



# Principal Investigator RAPPORt Quick Guide

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## Purpose of the Principal Investigator RAPPOR T Grants Quick Guide

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

This guide is intended to assist the Principal Investigator through the RAPPOR T process when submitting a grant application or research proposal through the Office of Sponsored Projects. This Quick Guide is to be used when a when a Department Research Administrator (DRA) is creating and routing a proposal submission in RAPPOR T. If you do not have a grant administrator or are creating and routing a submission via RAPPOR T yourself (as PI) , please refer to the [Department Research Administrator Guide](#).

The RAPPOR T system provides:

- All proposals will be routed via RAPPOR T including non-grants.gov.
- Document storage of all proposals. Upload all final documents to serve as the official institutional proposal record.
- Transparency and document storage for all award information.
- Submission of new, resubmissions, competing renewals and non-competing continuations.
- Transparency for issuance of sub-awards.
- No more paper routing forms for any proposal.
- Automatic notices for key personnel needing to complete COI disclosures.

### Logging in to RAPPOR T

To log in to RAPPOR T at <http://grants-rappor t.dartmouth.edu/>, enter your NetID in the "User Name" field and enter your Dartmouth password In the Password field.

My Net ID \_\_\_\_\_

To look up your NetID: <http://tech.dartmouth.edu/its/services-support/help-yourself/netid-lookup>

If you have forgotten your NetID Password, you can change it at:

<http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/changing-your-password>

### General Guidelines

RAPPOR T Grants, at a minimum, is the mechanism for routing each proposal, the storage of all documents and the management of Awards. Additionally, RAPPOR T Grants may be the system for submitting your proposal to Grans.gov. Any proposal, at a minimum, is comprised of the *Funding Proposal Project Type*. These proposal may be submitted by the PI or the OSP Grants Officer. Proposals that are submitted to Grans.gov are comprised of two project types – the *Funding Proposal Project Type* and a related *SF-424 Project Type*. The *Funding Proposal Project Type* is a series of "Views" (also referred to as SmartForms) that capture information about the proposed project. The information collected in the "Views" will be transferred to the *SF-424 Project Type's* Forms. A Grans.gov proposal's budget is entered in the *SF-424 Project Type's* Forms.

★ Please use the Funding Proposal Views to add and edit any information other than the budget. When non-budgetary changes are made in the SF-424 Forms, the changes will be overwritten by the Funding Proposal's Create-Update SF424 activity. This activity is run frequently during the proposal creation and review steps by your Research Manager and the OSP Grants Officer.

Please allow **sufficient time** for the preparation of the proposal submission. Within RAPPOR T, if a less common funding mechanism is being used, or if a funding mechanism is being used in a novel manner, the RAPPOR T technical team may require time to investigate and implement an update to RAPPOR T to accommodate the new or revised mechanism.

★ 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 RAPPOR T to function properly.

## Approvals

Acting on a notification email to make your Routing Approval or Submission Approval might be your most common activities in RAPPORt Grants. If you used RAPPORt Grants Express, I want to mention that Notifications have been improved to include a primary recipient and others who receive carbon copies. The Notification email will direct the recipient to perform an activity and tell the CC recipients that the email is informational only.

★ For the quickest system response, please jump to the proposal from the Notification. This is a quicker process than logging into RAPPORt Grants and navigating to the proposal.

**Note:** The sample Notifications below will look visually different in Outlook; however, the text of the message will be the same as you see here.

### Routing Approval Notification

RAPPORt Action Required - Routing Approval FP00000763  Grants x

no-reply@rappor.tdartmouth.edu Mar 2 (7 days ago) ☆  
to me ▾

To:	Test PINine
Cc:	Test DeptResAdmin6, Test DeptResAdmin4
PI:	Test PINine
Title:	R01 Research Proposal GG
ID:	<a href="#">FP00000763</a>

Please complete the PI Routing Approval for this proposal by clicking on the following link: [FP00000763](#).

PDR01

The link in this notification will take you to the (funding) proposal that requires you to act.

Once in the Funding Proposal Workspace, you will click on the 'PI Routing Approval' activity.

**Routing and Approvals**

**PI Routing Approval**

**Figure 1: Routing Approval Notification**

#### PI Routing Approval

\* Are you debarred or suspended from using Federal funds?  
 Yes  No [Clear](#)

\* 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](#)

If yes, then please list countries:  
 [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 Polices 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](#)

**Figure 2: PI Routing Approval form**

## Submission Approval Notification

RAPPORT Action Required - Need Submission Approval FP00000773 Grants x

no-reply@rapport.dartmouth.edu Mar 10 (2 days ago) ☆  
to me ▾

To:	Test PIEight
Cc:	Test DeptResAdmin5
PI:	Test PIEight
Title:	Flood Detection Telemetry
ID:	<a href="#">FP00000773</a>

This proposal has been approved by the Office of Sponsored Projects and it now requires PI review and submission approval.

Please click here [FP00000773](#) to review your proposal.

OR07

Figure 3: PI Submission Approval Notification

The link in this notification will take you directly to the proposal that requires you to act.

