33.33%

If there is effort of 5% or more for a Key Person outside of the submitting department, the Chair of that person's department **MUST** be selected here. If you do not know the name of the Chair in that department, you can use the Dartmouth web site to find this information or contact the department.



POLICY CHANGE: Chair "approval" (formerly a signature) from other departments is no longer required for routing. **This is now an electronic NOTIFICATION process in RAPPORT.** The selected Chair will receive an email with the Key Person's name and their proposed effort on the project.

Chair or Dean to Notify of Effort:

Dept Research Admin of Additional Key Personnel:

Attach current documents, if required

Biographical Sketch/Biosketch:

[None]

Current and Pending/Other Support

[None]

Attached Biosketch and Other Support documents will be mapped to the SF424.

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 is to populate the appropriate SF424 fields.

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

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.

When entering a non-Dartmouth Senior/Key Personnel, who is Canadian, the selected Canadian Province, for the line State/Province (required for US and Canada), does not map from this form to the entry for the respective researcher on the SF424 Research and Related Senior/Key Person (with Expanded) Profile Form. You must enter the province manually in this SF424 form. When a province is entered, however, for a non-Dartmouth foreign performance site, the entry for the province does map to the SF424's Research & Related Project/Performance Site Location(s) form.

The field for Project Role (including 'other' with the write-in field) will be mapped to the SF424.

For two circumstances, the SF424 validation enforces a requirement for the eRA Commons Username: 1) for Fellowship and Type 7 submissions for any additional key person with the Project Role of "Other Professional" and Other Project Role Category of "Sponsor", and 2) for a non-Dartmouth researcher with the role of PD/PI.

Attached Biosketch and Other Support documents will also be mapped to the SF424.

Add Non-DC Investigators

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Position/Title:	<input type="text"/>
Organization Name:	<input type="text"/>
Department:	<input type="text"/>
Division:	<input type="text"/>
* Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
* City:	<input type="text"/>
County/Parish:	<input type="text"/>
State/Province (required for US and Canada):	-- Select One --
Zip Code (9 digit code required for US):	<input type="text"/>
* Country:	-- Select One --
* Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
* Email Address:	<input type="text"/>
* Project Role:	<input type="text"/>
If other role, please specify below:	<input type="text"/>
eRA Commons User Name:	<input type="text"/>
Degree Type:	<input type="text"/>
Degree Year:	<input type="text"/>
Biosketch/Biosketch:	[None] <input type="button" value="Add"/>
Current and Pending/Other Support:	[None] <input type="button" value="Add"/>

* Required

Enter more than one Key Person at a time by clicking 'OK and Add Another.'

Senior/Key Personnel (View 7.1) Display Order Is Editable in the SF424 – Grants.gov only View

Unlike when using an Adobe Forms package, you can enter multiple Senior/Key Personnel at once without having to upload biosketches before advancing to enter the next person.

Further, you can enter personnel in any order you want in View 7.1. For example, you do not have to enter personnel in alphabetical order in the Funding Proposal if you want them displayed in alphabetical order in the SF424.

The default display, in the SF424's Research & Related Senior/Key Personnel (with Expanded) Profile form, is to show Senior/Key Personnel (SKP) in alphabetical order, but you can change this order by going into the proposal's SF424 Project Type. (See Accessing SF424 section to learn how to enter the SF424 Project Type).



If Personnel require re-ordering do not adjust the order until just before you Validate your SF424 Application and send it to OSP for submission. **Every time that you run Create/Update SF424 the order of the Senior/Key Personnel in the SF424 will revert to the default order, which is alphabetical.**

Here's an example of how to change the display order of your SKP in the Research & Related Senior/Key Personnel (with Expanded) Profile Form in your SF424 Application. In the first screen shot below, Madden, Kull, and Abrahamian were added to the **Funding Proposal**—in that order—and View 7.1, in RAPPORT, displays them this way:

1.0 Select other Dartmouth key personnel:

Add							
	Last Name	First Name	Position/Title	Department	Project Role	Other (if specified)	
Update	PISix	Test	Professor	Physics & Astronomy	Co-Investigator		Delete
Update	PISeven	Test	Professor	Psych and Brain Sciences	Technician		Delete
Update	PINine	Test	Professor	TDI Intv Impr Implementation	Consultant		Delete

Navigating to the **SF424**, you can see that the display order of these additional Senior/Key Personnel defaults to alphabetical order:

PROFILE(S) Senior/Key Person 1-99							
Add	Last Name	First Name	Department	Title	Project Role	Project Role Category	Display Order
Update	PINine	Test	TDI Intv Impr Implementation	Professor	Consultant		99.00
Update	PISeven	Test	Psych and Brain Sciences	Professor	Technician		99.00
Update	PISix	Test	Physics & Astronomy	Professor	Co-Investigator		99.00

As shown above, the SF424 displays people in alphabetical order. However, in this example, the PI would like to list PISix as the first person, PINine as the second, and PISeven as the third. Enter the desired sequence numbers in the appropriate Display Order fields. Then, in the Navigation Bar, click the Save button.

Add	Last Name	First Name	Department	Title	Project Role	Project Role Category	Display Order
Update	PINine	Test	TDI Intv Impr Implementation	Professor	Consultant		2
Update	PISeven	Test	Psych and Brain Sciences	Professor	Technician		3
Update	PISix	Test	Physics & Astronomy	Professor	Co-Investigator		1

Default values displayed

Enter numbers in the order you want names displayed and click the Save button

Add	Last Name	First Name	Department	Title	Project Role	Project Role Category	Display Order
Update	PISix	Test	Physics & Astronomy	Professor	Co-Investigator		1.00
Update	PINine	Test	TDI Intv Impr Implementation	Professor	Consultant		2.00
Update	PISeven	Test	Psych and Brain Sciences	Professor	Technician		3.00

The names appear in the order that you set and saved

Human and Animal Use

8.0 Human and Animal Use

1.0 * Will Human Subjects or protected health information be used in this project?

☐ Yes ☒ No [Clear](#)

Does the proposed research involve human specimens and/or data? ☐ Yes ☒ No [Clear](#)

If YES to Human Subjects:

Is the project exempt from Federal regulations?

☐ Yes ☒ No [Clear](#)

If yes, check the appropriate exemption number:

☐ E1

☐ E2

☐ E3

☐ E4

☐ E5

☐ E6

☐ E7

☐ E8

[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:

CPHS Protocol Number:

[Select...](#)

IRB Approval Date:

[Calendar](#)

Additional CPHS Protocol Numbers:

[Add](#)

Protocol Number	Study Name	Study Status	PI First Name	PI Last Name	Date Effective
-----------------	------------	--------------	---------------	--------------	----------------

There are no items to display

If the answer is Yes for Human Subjects on the Funding Proposal, then the Human Subjects Assurance Number will automatically be included on the SF424.

2.0 * Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site? ☐ Yes ☒ No [Clear](#)

3.0 * Will Human Embryonic Stem Cells be used in this project?

☐ Yes ☒ No [Clear](#)

A 'Yes' answer to stem cell use will generate View 8.1.

4.0 * 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:

[Calendar](#)

IACUC Protocol Number:

Additional IACUC Protocols:

[Add](#)

Review Pending	IACUC Approval Date	IACUC Protocol Number
----------------	---------------------	-----------------------

There are no items to display

If the answer is 'Yes' for Animals on the Funding Proposal, then the Animal Welfare Assurance Number will automatically be included on the SF424. Also, this response activates the field where you can upload the required attachments. The attachment map to the SF424.

Vertebrate Animals [None] [Add](#)

In View 8.0, when you answer No to the question of the use of Human Subjects, you now have a second contextual question to answer.

1.0 * Will Human Subjects or protected health information be used in this project?
☐ Yes ☒ No [Clear](#)

Does the proposed research involve human specimens and/or data? ☐ Yes ☐ No [Clear](#)

In View 8.0, when you answer Yes to the question for the use of Human Subjects, you now have eight possible Federal exemption numbers from which to select. Federal Exemptions numbers E7 and E8 are effective for due dates of January 25, 2018 and later. Please refer to the NIH SF424 Guide.

8.0 Human and Animal Use

1.0 * Will Human Subjects or protected health information be used in this project?

☒ Yes ☐ No [Clear](#)

With answering Yes, the Human Specimens question is now hidden.

If YES to Human Subjects:

Is the project exempt from Federal regulations?

☐ Yes ☒ No [Clear](#)

If yes, check the appropriate exemption number:

☐ E1

☐ E2

☐ E6

☐ E7

☐ E8

You are able to select E7 and E8; refer to the NIH SF424 Guide for the definitions.

[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:

CPHS Protocol Number:

[Select...](#)

Additional CPHS Protocol Numbers:

[Add](#)

Protocol Number	Study Name	Study Status	PI First Name	PI Last Name	Date Effective
-----------------	------------	--------------	---------------	--------------	----------------

Question 2.0 pertains to the requirement for a Single IRB for multi-site studies. This is in effect for due dates of January 25, 2018 and later.

2.0 * Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site? ☐ Yes ☐ No [Clear](#)

This is a required field; therefore, you must provide the required information.

2.0 * Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site? ☒ Yes ☐ No

*** What institution will serve as the IRB of record for this study?**

☐ External IRB

☒ Dartmouth CPHS

[Clear](#)

*** Has confirmation of this been obtained by Dartmouth CPHS?** ☐ Yes ☒ No [Clear](#)

View 8.1 Federal Stem Cell Lines – Grants.gov and non-Grants.gov

The listing for stem cells is available from the [NIH Human Embryonic Stem Cell Registry](http://stemcells.nih.gov/research/registry/)

8.1 Federal Stem Cell Lines

- 1.0 If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list:
<http://stemcells.nih.gov/research/registry/>. Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used.

☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Cell Lines:

Cell Line
There are no items to display

Add FP_CellLines

Cell Line: Enter the stem cell line that is proposed for the research.

* Required

View 9.0 Environmental Health and Safety

View 9.0 using contextual rules to reveal the pertinent optional responses to each question when 'Yes' is the selected response to any of the EHS questions. Otherwise the applicable options are hidden.

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](#)

Check all that apply:

- ☐ Recombinant DNA
- ☐ Human blood, body fluids, cell lines, unfixed tissues
- ☐ Human pathogens (BSL 2 or above)

Does the proposal involve "Select Agents"?

☐ Yes ☐ No [Clear](#)

2.0 * Chemical Safety/Hazardous Materials:

☒ Yes ☐ No [Clear](#)

Check all that apply:

- ☐ 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

3.0 * Radiation (ionizing and non-ionizing) & Imaging Equipment (MRI, NMR, etc):

☒ Yes ☐ No [Clear](#)

Check all equipment that apply:

- ☐ Ionizing radiation
- ☐ Non-ionizing radiation
- ☐ Class IIb or IV lasers
- ☐ Imaging equipment (MRI, NMR, etc)

View 10.0 Commitment of Institutional Resources – Grants.gov and non-Grants.gov

Cost Sharing

10.0 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:

Add					
Org Value	Dept Name	GL Funding Value	Direct Cost	Indirect Cost	Total Cost Share Amount
There are no items to display					

4.0 Attach document covering department cost sharing detail if applicable:

[None] [Add](#)

5.0 Does this proposal involve matching funds?

☐ Yes ☒ No [Clear](#)

If yes, please provide specific details:

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.

* Enter the Org Value:

* Select the department:

 [Select...](#)

* Enter the GL Funding Value:

* Enter direct costs:

* Enter indirect costs:

* Enter the total cost share amount:



If there is cost sharing on a proposal, this information must be completed before you begin the electronic routing process.

You may enter more than one cost sharing string by selecting 'OK and Add Another.'

* Required

[OK](#)

[OK and Add Another](#)

[Cancel](#)

Additional Space/Renovation

These questions are required for the routing approval process.

Dartmouth/DHMC Resources

6.0 * Does your project require any of the following additional resources?

- ☐ Additional Space
- ☐ Renovations
- ☐ Equipment
- ☐ Computing Resources
- ☐ Other Additional Resources
- ☐ Not Applicable (N/A)

If other additional resources, please explain:

Data Covered by FISMA (Federal Information Security Management Act of 2002)

FISMA standards are often in the funding announcement, RFP or data use agreement.

7.0 * Does this proposal involve sensitive data that requires protection and security controls (e.g. Federal Information Security Management Act of 2002 (FISMA))?

☐ Yes ☒ No [Clear](#)

Meeting these standards may require additional IT infrastructure or additional costs that need to be included in the proposed budget.

View 11.0 Performance Sites – Grants.gov and non-Grants.gov

Information selected or entered, in this View, will map to the SF424 Performance Site Locations form. For Dartmouth locations including the VA Hospital, the DUNS and Congressional District will automatically map to the SF424 .

Dartmouth Primary & Additional Sites

1.0 * Select the primary Dartmouth performance site:

My primary Dartmouth performance site is not in the list, please add:

[None]

2.0 Select additional Dartmouth performance sites:

Name Address

There are no items to display

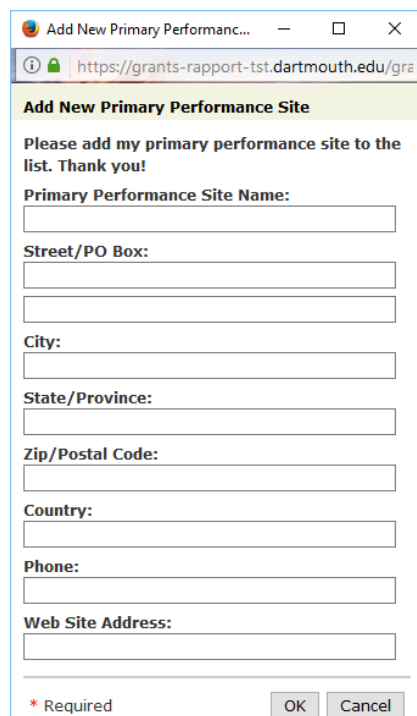
My additional Dartmouth performance site is not in the list, please add:

Name Street 1 Street 2 City State Zip Country

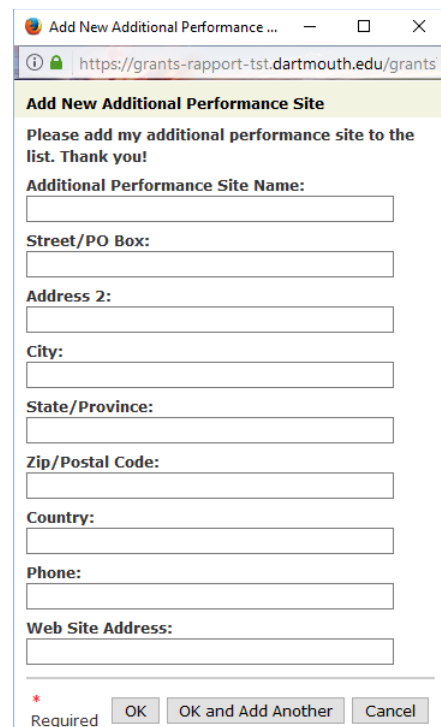
There are no items to display

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. You can, also, request that OSP add to the list of Dartmouth sites.


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. Further, you can submit a request to have OSP setup a new Dartmouth performance site.




New Primary Dartmouth Performance Site



New Additional Dartmouth Performance Site

 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. This information maps to the SF424.

3.0 Enter non-Dartmouth performance sites:

<input type="button" value="Add"/>					
Site Name	Name	City	State	Province	Country
There are no items to display					

4.0 * Will this proposal subcontract research to another institution? ☒ Yes ☐ No [Clear](#)

Consortium/Contractual Agreements:
[None]

With a 'Yes' answer to Question 4.0, the contextual option to add related documents appears. These then map to the SF424.

When you click on Add a non-Dartmouth performance site, the following pop up window will appear:

Add non-Dartmouth performance sites

Site Name:	<input type="text"/>
DUNS ID#:	<input type="text"/>
Address line 1:	<input type="text"/>
Address line 2:	<input type="text"/>
City:	<input type="text"/>
County:	<input type="text"/>
State:	-- Select One --
Province:	<input type="text"/>
Zip Code:	<input type="text"/>
Country:	-- Select One --
Congressional District:	<input type="text"/>

If this is a subrecipient location, information added below will be used by OSP when issuing the subcontract should the proposal be awarded.

Contact Name:	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>

When you add the DUNS number, there is a validation to ensure that you have thirteen digits to allow for the DUNS+4. If you only have nine digits, add four zeros at the end.

You may list additional information as all fields visible here are mapped to the SF424.


While you can select a Canadian Province for the State line, it doesn't Map to Project/Performance Site Location(s) form. Thus, enter the Province on the Province line or you will be prompted when leaving the Smart Form. Also, this entry does not map. You must enter the province manually in this SF424 form.

* Required

View 11.1 Subaward Information – Grants.gov only View

If 'Yes' is selected for the answer to Question 4.0 ("Will this proposal subcontract research to another institution?"), on the previous Performance Sites view, the next view follows for Grants.gov proposals:

11.1 Grants.Gov Subaward

1.0	 Download R&R Subaward Budget forms (v1.3) Download R&R Subaward Budget forms (v1.4)	You can download R&R Subaward Budget forms here and send them to subrecipients for completion.										
2.0	Subaward budget form attachments for Detailed Budgets ONLY: <div><input type="button" value="Add"/></div> <table border="1"><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 colspan="5">There are no items to display</td></tr></tbody></table>	Organization Name	Subaward Import	Subawardee Approval Package	Total Direct	Total Indirect	There are no items to display					<i>For Detailed Budgets: upload R&R Subaward Budgets here.</i> <i>For Modular Budgets: DO NOT upload R&R Subaward Budgets in Question 2.0, upload them in Question 3.0 or there will be errors in the application.</i>
Organization Name	Subaward Import	Subawardee Approval Package	Total Direct	Total Indirect								
There are no items to display												
3.0	Subaward Review Documents: <div><input type="button" value="Add"/></div> <table border="1"><thead><tr><th>Organization Name</th></tr></thead><tbody><tr><td>There are no items to display</td></tr></tbody></table>	Organization Name	There are no items to display	Upload required internal documents for OSP review for all subawards: Letter of Commitment (LOC), Statement of Work (SOW), and Budget & Justification (budgets can be in any format such as Excel or PDF).								
Organization Name												
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 copies of the form are in the zipped file, but you need only 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 running the 'Create-Update SF424' activity will carry this information over to the SF424 budget.

