Department Research Administrator RAPPORT Manual

Contents
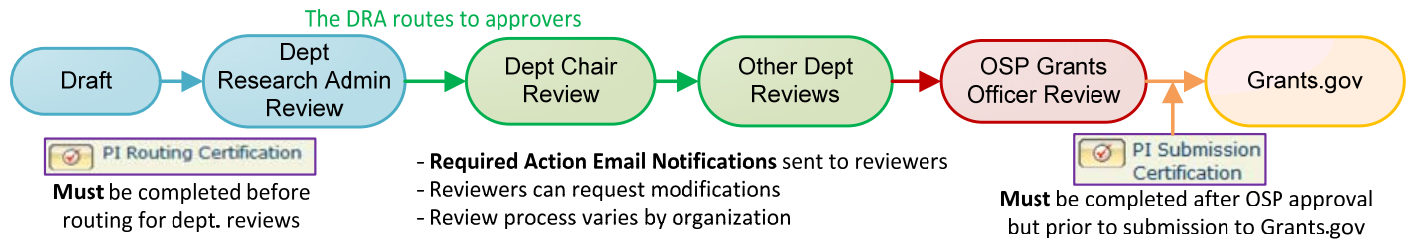
Overview

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

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://rapport.dartmouth.edu/.

My Net ID _____

>   To look up your Net ID: http://www.dartmouth.edu/comp/systems/netid.html

>   If you have forgotten your Network Password, you can change it at
>   http://www.dartmouth.edu/comp/systems/accounts/passwords/dartmouth-passwords.html

General Guidelines

To create a proposal, you will work through a series of "Views" (pages) to capture information about the proposed project. Much of the information collected in the "Views" will be transferred to the SF424, but NOT all of the information; some is used for internal and routing purposes. In addition, institutional details that do not appear on any of the views, such as the DUNS, FWA, and Animal Welfare Assurance numbers, are mapped to the SF424 automatically behind the scenes. Lastly, some of the SF424 is populated with various "activities" in the system, which occur at various approval stages in the proposal submission process. **There is a color-coded guide in the Appendix which details what information on the SF424 is collected in the views and activities, what is automatically populated, and what needs to be entered directly into the application for GrantsXpress.**

Items marked with a ⭐ indicates important information to note.

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

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

Pop up Blockers can create some funny effects. You may want to disable this feature if you encounter any issues.

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, or a drop down list of a total of 10 choices will appear, so you can select the correct one.
- Clicking on the ADD or SELECT button provides a pop up window that displays a full list (more than just 10), which also has a searchable text box.

- Use the % as a wildcard to narrow your searches quickly. For example, type %institutes% into the sponsor text box and the National Institutes of Health will display as a choice for you to click on.

Navigation

Navigation in RAPPORT occurs by using these options on the blue bar, one of which is located on every view on both the top and bottom of the page.

Forward/Back Navigation & Saving Options

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.

⭐ **Save early and save often!**
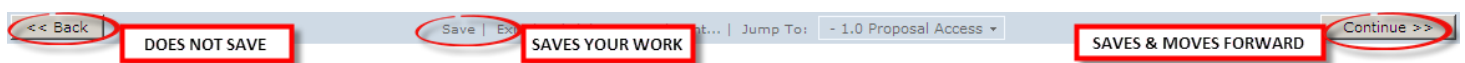
Jump To Menu

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 Grants.gov 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.
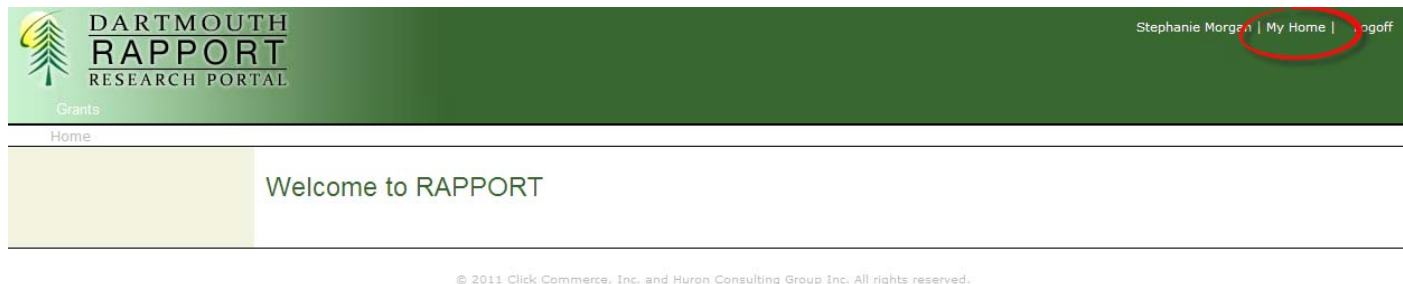
Announcements will appear at the top of your personal page (highlighted in yellow below).

