



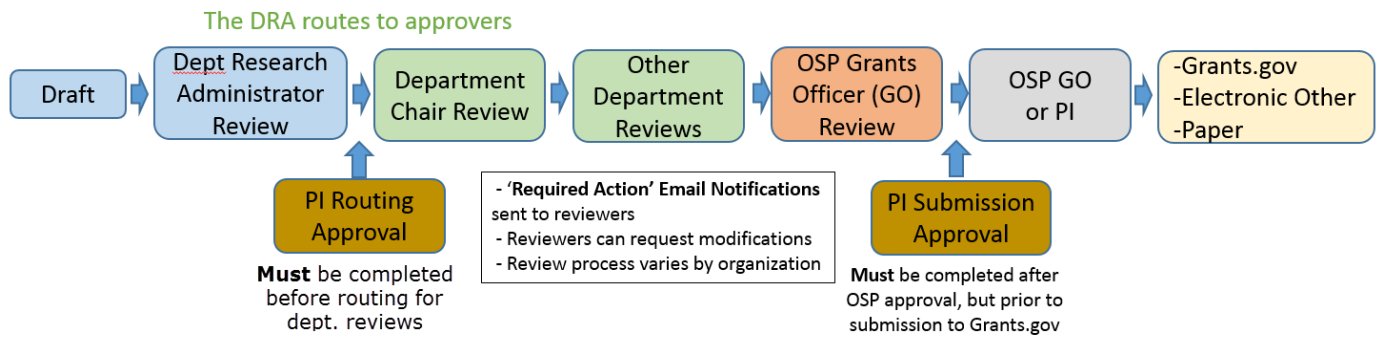
Principal Investigator: Step By Step Proposal Approval Guide

Table of Contents

Overview:.....	3
1. PI Routing Approval:	3
2. Forward to DRA:.....	3
3. PI Submission Approval:	3
Logging into RAPPORT	4
Completing the PI Routing Approval	5
PI Routing Notification.....	5
PI Routing Approval activity.....	5
Completing the PI Submission Approval.....	7
PI Submission Approval – Part 1	7
Reviewing the Funding Proposal	8
Update Science Attachments.....	8
Reviewing the SF424 Forms.....	9
Accessing the SF424.....	9
SF424 Workspace.....	9
SF424 Print Version.....	10
PI Submission Approval - Part 2.....	11

Overview:

This guide reviews the steps which require your action as Principal Investigator. If you intend to create the proposal yourself on RAPPORT, please refer to the "Step by Step Guide to Create and Route a NEW Proposal".



Generalized Proposal Flow Diagram

- Dept. Research Administrator (DRA) or PI creates new proposal
- **PI receives Notification to complete PI Routing Approval (triggered when the DRA runs the Forward to DRA activity)**
- DRA routes the proposal for review: goes first to departmental reviewers, then OSP
- **Once OSP approves proposal, PI receives notification and completes PI Submission Approval**
- OSP submits to grants.gov

The two important steps the PI needs to complete to successfully **route** and **submit** a proposal are:

1. **PI Routing Approval:** This must be completed before the proposal can be routed for departmental review; this is the equivalent of signing the routing form. When the DRA creates the funding proposal, the execution of the *Forward to DRA* activity, by the DRA, will send a notification email to the PI that routing can be started and that you must complete 'PI Routing Approval'.
2. **Forward to DRA:** When the PI creates the funding proposal and the DRA is unaware of the funding proposal (the DRA has not been listed on View 1.0 of the proposal), the PI needs to run the *Forward to DRA* activity. Typically, however, the DRA executes this activity.
3. **PI Submission Approval:** After the proposal has been routed and approved by OSP, the PI needs to complete this final activity before OSP can submit it to grants.gov. You will receive a notification email to alert you to perform a review of the proposal and issue approval. If you find an issue that needs to be corrected then