Question 3.0 is for uploading the additional required documents for OSP review (e.g., Letter of Commitment). NOTE: The budget justification for each subaward budget needs to be added within the Subaward Budget.

The (cumulative) budget period total of the subaward(s) is calculated and entered, by RAPPORT, in the R&R (Detailed) Budget, Section F, Line 5. The R&R Budget-Cumulative Budget Page, Section F, Line 5 shows the total of the subaward(s).

Subaward Budgets Starting In Other Than the First Year

Be aware that NIH rules have changed for how subaward budgets are filled in. Please see this NIH Notice - <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-073.html>. When a subaward does not commence in the first year of a proposal, create the subaward budget with the first budget period dates set to be those of the second/appropriate year of the main proposal. After the Grants Officer has taken ownership and the 'Create-Update SF424' activity has been run for the last time, the budget entries in Section F - Other Direct Costs Line 5 - Subawards/Consortium/Contractual Costs of the budget periods need to be edited. Enter zero dollars in the first budget period and save the change. Then enter the subaward totals appropriately in each subsequent budget period and save the changes so the Total Indirect and Direct Costs correctly reflect the budget and subaward budgets.



RAPPORT supports both any version of the Subaward Budget form. As of the Forms E January 6, 2018 Patch, there is no longer a requirement to use Subaward forms that you download from within RAPPORT. This derives from an update by the RAPPORT Grants software vendor - Huron.

View 11.1 Subaward Information – non-Grants.gov only View

If 'Yes' is selected for the answer to Question 4.0 ("Will this proposal subcontract research to another institution?"), on the previous Performance Sites view, the next view follows for non-Grants.gov proposals:

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: 11.1 Non-Grants.Gov Subaward

Continue >>

11.1 Non-Grants.Gov Subaward

1.0 Please enter subaward budget and review documents for each organization:

Add

Organization Name	Total Direct Costs	Total Indirect Costs	Total Project Costs
Update Biology Department, Univeristy of New Hampshire	\$328,000.00	\$190,240.00	\$518,240.00

Delete

For each subaward on a proposal, fill in a Subawardee Documents form and attach all appropriate PDF documents.

Add SubawardeeDocuments

Organization Name:

Biology Department, Univeristy of New Hampshi

Total Direct Costs:

328000

Total Indirect Costs:

190240

Total Project Costs:

\$518,240

Subaward Review Documents:

Add

Name	Version
Upload Revision Subaward Review Doc 1.pdf	0.01

Delete

* Required

OK

OK and Add Another

Cancel

View 12.0 Research Plan Attachments – Grants.gov only View

View 12.0 is where many attachments are uploaded. These map to the SF424. From this list of attachments, the Specific Aims, the Research Strategy, the Project Narrative and the Bibliography are referred to as the ‘Science Attachments’. These Science Attachments can be updated by the proposal team at essentially any point/in any funding proposal state during the processing of the proposal. This is done with the special activity called ‘Update Science Attachments’. (See the [Update Science Attachments page](#).)



Any of the **View 12.0 attachments**, when 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:

[None] [Add](#)

2.0 Project Description/Narrative:

[None] [Add](#)

3.0 References Cited/Bibliography:

[None] [Add](#)

4.0 Facilities and Other Resources:

[None] [Add](#)

5.0 Equipment:

[None] [Add](#)

6.0 Other Attachments/Supplementary Documents:

[Add](#)

Name	Version
There are no items to display	

7.0 Introduction of Application:

[None] [Add](#)

8.0 Specific Aims:

[None] [Add](#)

9.0 Research Strategy:

[None] [Add](#)

10.0 Progress Report Publication List:

[None] [Add](#)

11.0 Select Agent Research:

[None] [Add](#)

12.0 Letters of Support:

[None] [Add](#)

13.0 Resource Sharing Plan:

[None] [Add](#)

14.0 Authentication of Key Biological and/or Chemical Resources:

[None] [Add](#)

15.0 Appendix:

[Add](#)

Name	Version
There are no items to display	

16.0 PHS Cover Letter:

[None] [Add](#)

17.0 SFLLL (Disclosure of Lobbying Activities) or Other Explanatory Documentation:

[None] [Add](#)

18.0 Pre-application:

[None] [Add](#)

Document Attachment Pop-Up

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:

1.0 **Project Summary/Abstract:**
Project Summary Abstract.pdf(0.02) [Upload Revision](#) [Delete](#)

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.

Submit a Document [Help](#)

Title: If not provided, the name of the file will be used

* File: [Browse...](#) [view](#)

[Show Advanced Options](#)

* Required [OK](#) [Cancel](#)

There is a tiny link in blue called 'view' which you can click on to see the current file version before you upload a revision.

The button Show Advanced Options can display the previous file versions if you click on it and then click on the blue link called History & Roll Back (see below).

Title: If not provided, the name of the file will be used

* File: [Browse...](#) [view](#)

[Hide Advanced Options](#)

ID: DOC4E76B4A83D800

Description:

* Owner: [...](#)

Author:

Document Categories: [Add...](#) [Remove](#)

* Activation Date:

* Expiration Date:

Current Version: 0.02

New Version: [History & Roll Back](#)

Max Versions to Keep:

Upload Icon: [Browse...](#)

Version Notes:

* Required [OK](#) [Cancel](#)

All previous uploaded files are displayed below as links that you can click on to view. There is also the option to select and roll back an earlier version of a file.

Roll Back To Previous Version [Help](#)

Title: Project Summary Abstract.pdf
File: Project Summary Abstract.pdf
Owner: Test DeptResAdmin2
Author: Test DeptResAdmin2
Content Type: Document
Version: 0.02
Description:
Document History:

2 Total Items

Date	Version	Person	Action	Notes	Uploaded File
9/18/12 3:25 PM	0.02	Test DeptResAdmin2	File Uploaded & Edited		Project Summary Abstract.pdf
9/18/12 3:20 PM	0.01	Test DeptResAdmin2	Created		Project Summary Abstract.pdf

* Required [OK](#) [Cancel](#)

View 12.0 Research Plan Attachments – non-Grants.gov only View

View 12.0 is where many attachments are uploaded. These will be used in the review of the proposal and RAPPORT Grants will act as the document repository for the document files that are associated with the proposal and hopeful award.

12.0 Review Documents

1.0 Face Page/Cover Sheet:

[None]

2.0 Project Summary/Abstract:

[None]

3.0 Budget:

[None]

4.0 Budget Justification:

[None]

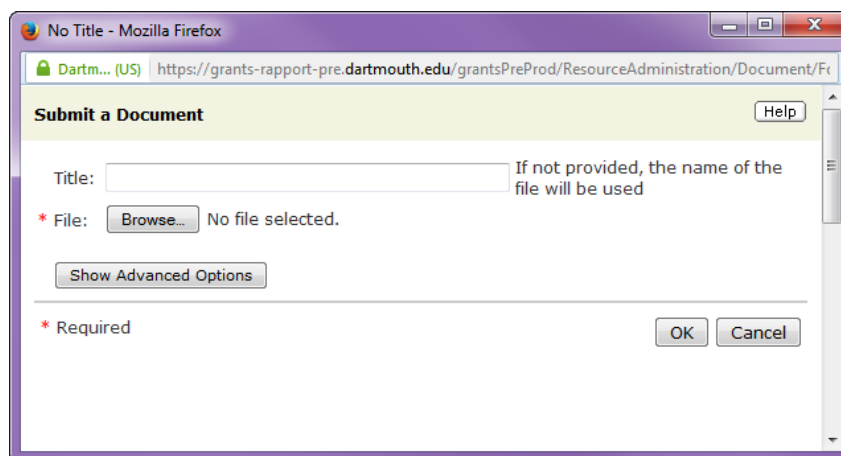
5.0 Draft Proposal:

[None]

6.0 Other Attachments:

There are no items to display

A familiar upload form is used to add attachments and eventually allow the review and control of versions as outlined on the preceding two pages.



The screenshot shows a web browser window titled "No Title - Mozilla Firefox" with the address bar displaying "Dartmouth (US) https://grants-rapport-pre.dartmouth.edu/grantsPreProd/ResourceAdministration/Document/F...". The main content area is a form titled "Submit a Document" with a "Help" button in the top right corner. The form contains a "Title:" label followed by a text input field and a note: "If not provided, the name of the file will be used". Below this is a required field labeled "* File:" with a "Browse..." button and the text "No file selected.". A "Show Advanced Options" button is located below the file field. At the bottom right of the form are "OK" and "Cancel" buttons. A "* Required" label is positioned to the left of the "OK" and "Cancel" buttons.

Document Attachment Pop-Up

View 13.0 Budget Periods & Type – Grants.gov only View


This is where you will indicate the number of Budget periods and the type of SF424 budget you will be preparing. The "Date project starts" auto fills 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. If you are working on an R03, for example, that is typically two budget years and the announcement allows you to file for three budget years, please contact OSP-RAPPORT@CLOUD.DARTMOUTH.EDU for assistance.

You can add/delete periods with the buttons at the bottom of Question 1.0.

13.0 Budget Periods & Type

1.0

* **Date project starts:**  **Date Project Ends:** **Project Length:**

	Add <input type="button" value="1"/> row: <input type="button" value="Add"/>	Period #	Duration (Months)	Period Name	Start	End	
1		1	<input type="text" value="12"/>	<input type="text" value="Period 1"/>	1/1/2016	12/31/2016	
2		2	<input type="text" value="12"/>	<input type="text" value="Period 2"/>	1/1/2017	12/31/2017	
3		3	<input type="text" value="12"/>	<input type="text" value="Period 3"/>	1/1/2018	12/31/2018	
4		4	<input type="text" value="12"/>	<input type="text" value="Period 4"/>	1/1/2019	12/31/2019	
5		5	<input type="text" value="12"/>	<input type="text" value="Period 5"/>	1/1/2020	12/31/2020	<input type="button" value="Remove"/>

2.0 **Select indirect rate(s) used for the first year only:**

- ☐ 62% Research on-campus (07/01/13 - 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]

4.0 * **Does the funding agency impose cost limits?** ☐ Yes ☐ No [Clear](#)

5.0 * **Select the Budget Format:**

- ☐ Modular Budget
☐ Detailed Budget
☐ Other
[Clear](#)

5.0 * **Select the Budget Format:**

- ☐ Modular Budget
☒ Detailed Budget
☐ Other
[Clear](#)

Budget Justification:

[None]

5.0 * **Select the Budget Format:**

- ☒ Modular Budget
☐ Detailed Budget
☐ Other
[Clear](#)

Personnel Justification:

[None]

Consortium Justification:

[None]

Additional Narrative:

[None]


Selecting the budget format Other will lead you to View 13.1. For Grants.gov Modular or Detailed Budgets, the document upload options appropriately appear for the required 'NIH' budget attachments. These attachments map to the SF424.






View 13.0 – Known Matters

When users attempt to click ‘save’ after ‘adding’ or ‘deleting’ a budget period on View 13.0, an error message will be generated. This View requires that you complete ALL QUESTIONS, on View 13.0, BEFORE clicking ‘save’ or ‘continue’.

13.0 Budget Periods & Type

1.0

* Date project starts: 1/1/2016  Date Project Ends: 12/31/2020 Project Length: 5.0 Years

	Add  row: Add	Period #	Duration (Months)	Period Name	Start	End	
1		1		Period 1	1/1/2016	12/31/2016	
2		2		Period 2	1/1/2017	12/31/2017	
3		3		Period 3	1/1/2018	12/31/2018	

So, if you deleted budget year 3 in the above example and then clicked on save, this is what you would see:

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 13.0 Budget Periods and Type ▾

Could not update the Funding Proposal due to one or more errors:
Validation Failed:

- You must select a budget format before Saving or Continuing.

13.0 Budget Periods & Type

1.0

* Date project starts:  Date Project Ends: Project Length: 0.0 Years

Period # Duration, months Period Name Start End

Add Delete

2.0 Select indirect rate(s) used for the first year only:

- ☐ 61% Research on-campus (07/01/12 - 06/30/13)
- ☐ 62% Research on-campus (07/01/13 - 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:

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

5.0 * Select the Budget Format:

- ☐ Modular Budget
- ☐ "Detailed" Budget
- ☐ Other
- Clear

You must select a budget format before Saving or Continuing.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 13.0 Budget Periods and Type ▾


You will notice that not only did an error message appear in red text, the budget reverted back to the default number of years that are generated by the connection to the FOA (this is a R01, so 5 years populated as this is the maximum amount of budget years allowed for R01s).

View 13.1 "Other" Type Budget Information – Grants.gov only View

The budget's Direct and Indirect values can be entered only in View 13.1. If you need to edit the number of months in a budget period or edit the number of budget periods, this must be done in View 13.0. To see the Grand Total you will tab out of the last Total Indirect field. If you remove or add budget periods, you must click the Save button to see the Project Length update to reflect the update.

13.1 "Other" Budget Information

1.0

Date Project Starts:	Date Project Ends:	Project Length
1/1/2016 	12/31/2020	5.0 Years

	Add 1 row: Add	Period No.	Duration (Months)	Period Name	Start	End	Total Direct	Total Indirect	
1		1	12	Period 1	1/1/2016	12/31/2016	\$ <input type="text"/>	\$ <input type="text"/>	
2		2	12	Period 2	1/1/2017	12/31/2017	\$ <input type="text"/>	\$ <input type="text"/>	
3		3	12	Period 3	1/1/2018	12/31/2018	\$ <input type="text"/>	\$ <input type="text"/>	
4		4	12	Period 4	1/1/2019	12/31/2019	\$ <input type="text"/>	\$ <input type="text"/>	
5		5	12	Period 5	1/1/2020	12/31/2020	\$ <input type="text"/>	\$ <input type="text"/>	Remove
							\$0.00 Grand Total:	\$0.00 \$0.00	

View 13.0 Budget Periods & Information – non-Grants.gov only View

This is where you will indicate the number of Budget periods that you will be preparing. The "Date project starts" auto fills 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 edit the number of months in a budget period or edit the number of budget periods in this non-Grants.gov View.

With the 'Add <Number of Rows>' and 'Add' command buttons, you can add budget periods. With the 'Remove' button, you delete budget periods one at a time.

13.0 Budget Periods

1.0

Date Project Starts: 9/1/2015
Date Project Ends: 8/31/2020
Project Length: 5.0 Years

Enter dollar amounts directly in the Direct and Indirect fields. Hints: 1) the up/down arrows only change the value by one dollar for each click; 2) with Firefox use your mouse to move between the fields as tabbing will have strange effects.

The project start date is auto-filled from a previous page.

Please enter the directs and indirects for each proposed budget period.

To remove a budget period, click the "Remove" button.

To add a budget period, please click the "Add" button.

To adjust the duration of a budget period select the drop down menu in that column for the appropriate budget year.

	Add 1 row: Add	Period No.	Duration (Months)	Period Name	Start	End	Total Direct	Total Indirect	
1		1	12	Period 1	9/1/2015	8/31/2016	\$50000	\$31000	
2		2	12	Period 2	9/1/2016	8/31/2017	\$50000	\$31000	
3		3	12	Period 3	9/1/2017	8/31/2018	\$50000	\$31000	
4		4	12	Period 4	9/1/2018	8/31/2019	\$50000	\$31000	
5		5	12	Period 5	9/1/2019	8/31/2020	\$50000	\$31000	Remove
							\$250,000.00	\$155,000.00	
							Grand Total:	\$405,000.00	

2.0

Select indirect rate(s) used for the first year only:

- ☒ 62% Research on-campus (07/01/13 - 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:

Dartmouth's F&A Agreement can be found at the following link: [OSP's Facilities and Administrative Cost Rates Page](#)

3.0

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

[None]

4.0

* Does the funding agency impose cost limits? ☐ Yes ☒ No [Clear](#)

Refer to the funding announcement if the answer is unknown.


<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: 13.0 Budget Periods

Continue >>

View 14.0 Proposal Budget Entry – Grants.gov only

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.

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 SF424 application

Modular Budget – Grants.gov only

The number of budget periods and the dates for Period 1 will autopopulate when you open this form; however, the Cognizant Agency contact information and the Indirect Cost Rate Agreement Date will autopopulate only after you run the ‘Create-Update SF424’ activity. Additional information must be hand-entered (examples in yellow).