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 proposal.

1.0 Proposal Access (Note: To be complete, this section requires additional information. OSP 3/8/13)

The screenshot shows a form with fields:

1.0 Proposal Access

- 1.0 * Project Title:
- 2.0 * Project Nickname:
- 3.0 * Principal Investigator: Select...
  - If a fellowship, please identify the Mentor if applicable: Select...
- 4.0 * Person to contact with questions about this proposal:
  - Test DeptResAdmin2 Select... Clear
- 5.0 Submitting Department or Center:
  - AMELL Select... Clear
- 6.0 Select team members who have READ only rights: Add
  - Last Name / First Name / Department
  - There are no items to display
- 7.0 Select team members that have EDIT rights: Add
  - Last Name / First Name / Department
  - There are no items to display

Callout: 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

Callout: The Person to Contact is typically the DRA.

Auto-Populated Contact Information

The logged-in user's role causes certain information to pre-populate on the first view:

If a PI logs on to start a proposal:
- the Principal Investigator field will auto populate with his/her name
- the Contact Person field will auto populate with the PI's name
- the Submitting Department/Center field will auto populate the PI's home department

If a DRA logs on to start a proposal:
- the Principal Investigator field will be blank
- the Person to Contact field will auto populate with the DRA's name
- the Submitting Department/Center field will auto populate the DRA's home department

Editing PI Information

⭐ **FEATURE:** The fields for Principal Investigator 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.

The SF424 application requires the nine-digit zip code, which is not available from the current HRMS feed into RAPPORT, so this must be entered into the PI Profile to prevent an error from being generated at submission.

The Commons Log In is required for the PI on NIH applications, for example, so this can also be added if necessary.

The Title, Degree and Degree Year fields are optional for completion.

To access the PI Profile fields that are editable, "right click" on the person's name; which is a blue link:
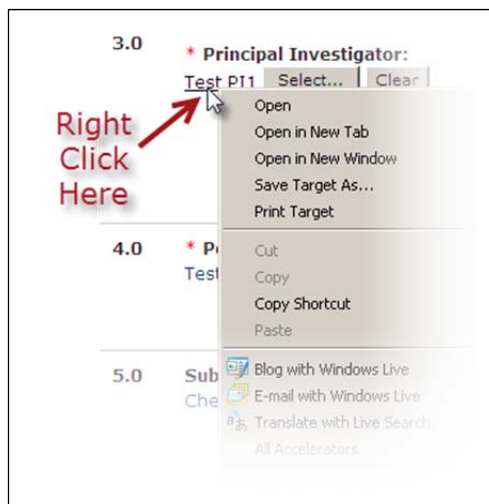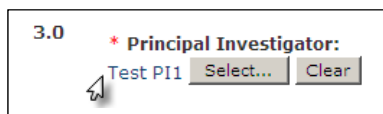
Then you will be able to select Open in New Tab or Open in New Window to make the changes:
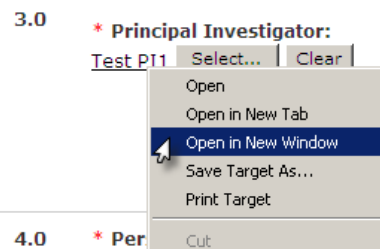
Your new tab or window will display the following for the PI:

Avery Simpson

Institution:	Trustees of Dartmouth College
School:	Thayer School of Engineering
Division:	None
Department:	Acad Relation Teaching Faculty
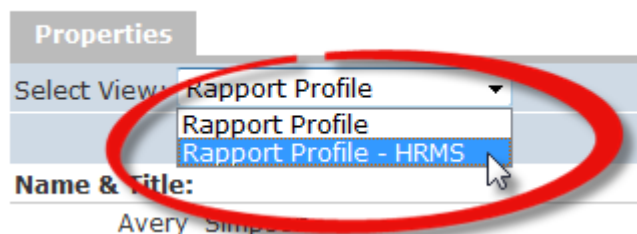
You will note several choices in the "Select View" list. Click on "Rapport Profile – HRMS" to edit the person's profile.

The fields that can be edited are highlighted in yellow below.

If any of the non-editable information displayed is incorrect, you will need to contact HR to fix it. If you do not notify HR, then it will remain this way.

A few things to keep in mind:

- The title field is editable in case a PI who has multiple titles (e.g., Professor, Director, etc.) would like to use a particular title on a specific application.
- Unless a PI has gone in to edit his/her profile, when you first open it the editable items will be blank or incomplete.
- Click APPLY to save your changes. Changes will be applied to the person's Profile, so you will not have to edit this information for every proposal unless you want to change it.