Once in the Funding Proposal Workspace, you will click on the 'PI Routing Approval' activity.

**Routing and Approvals**

**PI Submission Approval**

Figure 4: PI Submission Approval form

## COI Disclosure Notification

RAPPORT Action Required - COI Disclosure FP00000763 Grants x

no-reply@rapport.dartmouth.edu Mar 6 (3 d)  
to me ▾

To:	Test PINine
Cc:	Test DeptResAdmin4
PI:	Test PINine
Title:	R01 Research Proposal GG
ID:	<a href="#">FP00000763</a>

Please complete your COI for this proposed project.  
[Click here to complete your disclosure.](#)

COI02

Figure 5: PI COI Disclosure Notification

The link in this notification will take you to the COI System.

## Reviewing Your Proposal

You have two options for the times that you wish to review your proposal. One option, at the time of making the “PI Submission Approval” is to have your Department Research Administrator (DRA) generate a PDF of the entire proposal if the proposal is submitted through Grants.gov. Alternately, you can review the Printer Version of the SF424 Project Type for a Grants.gov proposal. For other sponsors, you will find reviewing the Printer Version of the Funding Proposal.

### At Both Routing Approval & Submission Approval Steps: Reviewing a Proposal Submitted to a Non-Grants.gov Sponsor

- Log into <https://grants-rapport.dartmouth.edu>
- View the proposal at the time of the Routing Approval
- Locate and open the appropriate proposal
- Click on the ‘Printer Version’ activity; note that attachments are accessible through hyperlinks within the Printer Version.

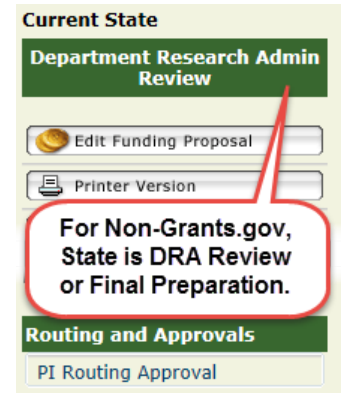


Figure 6: PI Non-Grants.gov Menu

### At Routing Approval Step: Reviewing a Proposal Submitted to Grants.gov

- Log into <https://grants-rapport.dartmouth.edu>
- View the proposal at the time of the Routing Approval
- Locate and open the appropriate proposal
- Click on the ‘Printer Version’ activity; note that attachments are accessible through hyperlinks within the Printer Version.



Figure 7: PI Grants.gov Funding Proposal Menu

### At Submission Approval Step: Reviewing a Proposal to be Submitted to Grants.gov

- Log into <https://grants-rapport.dartmouth.edu>
- View the proposal at the time of the Submission Approval
- Locate and open the appropriate proposal
- Click on the Sponsor Submission tab and then the ‘Name’ (hyperlink) of the SF424.

Proposal Information		Approver Checklist	Contacts	Change Log	Sponsor Submission	Budgets
ID	Name	SmartForm	Date Modified	State	Las	
SF-42400000133	<a href="#">SF-42400000133 for FP00000138</a>	[Edit]	7/16/2013 11:39 AM	Pre-Submission	6/5	

- Click on the ‘Printer Version’ activity; note that attachments are accessible through hyperlinks within the Printer Version.

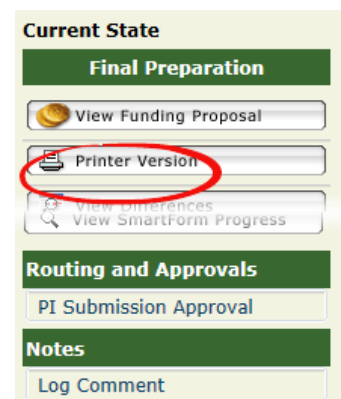


Figure 8: PI Grants.gov SF424 Menu

## PI Selects Proposal Not Ready To Submit

When, after the Grants Officer issues AOR Approval, you review the proposal and select 'No' as the response to the question "Is your proposal ready to submit?", the proposal enters the state of 'Pending PI Change'. Your DRA will receive an email notification and you will need to be in touch with the DRA about any correction(s). Once the correction(s) has been made, the DRA will contact you to say you can review the proposal, run the 'Create-Update SF424' (when applicable) and perform the 'PI Submission Approval' activity again.