PHS 398 Modular Budget, Period 1				
*Number Of Budget Periods:		<input type="text" value="5"/>		
Budget Period: 1		* Start Date:	<input type="text" value="4/1/2013"/>	* End Date:
			<input type="text" value="3/31/2014"/>	
A. Direct Costs		Funds Requested (\$)		
		* Direct Cost less Consortium F&A:	<input type="text" value="\$250,000.00"/>	
		Consortium F&A:	<input type="text" value="\$0.00"/>	
		Total Direct Costs:	\$250,000.00	
B. Indirect Costs				
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)	
1. <input type="text" value="Modified Total Direct Costs"/>	<input type="text" value="58"/>	<input type="text" value="\$205,319.00"/>	<input type="text" value="\$119,085.00"/>	
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Cognizant Agency (Agency Name, POC Name and Phone Number): <input type="text" value="Robert I. Aaronson, DHHS, 212-264-2069"/>				
Indirect Cost Rate Agreement Date:		<input type="text" value="5/17/2012"/>	Total Indirect Costs:	\$119,085.00
C. Total Direct and Indirect Costs (A + B)		Funds Requested (\$): \$369,085.00		

Click to save and advance to the next budget period page entering information for each project period until you arrive at the Cumulative budget page:

PHS 398 Modular Budget Period Cumulative

Cumulative Budget Information		
1. Total Costs, Entire Project Period		
Section A, Total Direct Cost less Consortium F&A for Entire Project Period	\$1,250,000.00	
Section A, Total Consortium F&A for Entire Project Period	\$0.00	
Section A, Total Direct Costs for Entire Project Period	\$1,250,000.00	
Section B, Total Indirect Costs for Entire Project Period	\$699,085.00	
Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period	\$1,949,085.00	
2. Budget Justifications		
Personnel Justification	[None] <input type="button" value="Add"/>	
Consortium Justification	[None] <input type="button" value="Add"/>	
Additional Narrative Justification	[None] <input type="button" value="Add"/>	

Review this page for any errors and if you need to go back to a budget period to correct the numbers, you can navigate there with the Back button or the Jump To menu.



The Modular Budget Justifications are uploaded in in View 12.0, i.e. – not here, and map to the SF424 after you run the ‘Create-Update SF424’ activity.

<< Back
Save | Exit | Hide/Show Errors | Print... | Jump To: 3.0 Announcement Information
Continue >>

3.0 Announcement Information

1.0 Please enter funding announcement information below:

* FOA Full Name

FOA URL

2.0 Please attach the funding announcement and other relevant files:

FOA Announcement:
FOA Announcement 2.pdf(0.01)

Other Relevant Files:

There are no items to display

3.0 Provide any additional information that would be helpful during the OSP review:

Please enter the funding announcement information.

Attach the funding announcement and any other files that are relevant to this funding proposal.

Is there any other information that would be helpful during the OSP review process? Please enter your comments in this text box.

<< Back
Save | Exit | Hide/Show Errors | Print... | Jump To: 3.0 Announcement Information
Continue >>

This concludes your modular budget entry into the SF424 Project Type. To navigate back to the Funding Proposal Project Type, use the Jump To menu. The cumulative budget page that you are currently on is highlighted in red on the Jump To menu. Scroll down to the last choice on the drop down menu called, ‘End Of Form Pages’ and click on it.

PHS 398 Modular Budget (V1.2) - Cumulative

Project/Performance Site Location(s) (V1.4)
Research And Related Other Project Information (V1.3)
PHS 398 Cover Page Supplement (V1.4) - Page 1
PHS 398 Cover Page Supplement (V1.4) - Page 2
PHS 398 Modular Budget (V1.2) - Period 1
PHS 398 Modular Budget (V1.2) - Period 2
PHS 398 Modular Budget (V1.2) - Period 3
PHS 398 Modular Budget (V1.2) - Period 4
PHS 398 Modular Budget (V1.2) - Period 5
PHS 398 Modular Budget (V1.2) - Cumulative
PHS 398 Research Plan (V1.3)
PHS 398 Checklist (V1.3) - Page 1
PHS 398 Checklist (V1.3) - Page 2
End Of Form Pages

1. Total Costs, Entire Project Period
Section A, Total Direct Cost less Entire Project Period
Section A, Total Consortium F&A Period
Section A, Total Direct Costs for
Section B, Total Indirect Costs Period
Section C, Total Direct and Indirect Entire Project Period

2. Budget Justifications
Personnel Justification
Consortium Justification
Additional Narrative Justification

The following page appears and **refers ONLY to the SF424 Project Type**. There is one more step to navigate back to the Funding Proposal and that is to click on the ‘Finish’ button.

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

Finish

Detailed Budget – Grants.gov only

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 (examples in yellow).

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

* Organizational DUNS:

* Budget Type:

* Name of Organization:

* Number of Budget Periods:

Start Date: End Date:

A. Senior/Key Person

Pre.	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)
1.	test		pi4		PD/PI				1	\$10,000.00	\$5,000.00	\$15,000.00
2.												\$0.00
3.												\$0.00
4.												\$0.00
5.												\$0.00
6.												\$0.00
7.												\$0.00
8.												\$0.00

9. Total Funds requested for all Senior Key Persons in the attached file Total Senior/Key Person: \$15,000.00

Additional Senior Key Persons:

B. Other Personnel

Num. Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)
0	Post Doctoral Associates						\$0.00
2	Graduate Students				\$25,000.00		\$25,000.00
0	Undergraduate Students						\$0.00
0	Secretarial/Clerical						\$0.00
0							\$0.00
0							\$0.00
0							\$0.00
0							\$0.00
0							\$0.00
0							\$0.00
2	Total Number Other Personnel						\$25,000.00
Total Other Personnel:							\$25,000.00
Total Salary, Wages and Fringe Benefits (A+B):							\$40,000.00



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. Remember, the information that feeds the Cover Page and Senior/Key Person pages is taken directly from the PI Profile by selecting the personnel in 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 is incorrectly entered in Section A of the Detailed Budget (a period after the initial matters, too – ‘M’ versus ‘M.’)
- 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

Click to save and advance to the second page of Budget Period 1 (Sections C, D & E).

RESEARCH & RELATED BUDGET - SECTION C, D & E, BUDGET PERIOD 1

* Organizational DUNS: 041027822
 * Budget Type: Project
 * Name of Organization: Trustees of Dartmouth College
 * Number of Budget Periods: 2
 Start Date: 4/1/2013 End Date: 3/31/2014

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment Item	Funds Requested (\$)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11. Total Funds Requested for all equipment listed in the attached file	
Total Equipment:	

Additional Equipment: [None] [Add](#)

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
Total Travel Costs:	

E. Participant Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other: <input type="text"/>	
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs:	

The highlighted portion in the upper left corner of the budget page is display only. If you need to make changes to any of the information, you need to navigate back to the first page of the first budget period (Back button or Jump To menu).

Add budget information here and click [Continue >>](#) to save and advance to the third page of Budget Period 1 (Sections F-K).

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1

* Organizational DUNS: 041027822
 * Budget Type: Project
 * Name of Organization: Trustees of Dartmouth College
 * Number of Budget Periods: 2
 Start Date: 4/1/2013 End Date: 3/31/2014

F. Other Direct Costs

	Funds Requested (\$)
1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	\$90,965.00
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. <input type="text"/>	
9. <input type="text"/>	
10. <input type="text"/>	
Total Other Direct Costs:	\$90,965.00

G. Direct Costs

Total Direct Costs (A thru F): \$130,965.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect Costs:			

Cognizant Federal Agency (Agency Name, POC Name, and POC Phone Number):
 Robert I. Aaronson, DHHS, 212-264-2069

I. Total Direct and Indirect Costs

Total Direct and Indirect Costs (G + H): \$130,965.00

J. Fee

Funds Requested (\$)

K. Budget Justification

[None] [Add](#)

The Cognizant Federal Agency information will be autopopulated when you reach this page. The Budget Justification was uploaded in View 13.0 and will appear in Section K after you run the 'Create-Update SF424' activity.

Click [Continue >>](#) to save and advance to the next budget period and enter all budget information for all project years until you arrive at the Cumulative budget page:

RESEARCH & RELATED BUDGET - Cumulative Budget		
Section A, Senior/Key Person		\$30,000.00
Section B, Other Personnel		\$50,000.00
Total Number Other Personnel	4	
Total Salary, Wages and Fringe Benefits (A+B)		\$80,000.00
Section C, Equipment		\$0.00
Section D, Travel		\$0.00
1. Domestic	\$0.00	
2. Foreign	\$0.00	
Section E, Participant/Trainee Support Costs		\$0.00
1. Tuition/Fees/Health Insurance	\$0.00	
2. Stipends	\$0.00	
3. Travel	\$0.00	
4. Subsistence	\$0.00	
5. Other	\$0.00	
6. Number of Participants/Trainees	0	
Section F, Other Direct Costs		\$157,780.00
1. Materials and Supplies	\$0.00	
2. Publication Costs	\$0.00	
3. Consultant Costs	\$0.00	
4. ADP/Computer Services	\$0.00	
5. Subawards/Consortium/Contractual Costs	\$157,780.00	
6. Equipment of Facility Rental/User Fees	\$0.00	
7. Alterations and Renovations	\$0.00	
8. Other 1	\$0.00	
9. Other 2	\$0.00	
10. Other 3	\$0.00	
Section G, Direct Costs (A thru F)		\$237,780.00
Section H, Indirect Costs		\$0.00
Section I, Total Direct and Indirect Costs		\$237,780.00
Section J, Fee		\$0.00

The **Cumulative Budget** is a 'display-only' page, so it cannot be edited, but it offers another opportunity to check that your data has been entered correctly before proceeding.

If you have a subaward on your project, you will notice that this information automatically appears in the first column under Section F, Other Direct Costs, number 5. This only occurs if you have run the 'Create-Update SF424' activity after uploading your subaward budget in View 11.1 of the Funding Proposal.

This concludes your detailed budget entry into the SF424 Project Type. To navigate back to the Funding Proposal Project Type, use the Jump To menu. The cumulative budget page that you are currently on is highlighted in red on the Jump To menu. Scroll down to the last choice on the drop down menu called, 'End Of Form Pages' and click on it.

The screenshot shows the 'Jump To' menu in the SF424 Project Type interface. The menu is open, displaying a list of options. The option 'R&R Budget - Cumulative' is circled in red, and the option 'End Of Form Pages' is highlighted with a mouse cursor. The menu options include: R&R Budget - Period 1 - Section A & B, R&R Budget - Period 1 - Section C, D & E, R&R Budget - Period 1 - Section F-K, R&R Budget - Period 2 - Section A & B, R&R Budget - Period 2 - Section C, D & E, R&R Budget - Period 2 - Section F-K, PHS 398 Cover Page Supplement (V1.4) - Page 1, PHS 398 Cover Page Supplement (V1.4) - Page 2, PHS 398 Research Plan (V1.3), PHS 398 Checklist (V1.3) - Page 1, PHS 398 Checklist (V1.3) - Page 2, and End Of Form Pages.

The following page appears and refers **ONLY to the SF424 Project Type**. There is one more step to navigate back to the Funding Proposal and that is to click on the 'Finish' button.

The screenshot shows the 'End Of Form Pages' screen in the SF424 Project Type interface. The screen displays a congratulatory message: 'Congratulations! You have entered all required and selected optional forms. Please use project's workspace for further actions, processing and status of this project.' Below the message is a 'Finish' button, which is circled in red.

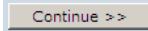
You are now back in the Funding Proposal

View 15.0 Budget Summary – Grants.gov and non-Grants.gov

When you return to the **Funding Proposal**, the following view is displayed, which is a summary of the information you just entered in the SF424. This is another opportunity to check that your budget is correct.

15.0 Budget Summary

Period	Start Date	End Date	Type of Costs	Costs
1	4/1/2013	3/31/2014	Direct Costs Federal Administrative Costs Total Project Costs	\$250,000 \$119,085 \$369,085
2	4/1/2014	3/31/2015	Direct Costs Federal Administrative Costs Total Project Costs	\$250,000 \$145,000 \$395,000
3	4/1/2015	3/31/2016	Direct Costs Federal Administrative Costs Total Project Costs	\$250,000 \$145,000 \$395,000
4	4/1/2016	3/31/2017	Direct Costs Federal Administrative Costs Total Project Costs	\$250,000 \$145,000 \$395,000
5	4/1/2017	3/31/2018	Direct Costs Federal Administrative Costs Total Project Costs	\$250,000 \$145,000 \$395,000
Cumulative	4/1/2013	3/31/2018	Direct Costs Federal Administrative Costs Total Project Costs	\$1,250,000 \$699,085 \$1,949,085

Click  to save and advance to the final Funding Proposal view.

View 16.0 OSP Deadlines and Instructions – Grants.gov and non-Grants.gov

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'.

Click FINISH to be taken to the Funding Proposal Workspace to select the necessary Activities:

Funding Proposal Activities

Activities in RAPPORT allow you “to do something.” The Activities that are used to route a proposal will be described first after an orientation to the Funding Proposal Workspace.

The Funding Proposal Workspace

The screenshot shows the 'Funding Proposal: KMG PA-EO-R01' workspace. Annotations include:

- Nickname:** Points to the yellow header bar containing the proposal title.
- Project Type:** Points to the 'FP00004783' field in the top right.
- Deadlines:** Points to the 'OSP 7 Day Deadline: 1/25/2018', 'OSP 2 Day Deadline: 2/1/2018', and 'Sponsor Submission Deadline: 2/5/2018'.
- State:** Points to the 'Current State' dropdown menu showing 'Draft'.
- Activity:** Points to the 'Edit Funding Proposal' button in the left sidebar.
- Record of Recent Activity:** Points to the 'History' tab at the bottom.

Proposal Information:

- Primary Sponsor: National Institutes of Health (NIH)
- PI: Test PIEight
- Title: Associate Professor
- Rank:
- DRA: Test Resadmin1
- Application Type: New
- Sponsor ID:
- Abstract: Project Summary-Abstract 6.pdf(0.01)
- This project requires the following additional resources: Not Applicable (N/A)
- Additional resource comments:
- Cost Sharing involved? No
- To Be Submitted By:
- Final Submission:

BUDGET TOTALS

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2018	6/30/2019	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
2	7/1/2019	6/30/2020	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
3	7/1/2020	6/30/2021	Direct Costs	\$402,300
			Indirect Costs	\$202,432
			Total Period Costs	\$604,732
4	7/1/2021	6/30/2022	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
Cumulative	7/1/2018	6/30/2022	Direct Costs	\$1,600,200
			Indirect Costs	\$809,728
			Total Project Costs	\$2,409,928

Activities

- Log Comment

History

Activity	Author	Activity Date
CPHS IRB of Record Notification	Grady, Kevin M	1/23/2018 12:22 PM
Created	Grady, Kevin M	1/23/2018 10:29 AM

The ‘Nickname’ that you entered on View 1.0 Proposal Access is displayed in the upper left corner.

Project Types

In the upper right corner the Project Type is displayed. There are only two Project Types: the Funding Proposal and the SF424. The Funding Proposal captures the information required for routing, approving, and submitting your proposal. The SF424 is completed by information added from the Funding Proposal and some manual data entry.

★ It is VERY IMPORTANT to make a habit of looking in the upper right corner, particularly if you think there is a problem in RAPPORT. It is often the case that an expected activity is not visible because a user is in the incorrect project type.

Tabs

The first tab displays proposal and cumulative budget information for your reference. Although not visible in the current DRAFT state in the picture above, there is a SUBMISSION tab that appears after the SF424 application has been created.

States

The Proposal State is located in the top left of the Funding Proposal Workspace. The Proposal State can be monitored as a submission works its way through the approval process. It will display what review state a proposal is in (e.g., Chair, OSP) as well as when the proposal has been SUBMITTED to Grants.gov. You will need to ‘refresh’ your web browser page to see the most recent state changes if you leave RAPPORT open for some time.

Activities

The Activities are located on the left hand side of the Funding Proposal Workspace. Activities are displayed here according to the Proposal State and user roles. Completed Activities are displayed on the bottom History tab.

Routing a Proposal – Required Activities

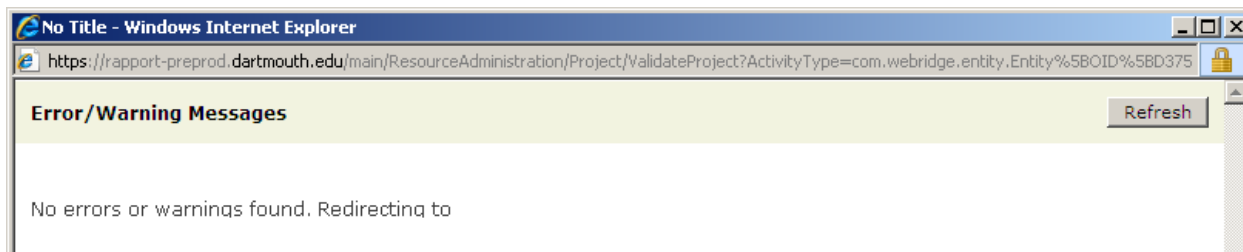


To route a proposal, the following activities must be executed before the 'Begin Routing' activity appears: 'Forward to DRA', 'PI Routing Approval', and 'Create-Update SF424'.

Forward to DRA

When a proposal is first created it is in the State called Draft. A proposal cannot be routed from the Draft State and must be Forwarded to the DRA in order for the 'Begin Routing' activity to be available to the DRA. This is to ensure that when a PI creates a proposal in RAPPORT the DRA has a chance to review it before it is routed. In most situations, DRAs will both create and route a proposal, which means that they will need to forward proposals to themselves.