Logging into RAPPOR

My NetID _____

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

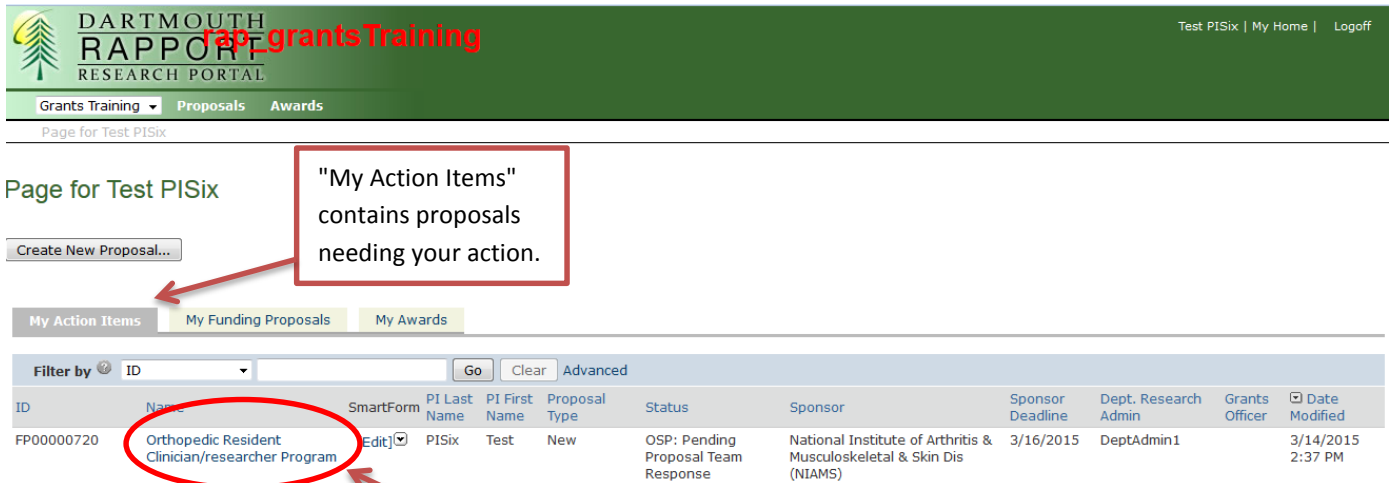
If you have forgotten your NetID Password, you can change it at:
<http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/changing-your-password>

[Login](#) to RAPPOR using your NetID and password <https://grants-rappor.dartmouth.edu/>.

This window opens – click on My Home to be taken to your personal page:



Your personal page opens:



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

Completing the PI Routing Approval

PI Routing Notification

When the Department Research Administrator (DRA) has the proposal ready to route, the DRA will run the *Forward to DRA* activity. This sends you the below notification. Click on the blue text hyperlink to be brought to RAPPOR and the specific proposal requiring your activity.

RAPPOR Action Required - Routing Approval FP00000763

Grants x

no-reply@rappor.dartmouth.edu
to me

Mar 2 (7 days ago)

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

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

PDR01

The Routing Approval is your response to several questions that are required for proposal submission. The PI Routing Approval facilitates the reporting of your proposal submissions to the Council on Sponsored Activities.

PI Routing Approval activity

Proposals > New R21 TBD

Funding Proposal: New R21 TBD

FP00000784 Funding Submission

OSP 7 Day Deadline: 3/16/2015

OSP 2 Day Deadline: 3/23/2015

Sponsor Submission Deadline: 3/25/2015

Current State

Department Research Admin Review

Edit Funding Proposal
Printer Version
View Differences
View SmartForm Progress

Change Management

Create/Update SPIDM

Routing and Approvals

PI Routing Approval

Proposal Team Actions

Cancel Funding Proposal

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 PISix

Title:
Rank:

DRA: Test DeptResAdmin6

Application Type: New

Sponsor ID:

Abstract: 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: 1/1/2016

Period	Start Date	End Date	Type of Costs	Costs
1	1/1/2016	12/31/2016	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
2	1/1/2017	12/31/2017	Direct Costs	\$250,000
			Indirect Costs	\$155,000
			Total Period Costs	\$405,000
Cumulative	1/1/2016	12/31/2017	Direct Costs	\$500,000
			Indirect Costs	\$310,000
			Total Project Costs	\$810,000

Budget Justification:

Personnel Justification:
Personnel Justification 1.pdf(0.01)

Indirect Rates:
62% Research on-campus (07/01/13 - 06/30/15)

In the proposal workspace, click on the *PI Routing Approval* activity, on the left hand navigation bar.