Properties

Select View: Rapport Profile - HRMS ▾

Apply

Name & Title:

Avery Simpson

Title:
Professor

HRMS Position Title:

HRMS Faculty Rank Description:

> **Name, Position Title, and Faculty Rank cannot be edited**

Address:

Address Line 1:
71 Dewey Field Rd.

Address Line 2:

City:
Hanover

State:
NH ▾

Zip:
03755-1234

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.

County:

Country:
USA ▾

Phone:
(603) 646-1214

Email:
rapport@dartmouth.edu

Agency Credentials (eRA Commons ID):
ASIMPSON

Degree Type:
PhD

Degree Year:
1998

> **Agency Credentials, Degree Type, and Degree Year require hand entry**

* Required

Apply

When Contact Person is NOT the DRA

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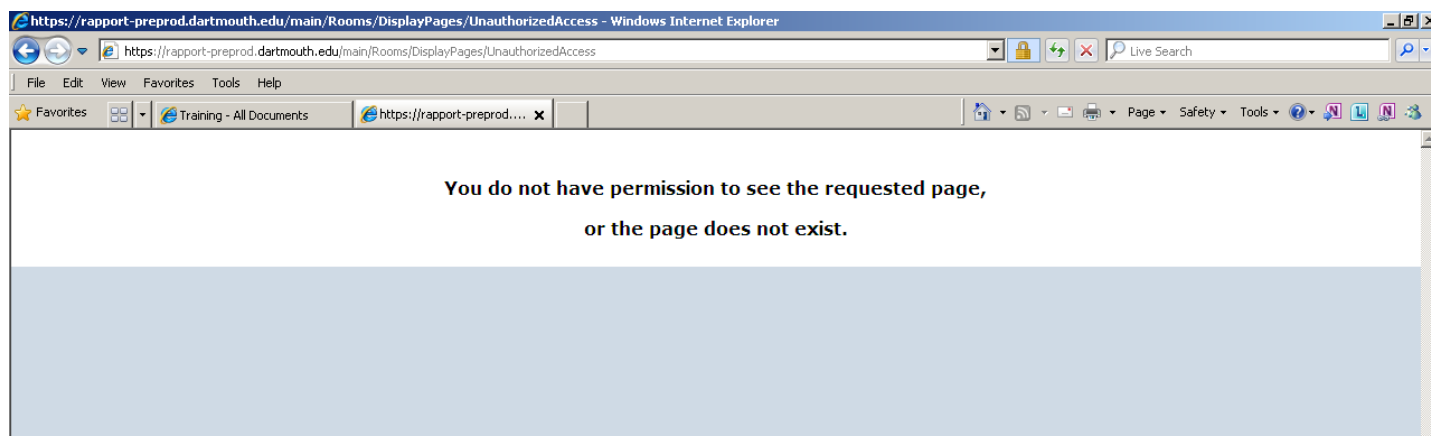
If you find yourself in this situation, please contact osp-rapport@cloud.dartmouth.edu for assistance.

Assigning Read Only & Read/Edit Access

Adding names to Question 6.0 allows you to add people to the proposal who can ONLY READ the Funding Proposal.

Adding names to Question 7.0 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 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.

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.

2.0 Proposal Information

2.0 Proposal Information

1.0 * Select Proposal Type:
- ○ New
- ○ Competing Renewal
- ○ Resubmission
- Clear

For Competing Renewals & Resubmissions ONLY:

Enter the Federal Identifier (required):

[   ]

Enter the Coeus award number if you have it:

[   ]

2.0 * Please select sponsor:

[   ] Select...

* Award mechanism:
- ○ Grant
- ○ Cooperative Agreement
- Clear

3.0 Identify the proposal purpose:
- ○ Research (includes research training and fellowships)
- ○ Equipment
- ○ Instruction
- ○ Clinical Trial
- ○ Other
- Clear

If Other, please specify:

[   ]

4.0 Select submission type:
- ◉ Electronic via grants.gov
- ○ Electronic via other
- ○ Paper

In GXP only three application types can be submitted: new, competing renewals, and resubmissions.

In Full Grants all proposal types will be accepted.

⭐ 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:

[%NIH   ] Select...

△ Organization	Type
National Institutes of Health (NIH)	Government Sponsor

- ○ Cooperative Agreement
- Clear

In GXP, only proposals for Grants and Cooperative Agreements can be submitted.

In Full Grants all Award Mechanisms will be available.

The only submission types in GXP are Electronic via grants.gov, so this option is pre-selected for you.

In Full Grants all submission types will be accepted.

3.0 Select SF424 Package

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:

⭐ **Grants.gov opportunities do not have spaces between the FOA segments**. Instead of spaces Grants.gov uses dashes. 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 dash 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.