When the 'Forward to DRA' activity is chosen, RAPPORT checks the views in your **Funding Proposal** to make sure that they are complete. When no errors or warnings are found, the screen below is displayed VERY BRIEFLY:



If the **Funding Proposal** views are incomplete, you will receive error messages and your proposal will not be able to be routed until the errors are fixed. In this example, views 1.0-4.0 were completed, but all other views were left empty:

Error/Warning Messages			Refresh
No errors or warnings found. Redirecting to			

Message	Field Name	Jump To
– This is a required field; therefore, you must provide the required information.	Date Project Starts	5.0 Submission Deadlines
– This is a required field; therefore, you must provide the required information.	Will there be program income	6.0 Federal Grant Specific Info
– This is a required field; therefore, you must provide the required information.	State Executive Order 12372	6.0 Federal Grant Specific Info
– This is a required field; therefore, you must provide the required information.	Multiple PI Submission	7.0 PI Information
– This is a required field; therefore, you must provide the required information.	Other Institutional Person	7.0 PI Information
– This is a required field; therefore, you must provide the required information.	willUseHumanSubjects	8.0 Human and Animal Use
– This is a required field; therefore, you must provide the required information.	Will Human Embryonic Stem Cells be used	8.0 Human and Animal Use
– This is a required field; therefore, you must provide the required information.	willUseAnimals	8.0 Human and Animal Use
– This is a required field; therefore, you must provide the required information.	Biological Safety	9.0 Environmental Health And Safety
– This is a required field; therefore, you must provide the required information.	Chemical Safety	9.0 Environmental Health And Safety
– This is a required field; therefore, you must provide the required information.	Radiation and Laser Safety	9.0 Environmental Health And Safety
– This is a required field; therefore, you must provide the required information.	Cost Sharing Involved	10.0 Commitment of Institutional Resources
– This is a required field; therefore, you must provide the required information.	Require Renovation	10.0 Commitment of Institutional Resources
– This is a required field; therefore, you must provide the required information.	Require Additional Space	10.0 Commitment of Institutional Resources
– This is a required field; therefore, you must provide the required information.	Dartmouth Primary Perf Site	11.0 Performance Sites
– This is a required field; therefore, you must provide the required information.	Subcontract	11.0 Performance Sites
– This is a required field; therefore, you must provide the required information.	Date Project Starts	13.0 Budget Periods and Type
– This is a required field; therefore, you must provide the required information.	Agency Imposes Cost Limits	13.0 Budget Periods and Type
– This is a required field; therefore, you must provide the required information.	Budget Format	13.0 Budget Periods and Type

Message Column

Describes the type of error or warning.

Field Name Column

Describes the question on a view that is generating the error or warning.

Jump To Column

Provides a hyperlink (blue number & page title) to the view in the Funding Proposal where the error or warning is located.

If the Funding Proposal is complete and there are **no errors or warnings**, the following screen will appear:

Forward to DRA

* Select the appropriate Dept. Research Administrator:

Select...

If you aren't the DRA, enter the DRA name. If you are proposal's DRA, your name appears.

Comments:

Comments entered here are seen by all who have access to this proposal. If a PI begins a proposal s/he can enter important information here for you.

Attachments:

Add

Document	Description
There are no items to display	

If a PI begins a proposal s/he can attach a relevant file here for you.

OK

Cancel

The Funding Proposal Workspace will look like this for the DRA after the 'Forward to DRA' activity has been executed:

Funding Proposal: KMG PA-EO-R01

FP00004783

Funding Submission

OSP 7 Day Deadline: 1/25/2018

OSP 2 Day Deadline: 2/1/2018

Sponsor Submission Deadline: 2/5/2018

Current State

Department Research Admin Review

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

Change Management

Create-Update SF424

Human Subjects Study Records

Routing and Approvals

Begin Routing

Proposal Team Actions

Update Edit-Read Access

Cancel Funding Proposal

Check COI Status

Notes

Log Comment

Proposal Information

Approver Checklist

Contacts

Comments

Sponsor Submission

Documentation

Follow-on Submissions

PROPOSAL INFORMATION

Primary Sponsor:

National Institutes of Health (NIH)

PI:

Test PIEight

Title:

Associate Professor

Rank:

DRA:

Test Resadmin1

Application Type:

New

The State has changed from Draft to 'DRA' Review.

The Sponsor Submission tab is displayed.

The DRA is listed as the Departmental Contact Person.

The 'Forward to DRA' Activity has disappeared.

New Activities are displayed including 'Begin Routing' and 'Human Subjects Study Records'.

BUDGET TOTALS

Start Date: 7/1/2018

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2018	6/30/2019	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
2	7/1/2019	6/30/2020	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
3	7/1/2020	6/30/2021	Direct Costs	\$402,300
			Indirect Costs	\$202,432
			Total Period Costs	\$604,732
4	7/1/2021	6/30/2022	Direct Costs	\$399,300
			Indirect Costs	\$202,432
			Total Period Costs	\$601,732
Cumulative	7/1/2018	6/30/2022	Direct Costs	\$1,600,200
			Indirect Costs	\$809,728
			Total Project Costs	\$2,409,928

Budget Justification:

Budget Justification 6.pdf(0.01)

Personnel Justification:

Indirect Rates:

Other rate

64

The history tab displays that the 'Forward to DRA' activity has been completed:

History		
Activity	Author	Activity Date
FP forwarded to DRA	DeptResAdmin4, Test	3/2/2015 3:27 PM
SF424 Created-Updated	DeptResAdmin4, Test	3/2/2015 2:48 PM
Created	DeptResAdmin4, Test	2/20/2015 10:49 AM

★ IMPORTANT NOTE: Trying to route the proposal at this point will produce an error because the PI Routing A has not been done.

2 Ways to Tell if the PI Routing Approval has Been Done:

- The DRA will receive a notification when the PI Routing Approval has been completed
- The History tab on the Funding Proposal Workspace will display that this activity has been completed

Reminders and Errors

There is a reminder about the required completion of the PI Routing Approval in red text that appears after you select the 'Begin Routing' activity:

Begin Routing

Use this form to perform the first level department approval and continue routing to the appropriate remaining reviewers.

The PI must have completed 'PI Routing Approval' activity before you can begin routing this funding proposal.

Submitting Department: The Dartmouth Institute

Submitting Division:

If you miss the above reminder, then an error message appears to tell you that routing cannot occur until the PI Routing Approval is done. **This only happens after you have selected your routing path and approvers and clicked on OK.**

Begin Routing

Could not execute the Begin Routing activity due to one or more errors:

The PI must complete the 'PI Certification Routing' activity before you can begin routing this Funding Proposal

Use this form to perform the first level department approval and continue routing to the appropriate remaining reviewers.

The PI must have completed 'PI Routing Approval' activity before you can begin routing this funding proposal.

Submitting Department: The Dartmouth Institute

Submitting Division:

PI Routing Approval

After the proposal is Forwarded to the DRA, the next required activity for routing is that the PI needs to complete the 'PI Routing Approval' activity. **This is the formal PI approval that the proposal is ready for routing.**



If your PI wishes to review the proposal at this state, the PI will need to run the Printer Version activity.

The PI can complete the 'PI Routing Approval' only after the 'Forward to DRA' activity is executed.

Some of the questions in this activity were previously on the paper routing form and relate to delinquency, debarment, export controls, intellectual property, and environmental impact. The activity also includes the disclosure permission statement question found on the SF424 where PIs indicate whether or not their titles and institutional contact information can be shared with other researchers who may be interested in collaborating:

PI Routing Approval

* Are you debarred or suspended from using Federal funds?

☐ Yes ☐ No [Clear](#)

The first two questions were previously on the paper routing form.

* Are you delinquent on any Federal debt?

☐ Yes ☐ No [Clear](#)

* Does this project involve activities outside of the United States or partnerships with international collaborators?

☐ Yes ☐ No [Clear](#)

The following questions will map to the SF424 when appropriate.

If yes, then please list countries:

<input type="text"/>	<input type="button" value="Add"/>
----------------------	------------------------------------

Country

There are no items to display

Optional Explanation - 55 character limit:

* Will your project involve the shipment of equipment or materials outside of the US?

☐ Yes ☐ No [Clear](#)

If yes, please describe what is being shipped:

* Will your project involve research containing source code for encrypted software (other than publicly available software distributed at no charge)?

☐ Yes ☐ No [Clear](#)

* Will your project involve the use, design, development, or production of defense related to US Munitions list (equipment, services, software, or technology, stockpiling or use of a nuclear device, chemical or biological weapons, or missiles)?

☐ Yes ☐ No [Clear](#)

* Will your project involve the PI or any research personnel providing data, services, conducting transactions or traveling to embargoed/sanctioned countries?

☐ Yes ☐ No [Clear](#)

See a list of [US Treasury Sanctioned Countries](#)

Also, reference the [Department of State Country Policies and Embargoes List](#)

* Is proprietary/privileged information included in the application (yours or collaborators)?

☐ Yes ☐ No [Clear](#)

* Does this Project have an Actual or Potential Impact - positive or negative - on the environment?

☐ Yes ☐ No [Clear](#)

If yes, please explain - 55 character limit:

If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?

☐ Yes ☐ No [Clear](#)

If yes, please explain - 55 character limit:

* Disclosure Permission Statement


If this application does not result in an award, is the Government permitted to disclose the title of your proposed project and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g. possible collaborations, investment)?

☐ Yes ☐ No [Clear](#)

PI Routing Approval Smart Form

When the PI completes the Routing Approval the DRA named on View One will receive an email notification that this has been done:

RAPPORT Notification - PI Completed Routing Approval FP00000763 Grants x

 **no-reply@rapport.dartmouth.edu** 7:57 PM (3 minutes ago)
to me ▾

To:	Test DeptResAdmin4
Cc:	Test DeptResAdmin6
PI:	Test PINine
Title:	R01 Research Proposal GG - KMG
ID:	FP00000763

The PI has completed the Routing Approval for this proposal.

Click here [FP00000763](#) to access it.

PDR04

This is an example of the notification.

The appearance of the notifications in Outlook will be different, but the will contain the same text.

The History tab on the Funding Proposal Workspace also displays that this activity has been done:

History		
Activity	Author	Activity Date
PI has approved FP for routing	PINine, Test M.	3/3/2015 7:57 PM
FP forwarded to DRA	DeptResAdmin4, Test	3/2/2015 3:27 PM
SF424 Created-Updated	DeptResAdmin4, Test	3/2/2015 2:48 PM
Created	DeptResAdmin4, Test	2/20/2015 10:49 AM

Since some of the questions on the PI Routing Approval are required on the application, the responses need to be added to the SF424 before routing begins. The mechanism that does this is the 'Create-Update SF424' activity.

Create-Update SF424

The 'Create-Update SF424' activity must be run prior to routing the proposal. The purpose of the 'Create-Update SF424' activity is to take information entered in the Funding Proposal (Project Type) and add it to the SF424 (Project Type) Forms.

Click on 'Create-Update SF424' to run this activity and move your data from the Funding Proposal to the SF424. A pop up screen will appear that **requires a response** (see below). Click OK to run the activity. Although the activity text mentions financial information only, other non-financial information such as the PI Routing Approval responses also map to the SF424:

Create-Update SF424

Use this activity to create and update the financial information on your SF424 Application.

OK Cancel

After clicking OK, another pop up window will appear detailing the progress of the activity, form-by-form:

Create-Update SF424

Use this activity to create and update your SF424 Application. The checked forms below will be updated.
Select "Cancel", if you do not wish to execute this activity.

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	Complete
<input checked="" type="checkbox"/> Research & Related Budget V1.4	Complete
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	Complete
<input checked="" type="checkbox"/> Research And Related Other Project Information V1.4	Complete
<input checked="" type="checkbox"/> PHS 398 Research Plan V4.0	Complete
<input checked="" type="checkbox"/> PHS 398 Cover Page Supplement V4.0	Complete
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	Complete
<input checked="" type="checkbox"/> SF424 (R&R) V2.0	Complete
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V1.0	Complete
<input type="checkbox"/> PHS 398 Modular Budget V1.2	(Skipped)
<input type="checkbox"/> PHS Assignment Request Form V2.0	(Skipped)

Success!
All copy requests have completed successfully.

Waiting for grants-rapport-tst.dartmouth.edu...

Even though two buttons appear at the bottom of this window (OK and Cancel), the window closes on its own and **does not require a response** from you. However, you can select Cancel if you need to interrupt this process.

After the window closes, you will see on the History tab that the 'Create-Update SF424' activity has been completed:

History		
Activity	Author	Activity Date
Routing has started for FP	Prive, Karen J	10/24/2012 4:29 PM EDT
SF424 Created-Updated	Prive, Karen J	10/24/2012 4:06 PM EDT
PI has certified FP for routing	Kinlaw, William B	10/24/2012 4:01 PM EDT
FP forwarded to DRA	Prive, Karen J	10/24/2012 2:46 PM EDT
Created	Prive, Karen J	10/22/2012 2:01 PM EDT

31 to 35 of 35 10 / page

Upon completion of this activity, you are now ready to route your proposal.

Mapping

Specific fields in the Funding Proposal are matched with specific fields in the SF424 Application. The term used to describe this matching of data fields is called "Mapping."

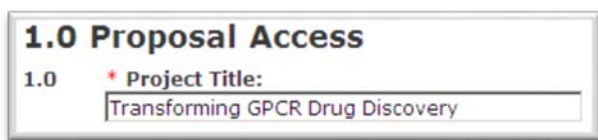
RAPPORT has been programmed to map some information to the SF424 Application automatically, such as the DUNS number because it is unique to Dartmouth and never changes. DRAs no longer have to add the DUNS number to SF424 Applications because the DUNS number **automatically maps** to all the SF424 fields where it is required.

There are some pieces of data that will differ by proposal, so this information cannot be **automatically** mapped, but it can be mapped in a different way: from the Funding Proposal to the SF424.

Some data fields in the SF424 will remain empty until RAPPORT is told to add the information from the Funding Proposal to them. The mechanism that moves this data from the Funding Proposal to the SF424 Application is the 'Create-Update SF424' activity.

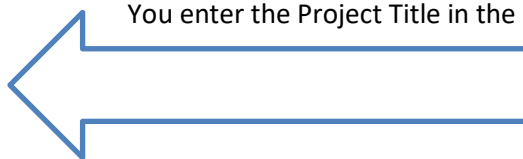
A good example to illustrate both the mapping of fields between the Funding Proposal and the SF424 Application and the use of the 'Create-Update SF24' activity is the Project Title:

Funding Proposal View 1.0



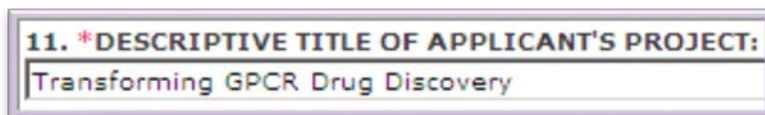
1.0 Proposal Access
1.0 * Project Title:
Transforming GPCR Drug Discovery

You enter the Project Title in the Funding Proposal



Clicking Create-Update SF424 maps the title from the Funding Proposal to the cover page of the SF424 Application

SF424 Application Cover Page



11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Transforming GPCR Drug Discovery

Where Mapping Does Not Work - Some Standard Attachments and Non-Standard Forms

With F, K and T Award proposals, be attentive to the requirements of the funding announcement. You will find instances of some standard attachments, where you anticipate mapping to work, actually have a location in a non-standard form. To demonstrate this type of situation, in a K-Award, the Research Strategy is attached to the non-standard PHS 398 Career Development Award Supplemental form. Thus, uploading the Research Strategy in View 12.0 of the Funding Proposal will not allow it to be attached as the mapping does not work. The Research Strategy, in this case, must be attached to the SF424. Remember, when mapping is not involved, a file will not be overwritten. Thus, even if the Research Strategy is erroneously uploaded in the Funding Proposal, the version uploaded in the SF424 will not be effected by running Create-Update SF424.

Begin Routing

★ **The Routing Approval Process has not changed with the roll-out of RAPPORT.** Your department will continue to use your current approvers for routing proposals.

★ **The Required Documents for OSP review have not changed with the roll-out of RAPPORT.** The Abstract/Project Summary, Budget and Budget Justification, all Senior/Key Personnel, subaward budget and documents, and any FOA-specific forms requiring OSP review or authorization should be completed at the 7-day deadline.

Select the 'Begin Routing' activity on the Funding Proposal Workspace. A window will appear where you can select the correct routing path and the correct people who need to review your proposal:

Begin Routing

Use this form to perform the first level department approval and continue routing to the appropriate remaining reviewers. **The PI must have completed 'PI Routing Approval' activity before you can begin routing this funding proposal.**

Submitting Department: Medicine
Submitting Division:
Submitting School: Geisel School of Medicine
Cost Sharing: No

*** Select the appropriate routing choice:**

- ☐ Route to Chair then OSP
- ☐ Bypass Chair - Route to Dean then OSP
- ☐ Bypass Chair - Route to Dean then Fiscal Office(s) then to OSP
- ☐ Bypass Chair - Route to Fiscal Office(s) then OSP
- ☐ Route to Chair then Dean then OSP
- ☐ Route to Chair then Fiscal Office(s) then to OSP
- ☐ Route to Chair then Dean then Fiscal Office(s) then to OSP

[Clear](#)

Select Chair Reviewer or their delegate:
 [Select...](#)

Select the Dean Reviewer or their delegate:
 [Select...](#)

Select Fiscal Office Reviewers:

Name	Department
There are no items to display	

[Add](#)

Enter any comments relevant to this review:

You may enter any information for the Reviewer(s) here or leave the text box blank.

[OK](#) [Cancel](#)

This information is pulled from the Funding Proposal

Select ONE routing path for your proposal by following your current department policy on approvers.

The chosen path will also depend on whether clinic or other cost sharing is proposed.

Here is where you will type or Select the appropriate approver for each level included in the chosen routing path.

For example, if you chose the first path, 'Route to Chair then OSP', you will only need to select the name of the Chair Approver in the 'Select Chair Reviewer or their delegate' field box.

When you have completed this screen, click OK to send the proposal electronically to the first approver in the routing path. After each approval, the proposal advances electronically to the next approval level until it arrives at OSP for review. All approvers receive a notification that the proposal is ready for review with a direct link to the proposal in RAPPORT.

★ When a proposal is in a Review State it cannot be edited – only activities that update specific documents can be executed during review states (e.g., Update Science Attachments).