### PI Submission Approval

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:  
FP00000774

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](#)


OK Cancel


#### Current State

##### Pending PI Change

 Edit Funding Proposal

 Printer Version

 View Differences

 View SmartForm Progress

#### Routing and Approvals


PI Submission Approval


#### Notes


Log Comment

#### Current State

##### Pending PI Change

 Edit Funding Proposal

 Printer Version

 View Differences

 View SmartForm Progress

#### Notes

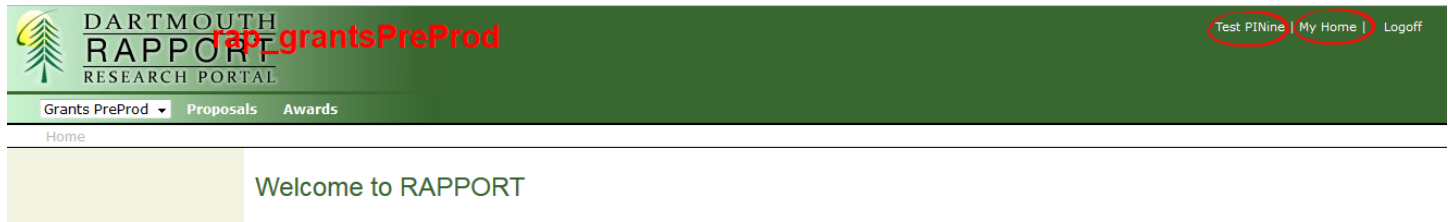
Log Comment

PI Menu 'Pending PI Change'  
for non-Grants.gov proposal

DRA Menu 'Pending PI Change'

## 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:



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Figure 9: RAPPORTRAP welcome page banner


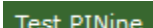
The My Home page will open and the My Action Items tab displays current proposals that you are working on and require some action on your part.


The Funding Proposals tab gives you access to current or past proposals. In contrast to the proposals under the My Action Items tab, these current and past proposals no longer require you to take direct action – proposals may be in an approval or review state (e.g., Chair, Dean, OSP) or they may be submitted or withdrawn.



Figure 10: RAPPORTRAP My Home page

## Editing Your Profile Information

 **FEATURE:** The values of these attributes of your profile (Fig. 4) - Title, Full Address (including Zip code and County), Phone, e-mail Address, ERA Commons Log In (required on NIH applications), Degree, and Degree Year, can be edited by clicking on your name in the top green banner. 

 **Key Concept: National Science Foundation proposals:** For the PI (and Co-PIs) on a NSF proposal, there are two pieces of information in the RAPPORTRAP Profile-HRMS record that must match your FastLane personal profile: email address and degree abbreviation/year conferred. If the email address does not match, FastLane will automatically create a new profile and you will not be able to view your 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 SF424 application requires the nine-digit zip code, which is not available from the current HRMS feed into RAPPORTRAP, so this must be entered into the PI Profile to prevent an error from being generated at submission. Please inquire with your Department Research Administrator (DRA) if you need to obtain the nine-digit zip code.



The 'Title' field is editable in case you would like to use a particular title (e.g., Professor, Director, etc.) on a specific application.

After you update your Profile information, click APPLY to save your changes. Changes will be applied to your Profile, so you will not have to edit this information for every proposal unless you want to change it.

The screenshot shows the user profile page for 'Test PISeven' on the DARTMOUTH RAPPORT RESEARCH PORTAL. The page header includes the logo and navigation links for 'Test PISeven', 'My Home', and 'Logoff'. The breadcrumb trail shows 'Root > Test PISeven' and a 'Help' button. The profile information is organized into sections: Institution (Trustees of Dartmouth College), School (Arts & Sciences), Division (Humanities), and Department (German Studies). A 'Properties' tab is active, showing the 'Name & Title' section with fields for Name (Test K. PISeven), Title (Professor), HRMS Position Title, and HRMS Faculty Rank Description. The 'Address' section includes fields for Address Line 1 (65 Dewey Field Rd.), Address Line 2, City (Hanover), State (NH), Zip (03755-0000), County (Grafton), and Country (USA). A note states: 'Grants.gov requires postal codes to be zip + 4 for US addresses. Please update your zip code if it is not Zip + 4 format and click 'Apply' below.' The 'Phone' field contains '(603) 646-1208', 'Email' is 'dartmouthrapport@gmail.com', 'Agency Credentials (eRA Commons ID)' is 'TESTPI7', 'Degree Type' is 'MD', 'Degree Year' is '2000', 'Annual Disclosure Date', and 'Disclosure Notification Date' are all empty. A footer bar contains '\* Required' and an 'Apply' button.

**DARTMOUTH RAPPORT RESEARCH PORTAL** Test PISeven My Home | Logoff

Root > Test PISeven Help

### Test PISeven

**Institution:** Trustees of Dartmouth College  
**School:** Arts & Sciences  
**Division:** Humanities  
**Department:** German Studies

**Properties**

**Name & Title:**

Test K. PISeven

Title: Professor

HRMS Position Title:

HRMS Faculty Rank Description:

**Address:**

Address Line 1: 65 Dewey Field Rd.

Address Line 2:

City: Hanover

State: NH

Zip: 03755-0000

County: Grafton

Country: USA

*Grants.gov requires postal codes to be zip + 4 for US addresses. Please update your zip code if it is not Zip + 4 format and click 'Apply' below.*

**Phone:** (603) 646-1208

**Email:** dartmouthrapport@gmail.com

**Agency Credentials (eRA Commons ID):** TESTPI7

**Degree Type:** MD

**Degree Year:** 2000

**Annual Disclosure Date:**

**Disclosure Notification Date:**

\* Required Apply

Figure 11: Person Profile