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

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 defence 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](#)

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

After responding to the questions, be sure to click OK at the bottom of the page.

This approval activity then appears in the History section at the bottom of the proposal workspace.

History		
Activity	Author	Activity Date
PI has approved FP for routing	PINine, Test M.	3/5/2015 4:35 PM

Once the PI has completed this approval, an email will be sent to the DRA named on this proposal to indicate it is ready to begin the routing process. Only a DRA can send it on the routing path through department review and then to OSP.

Completing the PI Submission Approval

PI Submission Approval – Part 1

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:	FP00000773

Once OSP has approved the proposal, you will receive a notification that you can perform a final review of the proposal and issue your *PI Submission Approval*.

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

Current State

Final Preparation

- View Funding Proposal
- Printer Version
- View Differences
- View SmartForm Progress

Routing and Approvals

- [PI Submission Approval](#)

Notes

- [Log Comment](#)

Use the notification to navigate to the proposal and select the *PI Submission Approval* activity from the menu to either approve the proposal or allow yourself and your DRA to make changes.

This is similar to a digital signature of approval allowing for submission and is the final step prior to submission.

Prior to this approval, it is advisable to review the final version of the proposal and check that the attachments are the correct versions. (See next page.)

If you find that any update is required, you can select that the proposal is **not** ready to submit. This unlocks the proposal so you and your DRA can update it. When the changes have been made, you again run the *PI Submission Approval* activity and indicate that the proposal is ready to submit.

Execute "PI Submission Approval" on FP00000767 - Mozilla Firefox

Dartmouth College (US) | <https://grants-rapport-pre.dartmouth.edu/grantsPreProd/ResourceAdministration/Activity/form?ActivityType=com.we>

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:
[FP00000767](#)

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.

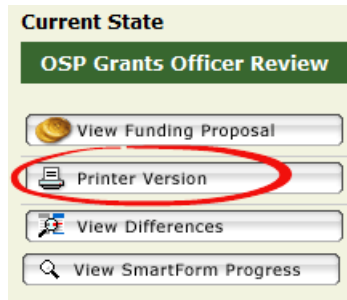
When you are done editing, click on this activity again, review your proposal and then select 'yes' only when you are ready for OSP to submit your application.

Is your proposal ready to submit?

* Yes No [Clear](#)

Reviewing the Funding Proposal

The easiest way to see the Funding Proposal Views is to **right-click** on "Printer Version" and select "Open link in new window" to open all the views in a scrollable window.



Below is a section of the printer version:

11.0 Performance Sites

1.0 * Select the primary Dartmouth Performance site:
DHMC

2.0 Select additional Dartmouth performance sites:
Name
There are no items to display

3.0 Enter non-Dartmouth performance sites:
Name Street 1 Street 2 City State Zip Country
There are no items to display

4.0 * Will this proposal subcontract research to another institution? Yes No

View: DC 12.0 Summary of Research Plan Attachments

12.0 Summary of Research Plan Attachments

1.0 Project Summary/Abstract:

2.0 Project Narrative:

3.0 Bibliography:

4.0 Facilities and Other Resources:

5.0 Equipment:

6.0 Specific Aims:
Specific Aims.pdf(0,01)

7.0 **Research Strategy:**
Research Strategy.pdf(0,01)

8.0 PHS Cover Letter:

9.0 Other Attachments:
Name Version
There are no items to display

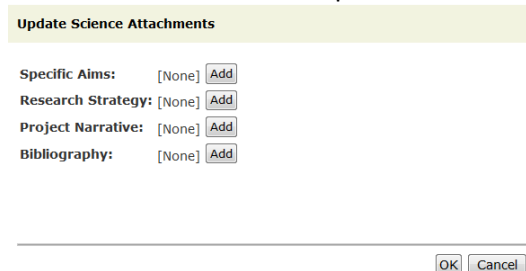
Here the attachments can be reviewed; they can be opened by clicking on the file name.