After beginning routing, the following changes appear on the Funding Proposal Workspace:

Current State

Department Chair Review

View Funding Proposal

Printer Version

View Differences

View SmartForm Progress

Change Management

Update Science Attachments

Human Subjects Study Records

Routing and Approvals

Send Back to DRA Review

Forward to Alternate Chair

Proposal Team Actions

Update Edit-Read Access

Check COI Status

Notes

Log Comment

PROPOSAL INFORMATION

Primary Sponsor: National Institutes of Health (NIH)

PI: Test PIEight

Title: Associate Professor

Rank:

DRA: Test Resadmin1

Application Type: New

Sponsor ID:

Abstract: Project Su

This project requires the following additional resources:

Additional resource comments:

Cost Sharing involved? No

To Be Submitted By:

Final Submission:

BUDGET TOTALS

Start Date: 7/1/2018

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2018	6/30/2019	Direct Costs	\$516,800
			Indirect Costs	\$202,432
			Total Period Costs	\$719,232
2	7/1/2019	6/30/2020	Direct Costs	\$516,800
			Indirect Costs	\$202,432
			Total Period Costs	\$719,232
			Direct Costs	\$516,800
			Indirect Costs	\$202,432
			Total Period Costs	\$719,232
			Direct Costs	\$2,067,200
			Indirect Costs	\$809,728
			Total Project Costs	\$2,876,928

Budget Justification:
Budget Justification 5.pdf(0.01)

Personnel Justification:

Indirect Rates:
Other rate
64

The proposal state has changed from DRA Review to Department Chair Review. The first reviewer in this example if the Chair, but it could be the Dean.

The proposal can be viewed, but cannot be edited in review states.

The new Human Subjects Study Record activity can be executed at any time by the assigned person.

You will see on the History tab that the 'Begin Routing' activity has been completed:

History		
Activity	Author	Activity Date
 Routing has started for FP	Prive, Karen J	10/24/2012 4:29 PM EDT
 SF424 Created-Updated	Prive, Karen J	10/24/2012 4:06 PM EDT
 PI has certified FP for routing	Kinlaw, William B	10/24/2012 4:01 PM EDT
 FP forwarded to DRA	Prive, Karen J	10/24/2012 2:46 PM EDT

The Approver Checklist tab displays the approvers who have been chosen on the proposal:

Proposal Information **Approver Checklist** **Contacts** **Comments** **Sponsor Submission** **Documentation** **Follow-on Submissions**

Reviewers:

Chair:
Miles Blencowe Miles.P.Blencowe@Dartmouth.EDU 603-646-2969

Dean:
David Kotz David.F.Kotz@Dartmouth.EDU 603-646-1439

OSP Grants Officer:
Note: the OSP Grants Officer will appear when the proposal is in OSP Review

Fiscal Office:
There are no items to display If a type of Approver is blank it will read, 'There are no items to display'

★ REMINDER: When a proposal is in a state that does not require your action, it moves from the My Action Items tab to the Funding Proposals tab. When you create your FIRST proposal, it might look like it has disappeared after you begin routing because your My Action Items tab will be blank.

After you have routed your FIRST proposal when you log back into RAPPORT, the My Action Items tab will be empty:

My Action Items Funding Proposals

Filter by ID Go Clear Advanced

No data to display.

My Action Items tab will be blank, but don't panic!

1 no results 10 / page

My Action Items Funding Proposals

Filter by ID Go Clear Advanced

ID	Name	SmartForm	Date Modified	Type	Owner	Application Type	Proposal Status	Principal Investigator	Sponsor
FP00000125	Neural Correlates Relating to Altruistic Behavior	[Form]	11/29/2012 12:12 PM	Funding Proposal	DeptResAdmin2, Test	New	Department Chair Review	Avery Simpson	National Institutes of Health (NIH)

1 to 1 of 1 10 / page

It may take some time to get used to navigating between these two tabs to find your proposals, but with practice you will be able to do it without even thinking about it!

The next section discusses the purpose and use of the two new activities that appear after routing begins, Forward to Alternate Chair and Send Back to Dept Research Admin Review.

Other Important Activities

Forward to Alternate Chair

The purpose of the 'Forward to Alternate Chair' activity is to give the DRA a mechanism to route the proposal to ANOTHER Chair/Designate if they learn that the first person they selected is unavailable (on vacation, for example). After selecting this activity you will see the following pop up window:

Forward to Alternate Chair

Use this form to forward the funding proposal to an alternate Chair reviewer or their delegate.

Select appropriate Chair reviewer or their delegate:

Test Chair Select... Clear

Select the Clear button to add the alternate approver:

Select appropriate Chair reviewer or their delegate:

Test Chair Select... Clear

Enter any comments relevant

Then type in or select the alternate Chair:

Select Person - Mozilla Firefox

https://grants-rapport-tst.dartmouth.edu/grantsTest/CommonAdministration/Choose

Select Person

Filter by Last chair2 Go Clear Advanced

Total Selected: 1 1-1 of 1

Last First Middle Suffix Division Department

Chair2 Test TDI Leadership Improvement

Total Selected: 1 1-1 of 1

Click OK after selecting the Chair for Alternate Routing.

OK Cancel

After selecting the 'Alternate Chair', you can add any notes that may be appropriate or leave the comment field blank:

Forward to Alternate Chair

Use this form to forward the funding proposal to an alternate Chair reviewer or their delegate.


Select appropriate Chair reviewer or their delegate:

Peter Jacobi

Enter any comments relevant to this review:

Hi Peter, I heard that John is on vacation and that you are Acting Chair. Could you please review this proposal? Thanks.

The proposal will re-route to the Alternate Chair you selected after you click OK. The new approver will receive a notification that the proposal is ready for review with a direct link to the proposal in RAPPORT.

 **IMPORTANT:** OSP must rely on departments to notify us of changes in faculty who are Acting Chairs, so that new designates can be assigned the Chair role in the system. Otherwise, their names will NOT APPEAR on the selection list for this activity.

When the Chair/Designate has approved your proposal, it will move to the next review level in the path that you previously chose. The State of your proposal will change to reflect this new approval/review level.

Send Back to Dept Research Admin Review

What happens if you chose all the right approvers, but the proposal has a major change AFTER you started routing? The activity called 'Send Back to DRA Review' allows you to electronically 'pull the proposal back' to the DRA Review State where you and the other edit users can update it.

Send Back to Dept Research Admin Review

Use this form to move back to Department Research Admin Review.



Enter the reason this funding proposal is being sent back to the Department Research Admin Review:

There has been a last minute budget revision, so we need to pull this back, update it, and then re-send it for approval. Thanks.

Attach any supporting documents:

Document	Description
There are no items to display	

The history tab will show that the Send Back to Dept Research Admin Review has been executed and it will display any notes that you added:

History		
Activity	Author	Activity Date
 FP sent back to DRA Review	DeptResAdmin2, Test	1/2/2013 3:34 PM EST
 There has been a last minute budget revision, so we need to pull this back, update it, and then re-send it for approval. Thanks.		

After making the updates, you will need to choose the 'Begin Routing' activity again. The previously selected path and approvers will still be listed on this activity, so you only need to make a change if the proposal updates require it.

In the current example, as shown in the history tab below, the DRA pulled back the proposal into the Dept Research Admin Review State, made a change in the budget, and then routed the updated proposal again:

History		
Activity	Author	Activity Date
FP sent back to DRA Review	DeptResAdmin4, Test	3/6/2015 10:56 AM
Routing has started for FP	DeptResAdmin4, Test	3/6/2015 10:55 AM
SF424 Created-Updated	DeptResAdmin4, Test	3/4/2015 4:29 PM

The proposal will continue on the approval path that was selected and/or changed in the 'Begin Routing' activity. After each approval, the proposal advances electronically to the next approval level until it arrives at OSP for review. All approvers receive a notification that the proposal is ready for review with a direct link to the proposal in RAPPORT.

Forward to Dean Designee

There is an activity to change the Dean approver on a proposal after routing has started called 'Forward to Dean Designee'.

This activity appears on the Funding Proposal Workspace when a proposal is in the Dean/Designee Review State:

The screenshot shows the 'Funding Proposal: KMG Guide PA-EN-R03' workspace. The 'Current State' is 'Dean/Designee Review'. The 'Routing and Approvals' section is highlighted with a red circle, showing the 'Forward to Dean Designee' button. The 'PROPOSAL INFORMATION' section includes details about the Primary Sponsor (National Institutes of Health (NIH)), PI (Test PI/Elight), Title (Associate Professor), Rank, DRA (Test Resadmin1), Application Type (New), Sponsor ID, and Abstract (Project Summary-Abstract 1.pdf(0.01)). The 'BUDGET TOTALS' section shows a table with columns for Period, Start Date, End Date, Type of Costs, and Costs. The table includes data for Period 1 (7/1/2018 to 6/30/2019) and Period 2 (7/1/2019 to 6/30/2020), with a cumulative total of \$164,000. The 'Budget Justification' section includes 'Personnel Justification' (Personnel Justification 1.pdf(0.01)) and 'Indirect Rates' (Other rate 64).

The same process that is detailed in the Forward to Alternate Chair section is used when selecting an alternate approver:

- 1) Clear the first approver name
- 2) Select or type in the new approver name
- 3) Add comments, if appropriate, or leave this section blank
- 4) Click OK

The screenshot shows the 'Forward to Dean Designee' form. It includes a header 'Forward to Dean Designee' and a description: 'Use this form to forward the funding proposal to an alternate Dean reviewer or their delegate.' Below this is a note: '* Select the appropriate Dean Reviewer or their delegate:'. The form has a dropdown menu for 'Test Dean2' with 'Select...' and 'Clear' buttons. Below this is a section 'Enter any comments relevant to this review:' with a text area containing the comment: 'The first Dean (test dean) is not on campus so I am forwarding this to the Acting Dean (test dean 2)'. A red box highlights the text area with the message: 'You may want to document the circumstances for the reviewer change in the comments section'. At the bottom right are 'OK' and 'Cancel' buttons.

After clicking OK, the history tab will show that a Dean Designee has been chosen as well as display any comments:

History		
Activity	Author	Activity Date
Forwarded to Dean Designee	DeptResAdmin4, Test	3/6/2015 11:22 AM

The proposal will be electronically routed to the Dean Designee and continue on the routing path until it reaches OSP for review. The new approver will receive a notification that the proposal is ready to review with a direct link to the proposal in RAPPORT.


Review of a Funding Proposal upon Request from OSP


An Office of Sponsored Projects Grants Officer (GO), may decide that a funding proposal was not routed to all required reviewers – a chair, dean or fiscal officer. In such an eventuality, the GO may ask for a review of a proposal out of the normal routing approval flow. The reviewer will receive a notification (you may receive a copy) that action is required for a particular Funding Proposal in RAPPORT - Grants.


The reviewer will respond by using one of the three activities.


Current State

OSP GO: Pending Reviewer Response

 View Funding Proposal

 Printer Version

 View Differences

 View SmartForm Progress

Change Management

Update Science Attachments

Human Subjects Study Records

Proposal Team Actions

Update Edit-Read Access

Cancel Funding Proposal

Check COI Status

Notes

Log Comment

DRA View

The 'Reviewer Requests Changes' activity sends the funding proposal back to the Proposal Team for review according to the requested changes.


The 'Issue Review Approval' activity returns the proposal to the Grants Officer.

The 'Decline by Reviewer' activity cancels the proposal and notifies the Proposal Team of the decision.

Update Science Attachments

Although funding proposals cannot be edited in review states, there are a few exceptions to this rule.

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 – that is the funding proposal is not visible in your My Action Items tab. Locate the funding proposal from the All Proposals tab and under My Activities, click on the 'Update Science Attachments' activity 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]

Research Strategy: Research Strategy.pdf(0.01)

Project Narrative: [None]

Bibliography: [None]

A note about including the Project Narrative as a 'science' attachment:

For NIH applications the project narrative is a short, generalized research description written for non-scientists; also known as the 'public health relevance statement.' It is not considered a major component of the research plan for NIH Grants.gov applications, but for NSF Grants.gov applications the Project Narrative section of the SF424 is where the science part of an application is uploaded, so that is why it is included as one of the science attachments.

Log Comment

The 'Log Comment' activity appears in almost every state on the Funding Proposal workspace and it can be used to document any important information regarding a proposal at any time. You can add text comments, copy and paste an email message, and/or add an attachment for this activity.

Log Comment

Comments:
You can comment on any issue related to the FP in this text box and add relevant files as well

Add Attachments Here:

Document	Description
<input type="button" value="Upload Revision"/>	View Correspondence from Sponsor.pdf(0.01) <input type="button" value="Delete"/>

Select Members for Read or Edit Access

The Read and Edit activities, in View 1.0, can be used to add users to a proposal after you have created it, granting someone read access only or read/edit access, respectively. When necessary, add an Edit User so the person can use the **Human Subjects Study Record** activity. After a funding proposal has been submitted to Grants.gov, the members of the OSP RAPPORT support team can add users to have these rights for a funding proposal.

7.0 Select team members who have READ only rights:

Last Name	First Name
There are no items to display	

8.0 Select team members that have EDIT rights:

Last Name	First Name
Grady	Kevin

Cancel Submission

The 'Cancel Funding Proposal' activity indicates that the Proposal Team is cancelling the funding proposal. The activity changes the state of your proposal to 'Cancelled' which means that it you will not be able to submit that particular RAPPORT funding proposal via Grants.gov. Cancelled proposals cannot be used to start another funding proposal. Additionally, Cancelled Funding Proposals will be removed from your tabs 30 days after the proposal is cancelled. If you accidentally run this activity, OSP-IS can reset the state of the funding proposal.

It is important to withdraw submissions that you start in RAPPORT and end up not submitting. This is because OSP can see ALL PROPOSALS and Grants Officers will not be able to determine which proposals they should be reviewing if they are no longer valid. When the status is withdrawn, OSP knows that particular proposal does not need to be reviewed and submitted.

Send Updated Proposal


When OSP reviews your proposal at the 7-day deadline, the Grants Officer will always select the activity that appears to them, "Request Changes" and they will type their comments directly into the comment field of this activity in order to give you their review notes. These comments will be visible on the history tab – if there are a lot of comments, they will be truncated and you can just click on it in order to show all the comments entered.

When the proposal is ready for submission, you will select the 'Send Update Proposal' activity which returns your proposal directly to the Grants Officer who reviewed your proposal. The activity is recorded in the history.

Updated Proposal Sent

Willis, Alison B

6/10/2013 1:59 PM

 COI entry for PD/PI complete
CommonsID entered in profile/on cover sheet
Position/Title entered in profile/on cover sheet
Budget entries changed: PD/PI salary in Section A, and total of ALL other direct expense under Section F, Materials & Supplies
Add a... [read more](#) ▼

Submit Changes

When a request to correct an application that has been submitted to Grants.gov is received and the sponsor submission date has not passed, OSP can open the Funding Proposal for editing. This allows changes such as uploading revised documents, adding key personnel, etc., to be made in the Funding Proposal in order to submit a corrected application.

The state of the Funding Proposal will be 'OSP Open for Edit.'

Current State
OSP: Open for Edit
 Edit Funding Proposal
 Printer Version
 View Differences
 View SmartForm Progress
OSP Processes
Take Ownership
FP Submitted to Sponsor
Manage Documentation
Change Management
Create-Update SF424
Submit Changes
Human Subjects Study Records
Proposal Team Actions
Update Edit-Read Access
Check COI Status
Notes
Log Comment

Changes made in the Funding Proposal will not be reflected in the SF424 application until the 'Create-Update SF424' activity is executed. Go to the SF424 workspace and verify that an entry in the History reports "Opened for Editing". If this does not appear, then, in the SF 424 workspace, run the 'Reopen for Edit' activity. When the 'Reopen for Edit' activity has not been run, then errors will be reported when you run the 'Create-Update SF424' activity.

When you have finished editing the Funding Proposal and it is ready to re-submit to the Sponsor, please have the PI review the changes before you select the Submit Changes activity. The PI does not need to complete the 'PI Submission Approval' activity again, but s/he should make sure that the Funding Proposal has been edited correctly.

When the PI has approved the corrected application, select the 'Submit Changes' activity. The state of the Funding Proposal will be 'OSP Final Submission'.

In order to ensure the timely submission of the corrected application, please contact your Grants Officer directly when your proposal is ready to submit.

Your Actions when PI responds 'No' to PI Submission Approval

Actions that you take when the PI has responded with “No” to the PI Submission Approval activity question “Is your (Grants.gov) proposal ready to submit?”

The screenshot shows a web interface for a DRA (Department Research Administrator) menu. It has a green header bar with the text "Current State" and "Pending PI Change". Below this are four buttons: "Edit Funding Proposal", "Printer Version", "View Differences", and "View SmartForm Progress". There is a section titled "Change Management" with a button "Create-Update SF424" and the text "Human Subjects Study Records". Below that is a section titled "Proposal Team Actions" with buttons "Update Edit-Read Access" and "Check COI Status". At the bottom is a section titled "Notes" with a button "Log Comment".

DRA Menu “Pending PI Change”

The screenshot shows a web interface for a corresponding PI menu. It has a green header bar with the text "Current State" and "Pending PI Change". Below this are four buttons: "Edit Funding Proposal", "Printer Version", "View Differences", and "View SmartForm Progress". There is a section titled "Change Management" with a button "Create-Update SF424" and the text "Human Subjects Study Records". Below that is a section titled "Routing and Approvals" with a button "PI Submission Approval". Below that is a section titled "Proposal Team Actions" with a button "Update Edit-Read Access". At the bottom is a section titled "Notes" with a button "Log Comment".

Corresponding PI Menu

When the Grants Officer has issued AOR Approval for the proposal, the PI receives a notification to review the proposal and to complete the PIS Submission Approval. When the PI discovers that an updated attachment(s) or other change is required, the PI will respond in the PI Submission Approval activity as below:

The screenshot shows a web browser window titled "Execute 'PI Submission Approval' on FP00004119 - Mozilla Firefox". The address bar shows the URL "https://grants-rapport-pre.dartmouth.edu/grantsPreProd/ResourceAdministration/Activity/form?ActivityType=com.w...". The page title is "PI Submission Approval". The form contains the following text: "I hereby certify", "1) that the information submitted within the application is true, complete and accurate to the best of my knowledge;", "2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and", "3) I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application:", "* I agree ☒", "To review your proposal, please click on the link below:", "SF-42400001924", "If your proposal is ready to be submitted, please answer 'yes' below, but if it requires a change, please select 'no' and your proposal will be moved into an editable state for you to make changes.", "When you are done editing, click on this activity again, review your proposal and then select 'yes' only when you are ready for OSP to submit your application.", "Is your proposal ready to submit?", "* ☐ Yes ☒ No [Clear](#)

Once this selection has been made, you will receive a notification about the PI’s response. You can now take the following steps.

1. The Proposal Team (PI or DRA) should first open the SF424 and run the “Open for Edit” activity. This will allow the SF424 to be updated.
2. Next, a member of the Proposal Team can update the files in the Funding Proposal as required.
3. When the necessary changes have been made in the Funding Proposal, the Proposal Team member can run Create-Update SF424.
4. Anyone on the Proposal Team would then open the SF424 and from that Workspace, run the Validate Submission activity to ensure that no errors are present.
5. Once the Validation is successful, the PI can return to the PI Submission Approval activity in the Funding Proposal Workspace. The PI will now select “Yes” as the answer to the question “Is your proposal ready to submit?”
6. The Grants Officer then receives a notification that the PI has certified the proposal as ready to submit.
7. The Grants Officer can open the SF424 Workspace and run the Submission Pre-Check activity and then the “Submit to Grants.gov” activity.

Completing SF424 Forms for Each OSP Deadline

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:

Accessing the SF424

To review the SF 424, click on the 'Sponsor Submission' tab then click on the link as highlighted in this example.

Proposal Information	Approver Checklist	Contacts	Comments	Sponsor Submission	Documentation	Follow-on Submissions
ID	Name	SmartForm	Date Modified	State	Last State Change	
SF-42400002126	SF-42400002126	[Edit]	2/28/2018 2:14 PM	Pre-Submission	2/27/2018 10:42 AM	

You now enter the SF 424 workspace.

SF424 Workspace

Clicking on the highlighted link, in the preceding figure, brings you to the **SF424 Workspace** for this proposal:

DARTMOUTH RAPPORT RESEARCH PORTAL

Test Resadmin1 | My Home | Logoff

HUB | IRB | COI | CMR

Proposals > KMG Guide PA-EO-R01 > SF-42400002126

Pre-Submission

[Edit Grant Application...](#)

[Print Version](#)

[View Differences](#)

[Validate Submission](#)

[Generate PDF Version](#)

[Log Comment](#)

[Import Subaward](#)

Submission Name: **PIEight_T_Guide-EO-R01_NIH**

Project Type and SF424 ID: **SF-42400002126 SF424**

Descriptive Title: KMG Guide PA-EO-R01

Submission Type: New

PDF Version(s): Not Available, Please execute Generate PDF Version activity

Tracking Number:

Received Date/Time:

Status Updated:

[Download R&R Subaward Budget forms](#)

Start Date: 7/1/2018

End Date: 6/30/2022

FOA: PA-EO-R01 (FOA00001002)

Date Modified: 2/28/2018 2:14 PM

History | **Change Log**

Activity	Author	Activity Date
SF424 Created	Grady, Kevin M	2/27/2018 10:42 AM

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.

Note: The Executive Order question, when applicable, is assigned to Grants Officer to complete in the SF424.

★ Attention – Proper Work Procedures For the SF424.

You may be accustomed to entering information in the SF424 through the creation and submission of Adobe Packages, the process in RAPPORT is very different. You need to use the Funding Proposal Workspace/Views to enter, add and edit proposal information and attach files. The exceptions are the budget and those specific files that are exclusively attached only to the SF424 (see [List of Attachments for Funding Proposal & SF424](#) in this guide). **When you use the SF424 Forms to make changes to information that maps from the Funding Proposal Views, the SF424-made changes will be overwritten by the Create-Update SF424 activity.** The 'Create-Update SF424' activity can be run by many - the Grants Officer, the Principal Investigator, the OSP Director, any DRA with Edit Rights and the OSP-IS team, which offers ample opportunities for files and information to disappear and be submitted. **The result has been that proposals are rejected by the Federal Sponsor.**

7-Day Routing Deadline – OSP Review



The Required Documents for OSP review have not changed with the roll-out of RAPPORT. The Abstract/Project Summary, Budget and Budget Justification, all Senior/Key Personnel, subaward budget and documents, and any FOA-specific forms requiring OSP review or authorization should be completed at the 7-day deadline.

Your Funding Proposal views will need to be completed and you will need to make sure that these three activities have been executed before you route your proposal: Forward to DRA, PI Routing Approval, and Create/Update SF424.

The components required at the OSP Review Deadline that are entered/uploaded into the SF424 are your budget and budget justification.

The abstract/project summary, senior/key personnel, and all subaward information is uploaded in the Funding Proposal (remember to run Create/Update so that any revisions are pushed into the SF424 before you send it to OSP for review).

Please note: depending on the solicitation and the type of research, other compliance documentation may be required to be uploaded in either the Funding Proposal or the SF424. Please contact OSP-Rapport@cloud.dartmouth.edu for more information.

2-Day Deadline – Submission-ready Proposals

The OSP Deadline Policy has not changed and proposals are expected to be 'submission-ready' on the second business day before the Sponsor deadline. If your PI indicates that the proposal will not be ready for the 2-day OSP deadline, please have her/him contact the OSP Director, Jill M. Mortali, via email with a request for a deadline waiver. This allows OSP to plan our proposal submission process, which is to the benefit of everyone involved.



If you need to correct information in the SF424 before submission (such as an incorrect PI address), we recommend doing this after your funding proposal has been completed and you have run the 'Create-Update SF424' activity for the last time. Navigate into the SF424 and make the necessary corrections. Validate your proposal so that it is error-free and your SF424 application changes will not be overwritten before submission.

You need to validate your SF424 to make it error-free at the 2-day deadline. If you have trouble resolving the validation errors (red text) to disappear, contact the RAPPORT help desk at 646-8829 or OSP-RAPPORT@cloud.dartmouth.edu.

OSP will not be able to submit your SF424 Application to Grants.gov until all errors (red text) are eliminated. Warnings (in black text) do not prevent proposal submission, but you will still need to pay attention to them to make sure that they are not of concern to the PI.

Helpful Hints Before Validating the SF424

Remember to complete:

- Questions 15a, 15b, and 15c, on page 2 of the 'SF424 (R&R) Application for Federal Assistance', before validating your SF424.
- Add the application filing name per OSP instructions to the first page of your SF424 application (the page that displays mandatory and optional forms:

Application Filing Name:

Pioli_P_Macrophage in Scleroderma_NIAMS

Following forms are optional, Please select any that you wish to include in your application:

Form name

PHS 398 Modular Budget V1.2

PHS Cover Letter V1.2

Following forms are required:

DisplayName

PHS 398 Checklist V1.3

PHS 398 Cover Page Supplement V1.4

PHS 398 Research Plan V1.3

Project/Performance Site Location(s) V1.4

Research & Related Other Project Information V1.3

Research And Related Senior/Key Person Profile (Expanded) V1.2

SF424 (R & R) V1.2

Validating the SF424 Application to be Error-free

Pre-Submission

Edit Grant Application...
Print Version
View Differences
Validate Submission
Generate PDF Version
Log Comment
Import Subaward

PIEight_T_Guide-EO-R01_NIH

SF-42400002126

SF424

Descriptive Title:

KMG Guide PA-EO-R01

Submission Type:

New

PDF Version(s):

Not Available, Please execute Generate PDF Version activity

Tracking Number:

Received Date/Time:

Status Updated:

Start Date:

7/1/2018

End Date:

6/30/2022

FOA:

PA-EO-R01 (FOA00001002)

Date Modified:

2/28/2018 3:00 PM

Download R&R Subaward Budget forms

History

Change Log

Activity	Author	Activity Date
Changes Tracked	Go1, Test	2/28/2018 3:00 PM
Version Incremented	Go1, Test	2/28/2018 2:54 PM

Validation Results & Fixing Errors

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

Errors and Warnings

Mapping, from the SmartForms to the SF424, is intended to capture information used in "regular" parent announcements and "simple" announcements. Prudent review of the errors and warnings is advised.

- **Errors appear in red and warnings appear in black (see below).**
- **Errors will prevent submission to Grants.gov**
- **Warnings will not prevent submission but should be read and corrected, if necessary**

Icon	Message	Field	Section
✖	This is a required field; therefore, you must provide a response.	Email	Research And Related Senior/Key Person Profile (Expanded) (V1.2)
✖	The eRA Commons Username must be submitted for the Credential PD/PI in the PD/PI Credential field. (NIH 4.2.1)	Credential	Research And Related Senior/Key Person Profile (Expanded) (V1.2)
✖	The value "53404034" has a length of 8 but is required to have at least 9 characters.	DUNSNumber	Project/Performance Site Location(s) (V1.3)
✖	The Project Summary/Abstract must be included. (NIH 3.13.2)	AbstractAttachments	Research And Related Other Project Information (V1.2)
✖	The Public Health Relevance Statement (labeled Project Narrative) must be included. (NIH 3.14.6)	ProjectNarrativeAttachments	Research And Related Other Project Information (V1.2)
✖	The Specific Aims attachment is required. (NIH 15.3.12)	SpecificAims	PHS 398 Research Plan (V1.3)
⚠	No degrees are listed or have been submitted for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm. (NIH 4.29.1)	DegreeType	Research And Related Senior/Key Person Profile (Expanded) (V1.2)
⚠	When Vertebrate Animals is "No", Assurance Number does not apply. (NIH 3.9.1)	AssuranceNumber	Research And Related Other Project Information (V1.2)
⚠	In most cases, a Bibliography & References Cited attachment should be included. (NIH 3.15.1)	BibliographyAttachments	Research And Related Other Project Information (V1.2)
⚠	Direct cost requests of \$250K or less each year on the R&R Budget form must be in modules of \$25K, use the PHS 398 Modular Budget form and not the R&R Budget form. Incorrect applications may be delayed in the peer review process or rejected. (NIH 7.15.3)	DirectCosts	R&R Budget - Period 1 - Section F-K

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:

Execute "Validate Submission" on SF-42400002126 - Mozilla Firefox (Private Browsing)

https://grants-rapport-tst.dartmouth.edu/grantsTest/ResourceAdministration/Activity/form?ActivityType=com.webridge.e

Validate Submission

Application Filing Name: PIEight_T_Guide-EO-R01_NIH

Following optional form(s) will be included in your application:

Research & Related Budget V1.4

Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4

Following required form(s) will be included in your application:

PHS 398 Cover Page Supplement V4.0

PHS 398 Research Plan V4.0

PHS Human Subjects and Clinical Trials Information V1.0

Research & Related Project/Performance Site Location(s) V2.0

Research & Related Senior/Key Person Profile (Expanded) V2.0

Research And Related Other Project Information V1.4

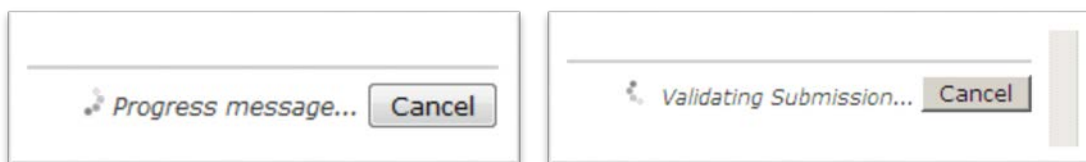
SF424 (R&R) V2.0

☐ Convert editable PDF attachments into read-only PDFs.

☐ Allow special characters to be included in the XML

OK Cancel

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.

When your SF424 Application has been validated and it is error-free, the Validation activity will disappear. Now, return the Funding Proposal Workspace where you can now select the 'Send Updated Proposal' activity to send your application to OSP to be submitted.

SF424 Warning For Missing Federal Identifier

At the validation of an SF424, you may receive a warning about the FederalID field. This alert pertains to the fact that RAPPORT cannot find a reference to the previously submitted funding proposal. This reference pertains to the fact that the RAPPORT Grants does not map the Federal Identifier of a proposal submitted prior to the implementation of Grants Express in July 2012. This alert will not prevent you from submitting your funding proposal. When required, the Federal Identifier will need to be hand entered until the implementation of Full Grants.

Error/Warning Messages Refresh

Message	Field Name	Jump To
The mechanism () of the prior submission does not match the mechanism of the FOA (R01). Please check the Federal Identifier provided for your application to ensure you are including the correct prior information and the FOA to ensure you are submitting to the correct opportunity. This application will be processed but there may be a delay in referral. (NIH 1.7:16)	FederalID	SF424 (R & R) (V1.2) - Page 1

Close

Errors You Will See if you Validate the SF424 at the 7-Day Review Deadline

The following errors are okay if you see them before you route your proposal at the 7-day deadline. The first three relate to questions 15a, 15b, and 15c, on the second cover page of the SF424. The rest of the errors will disappear after OSP receives your proposal, takes ownership of it, and runs the 'Create-Update SF424' activity.

Error/Warning Messages			Refresh
Message	Field Name	Jump To	
— This is a required field; therefore, you must provide the required information.	TotalEstimatedAmount	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	TotalNonfedrequested	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	TotalfedNonfedrequested	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	FirstName	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	LastName	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	Title	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	OrganizationName	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	Street1	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	City	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	Country	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	Phone	SF424 (R & R) (V1.2) - Page 2	
— This is a required field; therefore, you must provide the required information.	Email	SF424 (R & R) (V1.2) - Page 2	

Errors You Will See if the PI Routing Approval Information has not been added to the SF424

Even if your PI has completed the 'PI Routing Approval' for routing your proposal, if you do not run the 'Create-Update SF424' activity, then the information will not be pushed into the SF424 application and you will see the following validation errors:

Error/Warning Messages			Refresh
Message	Field Name	Jump To	
— This is a required field; therefore, you must provide the required information.	ProprietaryInformationIndicator	Research And Related Other Project Information (V1.3)	
— This is a required field; therefore, you must provide the required information.	EnvironmentalImpactIndicator	Research And Related Other Project Information (V1.3)	
— This is a required field; therefore, you must provide the required information.	InternationalActivitiesIndicator	Research And Related Other Project Information (V1.3)	
— This is a required field; therefore, you must provide the required information.	DisclosurePermission	PHS 398 Checklist (V1.3) - Page 2	

Appendix

Proposals Other Than New

Resubmission

Start from an unfunded proposal by running the 'Create Resubmission' activity.

★ For instances when the original unfunded proposal was not started in RAPPORT, you will initiate a Resubmission by starting with a 'New' proposal and contacting your Grants Officer to say that OSP-IS must administratively connect it to the original submission. Additionally, you will need to manually enter the Federal Identifier in the proposal. When the proposal includes a SF424, the SF424 will need to be changed to a 'Resubmission' just prior to submission.

Funding Proposal: R21-Hassanpour-Opiod		FP00002755	Funding Submission																																																								
OSP 7 Day Deadline: 8/10/2016		OSP 2 Day Deadline: 8/17/2016	Sponsor Submission Deadline: 8/19/2016																																																								
Current State Not Funded Edit Funding Proposal Printer Version View Differences View SmartForm Progress CREATE Create Resubmission OSP Processes Manage Documentation Proposal Team Actions Update Edit-Read Access Check COI Status Notes Log Comment OSP-IS Administration Administration	PROPOSAL INFORMATION Primary Sponsor: National Institutes of Health (NIH) PI: Saeed Hassanpour Title: Assistant Professor Rank: Assistant Professor DRA: Cathy Roy Application Type: New Sponsor ID: 1R21DA043953-01 Abstract: Abstract.pdf(0.01) This project requires the following additional resources: Not Applicable (N/A) Additional resource comments: Cost Sharing involved? No To Be Submitted By: Final Submission: BUDGET TOTALS Start Date: 4/1/2017 <table border="1"><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>4/1/2017</td><td>3/31/2018</td><td>Direct Costs</td><td>\$125,000</td></tr><tr><td></td><td></td><td></td><td>Indirect Costs</td><td>\$77,500</td></tr><tr><td></td><td></td><td></td><td>Total Period Costs</td><td>\$202,500</td></tr><tr><td>2</td><td>4/1/2018</td><td>3/31/2019</td><td>Direct Costs</td><td>\$125,000</td></tr><tr><td></td><td></td><td></td><td>Indirect Costs</td><td>\$77,500</td></tr><tr><td></td><td></td><td></td><td>Total Period Costs</td><td>\$202,500</td></tr><tr><td>Cumulative</td><td>4/1/2017</td><td>3/31/2019</td><td>Direct Costs</td><td>\$250,000</td></tr><tr><td></td><td></td><td></td><td>Indirect Costs</td><td>\$155,000</td></tr><tr><td></td><td></td><td></td><td>Total Project Costs</td><td>\$405,000</td></tr></tbody></table> Budget Justification: Personnel Justification: Personnel Justification.pdf(0.01) Indirect Rates: 62% Research on-campus (07/01/15 - 06/30/17) History <table border="1"><thead><tr><th>Activity</th><th>Author</th><th>Activity Date</th></tr></thead><tbody><tr><td>No Sponsor Response Timer</td><td>Administrator, System</td><td>2/7/2018 8:00 PM</td></tr></tbody></table>			Period	Start Date	End Date	Type of Costs	Costs	1	4/1/2017	3/31/2018	Direct Costs	\$125,000				Indirect Costs	\$77,500				Total Period Costs	\$202,500	2	4/1/2018	3/31/2019	Direct Costs	\$125,000				Indirect Costs	\$77,500				Total Period Costs	\$202,500	Cumulative	4/1/2017	3/31/2019	Direct Costs	\$250,000				Indirect Costs	\$155,000				Total Project Costs	\$405,000	Activity	Author	Activity Date	No Sponsor Response Timer	Administrator, System	2/7/2018 8:00 PM
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Activity	Author	Activity Date																																																									
No Sponsor Response Timer	Administrator, System	2/7/2018 8:00 PM																																																									

In the 'Create Resubmission' window, click the OK button to initiate a new funding proposal.