Update Science Attachments



The science attachments may be updated in most states by clicking here, even if the views in the funding proposal is in a read-only state because it is being reviewed by, for example, your Chair or OSP.

Then this window opens:



The dialog box is titled "Update Science Attachments" and contains the following fields and buttons:

- Specific Aims: [None] Add
- Research Strategy: [None] Add
- Project Narrative: [None] Add
- Bibliography: [None] Add

At the bottom right, there are "OK" and "Cancel" buttons.

Click OK or Cancel to close this window to return to the proposal workspace.

Reviewing the SF424 Forms

The SF424 workspace, of RAPPOR, is where the complete budget is found. Other specific files such as the budget justification, letters of support and others required for the specific FOA are uploaded in this section by your Department Research Administrator. The information pertinent to Dartmouth College, senior/key personnel and some criteria for oversight of the planned map into the SF424 from the Views/Smart Forms of the Funding Proposal workspace.



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 RAPPOR 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 (ask your Department Research Administrator or Grants Officer). **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.**

Accessing the SF424

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

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

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 the proposal. As you can see by the terminology SF42400000767 for FP00000744, the change in the displayed activities on the left, and the project type indicator in the top right corner, this is the SF424 Workspace. Click on the **Print Version** activity to review the proposal with the details of the budget and all attachments.

Application Status
Pre-Submission

SF-42400000767 for FP00000744

SF424 Project Type

SF-42400000767 SF424

Print Version

Activities

- Validate Submission
- Log Comment
- Import Subaward

Descriptive Title:

Submission Type:

Start Date:

PDF Version: Not Available, Please execute Generate PDF Version activity

End Date:

Tracking Number:

FOA: (FOA00000251)

Received Date/Time:

Status Updated:

Date Modified: 3/5/2015 4:33 PM

History Change Log

Activity	Author	Activity Date
SF424 Created	Grady, Kevin M	1/27/2015 11:26 AM

The SF424's **Print Version** presents the proposal in the manner seen in the Adobe Forms. As you review the **Print Version**, the attachments are given by their file name. The file names are hyperlinks that will open or download (depending on the settings in your web browser) the attachments.

Date: 11/20/2014, 8:33:20 AM Print Close
 View: Select Optional Forms

Application Filing Name:

BC141399

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

Form Name

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

Following forms are required:

Form Name

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

Research & Related Budget V1.3

SF424 (R&R) V2.0

Attachments V1.1

View: SF424 R&R Cover Page (V2.0) - Page 1

SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

<p>1. *Type of Submission: Application</p> <p>2. Date Submitted:</p> <p>3. Date Received by State:</p>	<p>4.a. Federal Identifier:</p> <p>Applicant Identifier:</p> <p>State Application Identifier:</p> <p>b. Agency Routing Number:</p> <p>c. Previous Grants.gov Tracking ID</p>
<p>5. APPLICANT INFORMATION *Organizational DUNS: 041027822</p> <p>*Legal Name: Trustees of Dartmouth College Division: Street 2:</p> <p>Department: Office of Sponsored Projects</p> <p>*Street 1: 11 Rope Ferry Rd.</p> <p>*City: Hanover County: Grafton State: NH: New Hampshire Province: Zip/Postal Code: 03755-1404</p> <p>*Country: USA: UNITED STATES</p>	
<p>Person to be contacted on matters involving this application</p> <p>Prefix: *First Name: Jill Middle Name: *Last Name: Mortali Suffix:</p> <p>Position/Title: Director</p> <p>*Street 1: 11 Rope Ferry Rd.</p> <p>Street 2:</p> <p>*City: Hanover County / Parish: Grafton</p> <p>State: NH: New Hampshire Province:</p> <p>*Country: USA: UNITED STATES ZIP / Postal Code: 03755-1404</p> <p>*Phone Number: 603-646-3007 Fax Number: 603-646-3670 Email: sponsored.projects@dartmouth.edu</p>	
<p>6. *EMPLOYER IDENTIFICATION (EIN) or (TIN): 02-0222111</p> <p>8. *TYPE OF APPLICATION: New If Revision, make appropriate choice: Other (specify): *Is this application being submitted to other agencies? <input type="radio"/> Yes <input checked="" type="radio"/> No What other Agencies?</p>	<p>7. *TYPE OF APPLICANT: O: Private Institution of Higher Education Other (Specify): Small Business Organization Type</p> <p>Women Owned: <input type="checkbox"/></p> <p>Socially and Economically Disadvantaged: <input type="checkbox"/></p> <p>9. *NAME OF FEDERAL AGENCY: Dept. of the Army -- USAMRAA</p> <p>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 12.420 TITLE: Military Medical Research and Development</p>
<p>11. *DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Development of Chemotherapeutics Targeting p53-compromised Cancers - Function-oriented Synthesis Studies of Pectenotoxin 2</p>	
<p>12. *PROPOSED PROJECT:</p> <p>Start Date: 10/1/2015 End Date: 9/30/2018</p>	<p>13. *CONGRESSIONAL DISTRICTS OF APPLICANT: NH-002</p>
<p>14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION</p> <p>Prefix: *First Name: Glenn Middle Name: C *Last Name: Micalizio Suffix:</p> <p>Position/Title: Tenure & Tenure Track Faculty *Organization: Trustees of Dartmouth College</p> <p>Department: Chemistry Division: Arts & Sciences</p> <p>*Street 1: Burke Street 2:</p> <p>*City: Hanover County: Grafton State: NH: New Hampshire Province: Zip/Postal Code: 03755</p> <p>*Country: USA: UNITED STATES *Email: Glenn.C.Micalizio@Dartmouth.edu</p> <p>*Phone: 603-646-0276 Fax: 603-646-3946</p>	

View: SF424 Attachments (V1.1)

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

- 1) Please attach Attachment 1 ProjectNarrative.pdf(0.01)
- 2) Please attach Attachment 2 Support.pdf(0.01)
- 3) Please attach Attachment 3 TechAbs.pdf(0.01)
- 4) Please attach Attachment 4 LayAbs.pdf(0.01)
- 5) Please attach Attachment 5 SOW.pdf(0.01)
- 6) Please attach Attachment 6 Impact.pdf(0.02)
- 7) Please attach Attachment 7
- 8) Please attach Attachment 8 Submissions.pdf(0.02)
- 9) Please attach Attachment 9
- 10) Please attach Attachment 10
- 11) Please attach Attachment 11 Innovation.pdf(0.02)
- 12) Please attach Attachment 12
- 13) Please attach Attachment 13
- 14) Please attach Attachment 14

PI Submission Approval - Part 2

When, after the final review and making any corrections, you click OK in the *PI Submission Approval* form (see pg 7), the State will change from **Final Preparation** to **OSP Final Submission**, and the approval will appear in the History (see image below.)

History		
Activity	Author	Activity Date
PI has certified proposal is ready for submission	PI5, Test	7/5/2012 1:55 PM EDT
AOR approval issued	OSP Grants Officer, Test	7/5/2012 12:46 PM EDT
I wish all proposals were this good.		
SF424 Created-Updated	OSP Grants Officer, Test	7/5/2012 12:41 PM EDT
Ownership taken by OSP	OSP Grants Officer, Test	7/5/2012 12:40 PM EDT
Chair Approval Issued	Chair, Test	7/5/2012 11:45 AM EDT
This is a very well done proposal !		

The proposal is now approved and will be submitted by OSP to Grants.gov. No further action on your part is required at this point, and you will receive email correspondence as to the review status of the proposal.

Once OSP has submitted the proposal to Grants.gov and you and the Grants Officer (GO) have reviewed the proposal in, for example, the NIH Commons or NFS FastLane, the GO will change the state to **Submitted** and the history log also records details on the submission.

History	
Activity	
FP submitted to Grants gov	