Create Resubmission

This activity will create a new Resubmission for this Funding Proposal.

Resubmission Name: Deep learning for mobile health: Assessment of cannabis abuse on smartphone images

This activity will take some time to complete. Upon completion, you will be redirected to the Resubmission SmartForm at which time you can update the name on View 1.0.

OK

Cancel

In the Funding Proposal workspace, the indication that a proposal is a Resubmission is in the ID where '_Res1' is appended to the previous ID as well as in the Proposal Type that is reported in the brown text box.

Funding Proposal: R21-Hassanpour-Opiod		FP00002755_Res1	Resubmission
OSP 7 Day Deadline:		OSP 2 Day Deadline:	Sponsor Submission Deadline:
Current State Draft	Proposal Information Approver Checklist Contacts Comments Documentation Follow-on Submissions		

1.0 Proposal Access

1.0 * Project Title:

2.0 * Project Nickname:

3.0 * Principal Investigator:

ERA Commons Username/Agency Credentials (if applicable):

4.0 Is this a fellowship:
☐ Yes ☒ No [Clear](#)
If a fellowship, please identify the Mentor if applicable:

5.0 * Department Research Administrator:

6.0 * Submitting Department or Center:

7.0 Select team members who have READ only rights:

Last Name	First Name
There are no items to display	

8.0 Select team members that have EDIT rights:

Last Name	First Name
There are no items to display	

Information from the original proposal is copied into the new Resubmission proposal. The budget and some other information are not copied.

Funding Proposal: R21-Hassanpour-Opiod		FP00002755_Res1	Resubmission																				
OSP 7 Day Deadline:		OSP 2 Day Deadline:	Sponsor Submission Deadline:																				
<div> <div>Current State</div> <div>Draft</div> <div> Edit Funding Proposal Printer Version View Differences View SmartForm Progress </div> <div>OSP Processes</div> <div> Manage Documentation </div> <div>Routing and Approvals</div> <div> Forward to DRA </div> <div>Proposal Team Actions</div> <div> Update Edit-Read Access Cancel Funding Proposal Check COI Status </div> <div>Notes</div> <div> Log Comment </div> <div>OSP-IS Administration</div> <div> Administration </div> </div>																							
<div> <div>Proposal Information</div> <div>Approver Checklist</div> <div>Contacts</div> <div>Comments</div> <div>Documentation</div> <div>Follow-on Submissions</div> </div>																							
PROPOSAL INFORMATION Primary Sponsor: National Institutes of Health (NIH) PI: Saeed Hassanpour Title: Assistant Professor Rank: Assistant Professor DRA: Cathy Roy Application Type: Resubmission Sponsor ID: Abstract: Abstract.pdf(0.01) This project requires the following additional resources: Not Applicable (N/A) Additional resource comments: Cost Sharing involved? No To Be Submitted By: Final Submission:		BUDGET TOTALS Start Date: <table border="1"> <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>Cumulative</td> <td></td> <td></td> <td>Direct Costs</td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Indirect Costs</td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total Project Costs</td> <td>\$0</td> </tr> </tbody> </table> Budget Justification: Personnel Justification: Indirect Rates: There are no items to display		Period	Start Date	End Date	Type of Costs	Costs	Cumulative			Direct Costs	\$0				Indirect Costs	\$0				Total Project Costs	\$0
Period	Start Date	End Date	Type of Costs	Costs																			
Cumulative			Direct Costs	\$0																			
			Indirect Costs	\$0																			
			Total Project Costs	\$0																			
<div> <div>History</div> <div> <div>Activity</div> <div> Created From: FP00002755 View workspace </div> </div> <div> <div>Author</div> <div>Grady, Kevin M</div> </div> <div> <div>Activity Date</div> <div>2/28/2018 4:33 PM</div> </div> </div>																							

View of Resubmission Workspace

Award Funding Proposal Types

rap grantsTest

Test Resadmin1 | My Home | Logoff

HUB | IRB | COI | CMR

Proposals

Awards

Awards > Microwave Imaging for Neoadjuvant Chemotherapy Monitoring

Current State

Active

View Award

Printer Version

DC 11.0 Terms and Conditions

DC 12.0 Manage Award Documents

Award Administration

Send Requested Information

Additional Funding

Create Continuation

Create Competing Renewal

Create Revision (Supplement)

Notes

Log Comment

Microwave Imaging

AWD00010014 Funding Award

PD/PI:	Paul Meaney	Award Date:	3/25/2015
Grants Officer:	Sherrie Read	Start Date:	4/1/2015
SRM:	Jody Patten	End Date:	3/31/2020
Submitting Dept:	Biomedical Thayer	Has Subawards:	Yes
DRA:	Test Resadmin1		
Direct Sponsor:	National Cancer Institute (NCI)	Sponsor Award #:	R01CA191227
Originating Sponsor:			

Created from Funding Proposal:

ID	Name	Principal Investigator	Status
There are no items to display			

Totals

Funding Allocations

Modifications

Subawards/Subcontracts

Competing Renewals

Correspondence

History

Change Log

Cumulative Award Totals

This Award:	Anticipated	Obligated	Authorized
Direct:	\$3,008,836.00	\$2,002,245.00	\$2,002,245.00
Indirect:	\$582,258.00	\$304,829.00	\$304,829.00
Total:	\$3,591,094.00	\$2,307,074.00	\$2,307,074.00
Grand Totals:	Anticipated	Obligated	Authorized
Direct:	\$3,008,836.00	\$2,002,245.00	\$2,002,245.00
Indirect:	\$582,258.00	\$304,829.00	\$304,829.00
Total:	\$3,591,094.00	\$2,307,074.00	\$2,307,074.00

Subaward/Subcontract Totals:	Proposed	Awarded
(Included in the initial award totals above)	Totals: \$420,478.00	\$1,083,408.00

Create a Competing Renewal

Create Competing Renewal

This activity will create a new Renewal for this Award.

Renewal name: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis

This activity will create the Competing Renewal. Upon completion of the activity, you will be redirected to the Competing Renewal SmartForm at which time you will be able to change the name on View 1.0.

OK

Cancel

After this step, a funding proposal opens as with the example of the [Resubmission](#). Standard OSP deadlines apply.

Create a Revision

Create Revision (Supplement)

This activity will create a new Revision for this Award.

Revision name: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis

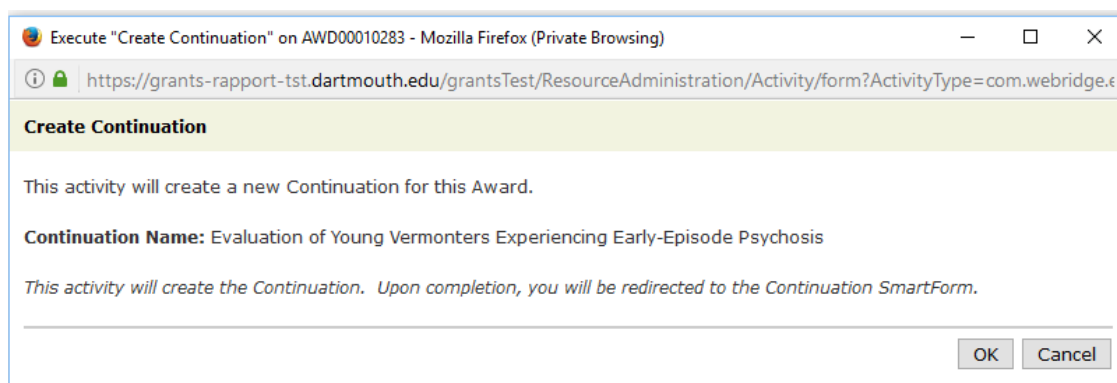
This activity will create the Revision. Upon completion of the activity, you will be redirected to the Revision SmartForm at which time you will be able to change the name on View 1.0

OK

Cancel

After this step, a funding proposal opens as with the example of the [Resubmission](#). Standard OSP deadlines apply.

Create a Continuation



Execute "Create Continuation" on AWD00010283 - Mozilla Firefox (Private Browsing)

https://grants-rapport-tst.dartmouth.edu/grantsTest/ResourceAdministration/Activity/form?ActivityType=com.webbridge.e

Create Continuation

This activity will create a new Continuation for this Award.

Continuation Name: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis

This activity will create the Continuation. Upon completion, you will be redirected to the Continuation SmartForm.

OK Cancel

The funding sponsor will provide the PI with the deadline information to submit a Continuation. If you have any question, contact your OSP Grants Officer.

Continuation View 1.0

1.0 Progress Report/Continuation Information

CURRENT AWARD INFORMATION

Award Name: YS TEST L01084 - Integrative Approaches to Biomedical Research (NH-INBRE)
Project Start Date: 7/1/2012
Project End Date: 6/30/2015
Principal Investigator: Joseph Cheevers
Sponsor: National Institute of General Medical Sciences (NIGMS)
Prime Sponsor:

Dartmouth Senior Key Personnel:

Name	Project Role	Other if Specified
Rachel Bibeault	Technician	
Thomas Drinane	Technician	
Steven Fiering	Co-PD/PI	
Henrike Frowein	Other Professional	
Jason Moore	Co-PD/PI	

Non-Dartmouth Senior Key Personnel:

Name	Institution	Project Role	Other if Specified
There are no items to display			

Budget Periods:

Period	Period Name	Principal Investigator	Start Date	End Date
1	YR01	Test PI5	7/1/2012	6/30/2013
2	YR02	Test PI5	7/1/2013	6/30/2014
3	YR03	Test PI5	7/1/2014	6/30/2015

1.0 Enter the Budget Period Number for this Continuation:

2.0 In the next budget period, will there be a significant change (e.g., a reduction of 25% or more) in the level of effort for any senior/key personnel?

☐ Yes ☐ No [Clear](#)

3.0 Are there, or will there be, new senior/key personnel?

☐ Yes ☐ No [Clear](#)

4.0 Do any senior/key personnel have a primary affiliation with a foreign organization?

☐ Yes ☐ No [Clear](#)

INTELLECTUAL PROPERTY

5.0 Have any inventions, patent applications and/or licenses resulted from the award during the reporting period?

☐ Yes ☐ No [Clear](#)

2.0 Continuation - Human Subjects Updates

CURRENT HUMAN SUBJECTS INFORMATION FROM THE AWARD

Will Human Subjects or protected health information be used in this project? No

If yes to Human Subjects, is the research exempt?

If yes to Exempt, exemption number:

Does this project involve a clinical trial?

Are human embryonic stem cells being used in this project? No

IRB Protocols:

Review Pending	IRB Approval Date	CPHS Protocol Number	Comments
There are no items to display			

1.0 Are there changes to the current Human Subjects status or protocols?

☐ Yes ☐ No [Clear](#)

2.0 Are there changes to the current clinical trial status or protocols?

☐ Yes ☐ No [Clear](#)

3.0 Are there changes to the use of human embryonic stem cells (hESC)?

☐ Yes ☐ No [Clear](#)

3.0 Continuation - Vertebrate Animal Updates

CURRENT VERTEBRATE ANIMAL INFORMATION FROM THE AWARD

Does the project involve Vertebrate Animals? No

If Yes, is the vertebrate animal research being conducted at Dartmouth?

IACUC Protocols:

Review Pending	IACUC Approval Date	IACUC Protocol Number	IACUC Comment
There are no items to display			

1.0 Are there changes to the current Vertebrate Animals status or protocols?

☐ Yes ☐ No [Clear](#)

4.0 Continuation - Environmental Health and Safety Updates

EHS RESPONSES FROM AWARD

Biological Safety/Recombinant DNA: No

Chemical Safety/Hazardous Materials: No

Radiation & Imaging Equipment: No

1.0 Has there been a change in the use of biohazards and/or recombinant DNA?

☐ Yes ☐ No [Clear](#)

2.0 Has there been a change in the use of hazardous chemicals?

☐ Yes ☐ No [Clear](#)

3.0 Has there been a change in the use of radiation or imaging equipment?

☐ Yes ☐ No [Clear](#)

5.0 Continuation - Project Performance Sites

F&A RATE CHANGES

1.0 Is there a change in performance sites that will affect F&A costs?

☐ Yes ☐ No [Clear](#)

SIGNIFICANT FOREIGN INVOLVEMENT

Significant foreign involvement is defined as significant scientific activity that was performed outside of the United States such as extensive travel to collect data or to conduct sampling activities, use of instrumentation or facilities at a foreign site, or collaborations with investigators at a foreign site anticipated to result in co-authorship.

2.0 Has there been significant foreign involvement on this project?

☐ Yes ☐ No [Clear](#)

Continuation View 6.0

6.0 Continuation - Financial Information

CURRENT AWARD INFORMATION

Is there program income on this project? No

PROGRAM INCOME

Program income is gross income earned by a grantee, a consortium participant, or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award.

3.0 Is program income anticipated during the next budget period?
☐ Yes ☐ No [Clear](#)

FOREIGN EXPENDITURES

1.0 Is a portion of the award's budget is being spent in foreign country(ies)?
☐ Yes ☐ No [Clear](#)

ESTIMATED UNOBLIGATED BALANCE

2.0 Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget?
☐ Yes ☐ No [Clear](#)

BUDGET DOCUMENTS

4.0 Please upload relevant budget documents:

[Add](#)

Name	Modified	Version
There are no items to display		

Continuation View 7.0

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 7.0 Progress Report Submission Finish

7.0 Continuation - Progress Report Submission

1.0 Has a Progress Report been submitted to the Sponsor?
☐ Yes ☐ No [Clear](#)

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 7.0 Progress Report Submission Finish

Continuation Workspace

After clicking the FINISH button, the Continuation Workspace opens. You can continue to update material or send it onto OSP. Once “Forward For OSP Review” has been run, you cannot update the Continuation. You must thereafter send any new files to the Grants Officer to upload.

Grants PreProd Proposals Awards

Proposals > YS TEST L01084 Integrative Approaches to Biomedical Research (NH-INBRE)

Current State

Continuation - New

Edit Funding Proposal
Printer Version
View SmartForm Progress

Continuation Management

Update Edit-Read Access
Log Comment
Forward for OSP Review

[Continuation - Proposed]

Continuation: YS TEST L01084 - Integrative Approaches to Biomedical Research (NH-INBRE) FP00000542_Con1 Continuation

Primary Sponsor: National Institute of General Medical Sciences (NIGMS)
PI Joseph Cheevers
DRA Test DeptResAdmin5
Current Period: 0
Grants Officer:

History

Activity	Author	Activity Date
Created From: FP00000542	DeptResAdmin5, Test	3/8/2015 8:10 AM

[View workspace](#)

Determining the Original Proposal or Award for Follow-On Projects

Resubmission

A Resubmission essentially advertises the source proposal with the funding proposal number scheme. A Resubmission proposal includes the original funding proposal ID plus the iteration of the resubmission. Below we see Resubmission 1 of FP394. The source FP can also be identified under the Follow-on Submission tab

Funding Proposal: Dab2 Screening A1						FP00000394_Res1	Resubmission
Proposal Information	Approver Checklist	Contacts	Comments	Sponsor Submission	Documentation	Follow-on Submissions	
Created from Award: Parent Submission: FP00000394							

Competing Renewal

The source of a Competing Renewal is an award. The award is listed under the Follow-on Submission tab:

Proposals > [Quantitative Biology Research Institute](#)

Funding Proposal: QBRI		
OSP 7 Day Deadline: 9/16/2015		OSP 2 Day Deadline: 9/23/2015

Current State
OSP: Pending Proposal Team Response
[Edit Funding Proposal](#)
[Printer Version](#)

Proposal Information	Approver Checklist	Contacts	Comments	Documentation	Follow-on Submissions
Created from Award: Quantitative Biology Research Institute Parent Submission:					

Revision/Supplement

Funding Proposal: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis			FP00004805	Revision
OSP 7 Day Deadline:		OSP 2 Day Deadline:	Sponsor Submission Deadline:	

Current State
Draft
[Edit Funding Proposal](#)
[Printer Version](#)

Proposal Information	Approver Checklist	Contacts	Comments	Documentation	Follow-on Submissions
Created from Award: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis Parent Submission: FP00001432					

Continuation/Non-Competing Renewal

Continuation/Non-Competing Renewal – search by PI projects, by proposal or award titles, compare date created to time stamps for changes in other proposals/awards

Current State
Continuation - New
[Edit Funding Proposal](#)
[Printer Version](#)
[View SmartForm Progress](#)
Continuation Management
[Update Edit-Read Access](#)
[Cancel Continuation](#)
[Log Comment](#)
[Forward for OSP Review](#)

Continuation: Evaluation of Young Vermonters Experiencing Early-Episode Psychosis		FP00001432_Con1	Continuation
Primary Sponsor:	Vermont Department of Mental Health	Current Period:	0
PI	Robert Drake	Grants Officer:	
DRA	Test Resadmin1		
History			
Activity			
Created From: FP00001432		Author	Activity Date
		Resadmin1, Test	3/1/2018 8:55 AM

Unique Requirements for FOA Types

NSF Supplemental Instructions

NSF FastLane applications can be submitted through Grants.Gov and, hence, RAPPORT. These supplemental instructions provide the steps to help a Department Research Administrator (DRA) prepare a NSF submission using RAPPORT. You can also refer to the complete text of the NSF Grants.gov Application Guide which is available on the Grants.gov website and on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide.

Submitting Applications by Application Type	
Submit Through	Application Type
RAPPORT/Grants.gov	New and Competing Renewals
NSF FastLane	Pre-Proposals, Proposal Updates, Budget Revisions, Supplemental Proposals, Transfers and Collaborative Proposals (i.e. each institution receives their own award)
Unrecognized	Resubmissions (View 2.0 Q1.0): NSF does not recognize any proposal that is resubmitted for reconsideration of funding. Never attach or refer to a previous submission reference number.*

*The Office of Sponsored Projects does track resubmissions. Thus, please enter the COEUS number in the block indicated.

Attachments must be uploaded as PDF documents for submissions in RAPPORT/Grants.gov. All attachments are uploaded in the Funding Proposal Views, except the budget justification which is part of the RAPPORT Grants Express budget upload in the SF424 module.



Key Concept: For PI and Co-PIs, there are two pieces of information in the RAPPORT Profile-HRMS record that must match their FastLane personal profile: email address and degree abbreviation/year conferred. Obtain these details from the individual or the Pre-Award Grants Officer (GO). If the email address does not match (case sensitive), FastLane will create a new profile and the PI will not be able to view his/her proposal in FastLane. If the degree abbreviation or year does not match, then the submitted cover page will show "UKNW" as the highest degree and/or "1900" as the year of degree.

The Research & Related Personal Data, for the PI and any Co-PI, will be entered by the OSP Grants Officer.

Budget information is entered using RAPPORT and the proposal's SF424 is the vehicle to transmit the budget through Grants.gov to FastLane. The budget data will be translated to the proper NSF forms as part of the transmission process. Refer to this guide's View 14.0 - Proposal Budget Entry section, for detailed information about recording the budget.

Cost Sharing (View 10.0): Voluntary committed cost sharing is no longer permitted by NSF. If a project team member elects to cost-share effort, he would not be listed in the budget AND a description that is narrative in nature and does not include any quantifiable financial information should be included in the Facilities, Equipment, and Other Resources section.

If the PI chooses to cost-share his/her project effort, here are the required steps that must be taken:

1. List PI in the budget with his/her time commitment and corresponding funds requested amount as zero dollars (\$0.00);
2. After the proposal is successfully transmitted into FastLane, the PI must delete him/herself from the budget via a Proposal Update.

The PI cost sharing is recorded in this manner due to a conflict between the policies at NSF and Grants.gov. If the cost sharing is not thus entered, an error that prevents submission occurs.

List of Attachments for NSF Funding Proposal & SF424

The below tables show the order in which typical NSF Proposal attachments appear and are entered in the RAPPORT Funding Proposal and the mandatory and optional Attachments/Forms in the SF424.

View Proposal

Please click on the appropriate "GO" button to display the document.
You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.

Please be patient and do not continually click the "GO" button.

GO Cover Sheet	GO Project Summary
GO Table Of Contents	GO Project Description
GO References Cited	GO Bio Sketch
GO Budget (Including Justification)	GO Current and Pending
GO Facilities	GO Other Supplementary Docs
GO Mentoring Plan	GO Data Management Plan
GO PI CoPI Info	GO Deviation Authorization
GO Suggested Reviewers	GO Additional Single Copy Documents
GO Print Entire Proposal	

[Go Back](#)

Attachment Order In Funding Proposal	View	Q #	NSF Equivalent	Notes
PI Biosketch	V 7.0		Bio Sketch	
PI Other Support	V 7.0		Current and Pending	
Dartmouth Senior/Key Personnel Biosketch	V 7.1	Q 1.0	Same as V 7.0	Shows up in R&R Senior/Key Person Profile (Expanded)
Dartmouth Senior/Key Personnel Other Support	V 7.1	Q 1.0	Same as V 7.0	Shows up in R&R Senior/Key Person Profile (Expanded)
Non-Dartmouth Senior/Key Personnel Biosketch	V 7.1	Q 2.0	Same as V 7.0	
Non-Dartmouth Senior/Key Personnel Other Support	V 7.1	Q 2.0	Same as V 7.0	
Subaward Budget(s)	V 11.1	Q 2.0		You will need to extract the R&R file from the package and send to each subaward to complete.
Project Summary/Abstract	V 12.0	Q 1.0	Project Summary	
Project Narrative	V 12.0	Q 2.0	Project Description	
Bibliography	V 12.0	Q 3.0	References Cited	
Facilities & Other Resources	V 12.0	Q 4.0	Facilities	These two documents must be uploadd separately, but will be automatically combined into one file in FastLane.
Equipment	V 12.0	Q 5.0	Facilities	
Other Attachments	V 12.0	Q 9.0	Data Management Plan (DMP), Mentoring Plan (MP), and Other Supplementary Docs	The file name for the DMP and MP should not include any spaces or any extra characters – e.g., DataManagementPlan.pdf.

Mandatory Forms in SF424 Application	View	NSF Equivalent	Notes
R&R Personal Data	V 1.2	PI CoPI Info (Forms are generated automatically by FastLane based on PI and Co-PIs personal profiles.)	The Pre-Award Grants Officer will enter this data based on previous NSF submission.
NSF Cover Page	V 1.3	Cover Sheet	
Budget Justification		Budget	Research & Related Budget - Section F-K, Budget Period 1
Directorate Specific Forms		(1) Proposal Classification (2) Project Data	These two forms are specific to Biological Sciences (1) and the Division of Undergraduate Education (2) submissions.
Optional Forms in SF424 Application			
NSF Suggested Reviewers	V 1.1	Suggested Reviewers	
NSF Deviation Authorization	V 1.1	Deviation Authorization	
Additional Single-Copy Documents	V 1.3	Additional Single-Copy Documents	Proprietary/privileged information, if submitted as a separate document. SF LLL-Disclosure of Lobbying Activities, if applicable.

SF424 R&R Changes – Forms B and Forms C Comparison

Grants.gov Tracking ID

SF424 R&R (page 1) FORMS B2

View Burden Statement

OMB Number: 4040-0001
Expiration Date: 06/30/2011

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

1. * TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>	4. a. Federal Identifier <input type="text"/>	
		b. Agency Routing Identifier <input type="text"/>	
5. APPLICANT INFORMATION			
* Legal Name: <input type="text"/>		* Organizational DUNS: <input type="text"/>	
Department: <input type="text"/> Division: <input type="text"/>			
* Street1: <input type="text"/>			
Street2: <input type="text"/>			
* City: <input type="text"/> County / Parish: <input type="text"/>			
* State: <input type="text"/> Province: <input type="text"/>			
* Country: <input type="text"/> USA: UNITED STATES		* ZIP / Postal Code: <input type="text"/>	

SF424 R&R (page 1) FORMS C

View Burden Statement

OMB Number: 4040-0001

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

1. TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>	4. a. Federal Identifier <input type="text"/>	
		b. Agency Routing Identifier <input type="text"/>	
		c. Previous Grants.gov Tracking ID <input type="text"/>	
5. APPLICANT INFORMATION			
Legal Name: <input type="text"/>		* Organizational DUNS: <input type="text"/>	
Department: <input type="text"/> Division: <input type="text"/>			
Street1: <input type="text"/>			
Street2: <input type="text"/>			
City: <input type="text"/> County / Parish: <input type="text"/>			
State: <input type="text"/> Province: <input type="text"/>			
Country: <input type="text"/> USA: UNITED STATES		ZIP / Postal Code: <input type="text"/>	

Person to Contact

SF424 R&R (page 1) FORMS B2

Person to be contacted on matters involving this application

Prefix: * First Name: Middle Name:
* Last Name: Suffix:
* Phone Number: Fax Number:
Email:

SF424 R&R (page 1) FORMS C

Person to be contacted on matters involving this application

Prefix: First Name: Middle Name:
Last Name: Suffix:
Position/Title:
Street1:
Street2:
City: County / Parish:
State: Province:
Country: USA: UNITED STATES ZIP / Postal Code:
Phone Number: Fax Number:
Email:

PHS Cover Page Supplement - FORMS B2

PHS 398 Cover Page Supplement

OMB Number: 0925-0001

1. Project Director / Principal Investigator (PD/PI)

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

2. Human Subjects

Clinical Trial? ☐ No ☐ Yes
* Agency-Defined Phase III Clinical Trial? ☐ No ☐ Yes

3. Applicant Organization Contact

Person to be contacted on matters involving this application

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
* Phone Number: Fax Number:
Email:
* Title:
* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country: USA: UNITED STATES * Zip / Postal Code:

PHS Cover Page Supplement - FORMS C

PHS 398 Cover Page Supplement

OMB Number: 0925-0001

1. Project Director / Principal Investigator (PD/PI)

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

2. Human Subjects

Clinical Trial? ☐ No ☐ Yes
* Agency-Defined Phase III Clinical Trial? ☐ No ☐ Yes

3. *Disclosure Permission Statement

If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)?

☐ Yes ☐ No

4. *Program Income

*Is program income anticipated during the periods for which the grant support is requested?

☐ Yes ☐ No

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

*Budget Period	*Anticipated Amount (\$)	*Source(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lobbying Disclosure

SF424 R&R (page 2) FORMS B2

Current text for this question on ALL SPONSORS VIEW:

18. SFLLL or other Explanatory Documentation

<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
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SF424 R&R (page 2) FORMS C

Text change for Question 18 that needs to be reflected on the ALL SPONSORS VIEW, but no mapping updates are necessary:

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
----------------------	----------------	-------------------	-----------------

PHS Cover

Letter

SF424 R&R (page 2) FORMS B2

Currently, cover letters are uploaded on the PHS Cover Letter form, but this form will be not be used in the Forms C set. Federal agencies:

PHS Cover Letter

OMB Numbers: 0925-0001

0925-0002

*Mandatory Cover Letter Filename: <input type="text"/>		
Add Cover Letter File	Delete Cover Letter File	View Cover Letter File

SF424 R&R (page 2) FORMS C

PHS Cover Letter Form (above) is going away.

Delete/inactivate the coding that automatically checks the box on the Optional Forms page for the PHS Cover Letter in the SF424 when a cover letter is added to View 12.0 in the FP. The copy map will have the same source from the FP, but a different target b/c the PHS Cover Letter form is going away and an uploaded cover letter should now appear on the SF424 R&R (page 2) in Question 21:

20. Pre-application	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
21. Cover Letter Attachment	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

SF424 R&R Question Order & Numbering Changes

Below is a list of the questions that appear on each page of the SF424 R&R in both Forms versions.

SF424 R&R FORMS B2

Questions 1-14 appear on page 1

Questions 15-20 appear on page 2

SF424 R&R FORMS C

Questions 1-13 appear on page 1

Questions 14-21 appear on page 2

List of Attachments for Funding Proposal & SF424

The list below shows the order in which typical Attachments appear and are entered in the Funding Proposal and in the order that they appear and are entered in the SF424:

Funding Proposal	View	Q #	SF424 Application	SF424 Form Name
PI Biosketch	V 7.0			
PI Other Support	V 7.0			
Dartmouth Senior/Key Personnel Biosketch	V 7.1	Q 1.0		
Dartmouth Senior/Key Personnel Other Support	V 7.1	Q 1.0		
Non-Dartmouth Senior/Key Personnel Biosketch	V 7.1	Q 2.0		
Non-Dartmouth Senior/Key Personnel Other Support	V 7.1	Q 2.0		
Multiple PD/PI Leadership Plan	V 7.1	Q 3.0		
Protection of Human Subjects	V 8.0	Q 1.0		
Inclusion of Women and Minorities	V 8.0	Q 1.0		
Inclusion of Children	V 8.0	Q 1.0		
Vertebrate Animals	V 8.0	Q 3.0		
Consortium/Contractual Arrangements	V 11.0	Q 4.0		
Subaward Budget(s)	V 11.1	Q 2.0		
Project Summary/Abstract	V 12.0	Q 1.0		
Project Description/Narrative	V 12.0	Q 2.0		
References Cited/Bibliography	V 12.0	Q 3.0		
Facilities & Other Resources	V 12.0	Q 4.0		
Equipment	V 12.0	Q 5.0		
Other Attachments/Supplementary Documents	V 12.0	Q 6.0		
Introduction to Application <i>(for RESUBMISSION or REVISION only)</i>	V 12.0	Q 7.0		
Specific Aims	V 12.0	Q 8.0		
Research Strategy	V 12.0	Q 9.0		
Progress Report Publication List	V 12.0	Q 10.0		
Select Agent Research	V 12.0	Q 11.0		
Letters of Support	V 12.0	Q 12.0		
Resource Sharing Plan(s)	V 12.0	Q 13.0		

Appendix	V 12.0	Q 14.0		
PHS Cover Letter	V 12.0	Q 15.0		
SFLLL or Other Explanatory Document	V 12.0	Q 16.0		
Pre-application	V 12.0	Q 17.0		
Personnel Justification	V 13.0	Q 5.0		
Consortium Justification	V 13.0	Q 5.0		
Additional Narrative Justification	V 13.0	Q 5.0		
Budget Justification (Detailed)	V 13.0	Q 5.0		
			Performance Site Additional Location(s)	Research & Related Project/Performance Site Location(s)

Aging of Funding Proposals

Funding proposals that are in a state of Draft can be used any any point in the future as along as the FOA entered has not changed. If the FOA has changed, then cancel the existing proposal and start a new funding proposal.

For any proposal that is in s state other than Draft, please confer with your Grants Officer to determine whether the proposal can be used or if a new proposal must be started. The conditions of concern are 1) changes, in the proposed research, that will require anew either routing, review and/or confirmation by any person, or 2) a change of the FOA.

OSP will occasionally review old proposals and may contact you to determine if any should be moved to a state of Cancelled.

Funding proposals that are in a state of Cancelled remain visible under your My Funding Proposals tab for 30 days after you move them to this state. After this time elapses, they will be invisible to you.

Submitted funding proposals remain visible under your My Funding Proposals tab for 18 months after the date the funding proposal's state is changed to Submitted. After the 18 months pass, the proposals are changed to a state of Not Funded and they will be invisible to you. If, as can happen, any such proposal is funded OSP can access the proposal.

RAPPORT COI Triggers

RAPPORT COI Triggers			
Project States Impacted	Triggers for notifications	Immediate or Overnight Trigger	Description
FP - Draft and DRA Review	Begin Routing	Immediate	PI/SKP entered on a new FP
FP - DRA Review and Submitted	Changes to PI/SKP	Immediate	the system is checking FP Views 1.0 and 7.1 for any PI/SKP changes
FP - Submitted and Award Setup In Progress	FP is Awarded more than 60 days prior to start date	Immediate	the system is checking for FPs that are awarded more than 60 days prior to the projected start date; the FP is displayed on the RCO's PPQ tab as a new project; investigators receive notification to update SFI
FP - Submitted	70 days prior to start date	Overnight	The system is checking for submitted FPs that are 70 days prior to the projected start date; notification sent to PI requesting her to notify OSP of the current status of the FP
FP - Submitted	60 days prior to start date	Overnight	The system is checking for submitted FPs that are 60 days prior to the projected start date; added as an entry to the FP history tab "Submitted FP 60 Day COI Triggered"; the FP is considered viable and is displayed on the RCO's PPQ tab as a new project; investigators receive notification to update SFI
FP - Submitted	Changes to PI/SKP using Update Senior Key Personnel less than 60 days prior to start date	Immediate	The system is checking for PI/SKP changes on submitted FPs that are less than 60 days prior to the projected start date
FP - Submitted and Withdrawn from Sponsor, Rejected by Sponsor, Cancelled, or Not Funded	FP is not funded less than 60 days prior to start date	Immediate	The system is checking for submitted FPs that are 60 days prior to the projected start date and have a status change to either Withdrawn from Sponsor, Rejected by Sponsor, Cancelled, or Not Funded; If the FP has not been touched in the PPQ then the FP is removed from the PPQ; if RCO has created a research review then FP is not removed from PPQ - application tells RCO that the FP was not funded
Award - Draft, Award Review or Account Setup	Changes to PI/SKP during award setup	Immediate	The system is checking for PI/SKP changes during award setup
Award - Active	Award Modification approved for PI/SKP changes	Immediate	The system is checking Award Modifications for PI/SKP changes

Accessing and Using the RAPPORT Training Environment

Please inquire with [OSP-IS](#) if you wish to use the training environment.

In this environment, you test a range of Funding Opportunity Announcements (FOAs) and run through all of the roles to learn what a person with each RAPPORT role (DRA, PI, Chair, Dean, Fiscal Officer, Grants Officer, and OSP Director) encounters and must or can do as activities. Please use only **Test User** accounts. If you use active accounts for colleagues, they will receive notifications and you will be unable to complete the Funding Proposal and SF424 submission on your by playing all of the roles.

The URL for the training environment is: <https://rapport-preprod.dartmouth.edu/grantsTraining/>.

Test Forms C FOAs for NIH can be found at http://grants.nih.gov/grants/ElectronicReceipt/files/Forms_C.htm

[OSP-IS](#) can supply other types of Test FOAs.