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:

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

Before advancing YOU MUST SELECT THE RADIO BUTTON:

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
⊙ PA-?2A-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					

Once you hit Continue or Save, YOU WILL NOT 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.

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: http://www.grants.gov/applicants/find_grant_opportunities.jsp

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 dashes between each FOA segment or your search will not work.

As you can see from the example FOA search, PD-09-0668 can be submitted via Grants.gov and RAPPORT:

Search Results

Sort: Open Date, Descending | Sort by Close Date | New Search
| | | | Results 1 - 1 of 1 |

Open Date	Opportunity Title	Agency	Funding Number
07/14/2009	Chemical Measurement and Imaging	National Science Foundation	PD-09-6880

4.0 SF424 Supported Forms (Note: To be complete, this section requires additional information. OSP 3/8/13)

After you have entered your FOA in View 3.0 and progress to View 4.0, observe that you do not have the 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. If you see this alert, please contact osp-rapport@cloud.dartmouth.edu.

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	

5.0 Submission Deadlines

The field in Question 1.0 fills directly from the FOA and it may show the closing date of the announcement and not the actual deadline for your submission. In the following example, a test R01 application was selected and the closing date of the FOA pre-filled the deadline date field:

You can enter Deadline Dates by using the calendar icon or you can hand enter them.

In GXP, questions 2.0 and 3.0 require data entry of the two OSP deadlines: the 7-business day Review Deadline, and the 2-business day Submission Deadline.

⭐ **ALWAYS check the Sponsor Deadline date field and correct it, if necessary.**

6.0 Federal Grant Specific Information

Program Income & State Executive Order

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 Federal Grant Specific 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

3.0   * **Is application subject to review by State Executive Order 12372 process?**
     ○ Yes   ○ No   Clear

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

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

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:**
[_____]

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 ($):**
[_____]

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

* **Source(s):**
[_____]

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

* Required   [OK] [OK and Add Another] [Cancel]

NIH Applications

Please note that NIH applications **are not covered** under Executive Order 12372, so this question would be answered 'No' and 'Program is not covered by E.O. 12372.'

NSF Applications

NSF applications **are covered** by Executive Order 12372, so this question would be answered 'yes.'

7.0 PI Information

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.

Percent of Effort	Calendar	Academic	Off-term
Months			
Percentage			

EXAMPLES:

Calendar
| 1 |
8.33%

Academic
| 1 |
11.11%

Off-term
| 1 |
33.33%

2.0 **Attach current documents, if required.**

Biosketch:

[None] Add

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

Other Support:

[None] Add

3.0 * **Is this a multi-PI submission?**

○ Yes ○ No Clear

4.0 * **Are there other key personnel associated with this funding proposal?**

○ Yes ○ No Clear

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.

7.1 Additional Senior/Key Personnel

To enter Senior/Key Personnel click on the ADD button for the appropriate categories: Dartmouth/non-Dartmouth:

7.1 Additional Senior/Key Personnel

1.0 **Select other Dartmouth key personnel:**

Add

Last Name	First Name	Department	Project Role
There are no items to display			

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

Add

FirstName	LastName	Project Role	Institution
There are no items to display			

Dartmouth Senior/Key Personnel

Add Dartmouth Senior/Key Personnel

* Select Dartmouth Personnel:

[_____] [Select...]

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

* Select Project Role:

[_____ ▼]

If other role, please specify below:

[_____]

Calendar

[1]

8.33%

Academic

[1]

11.11%

Off-term

[1]

33.33%

Percent of Effort	Calendar	Academic	Off-term
Months	[ ]	[ ]	[ ]
Percentage			

The **percent of effort automatically calculates** after you enter the number of months and then click outside of the field.

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.

Contact Person to Notify Effort:

[_____] [Select...]

Attach current documents, if required

Biosketch:
[None] [Add]

Other Support:
[None] [Add]

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.'

* Required

[OK] [OK and Add Another] [Cancel]

Non-Dartmouth Key Personnel

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

The fields with the red asterix 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.

Name:
* First Name:

* Last Name:

Organizational Information:
* Institution:

* Department:

* Division:

Address Information:
* Address Info Street 1:

Address Info Street 2:

* City:

County:

State:
-- Select One --

* Postal Code:

* Country:
-- Select One --

Contact Information
* Phone Number:

Fax:

* Email address:

Project Role Information:
* Project Role:

If other role, please specify below:

What is the eRA Common User Name?

Degree Information:
Degree Type:

Degree Year:

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

Attach Biographical Sketch:
[None] Add

Attach Current and Pending Support:
[None] Add

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

OK | OK and Add Another | Cancel

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

Edit Display Order in the SF424

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

Also, you can enter personnel in any order you want. 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 is to show Senior/Key Personnel in alphabetical order, but you can change this order by going into the SF424 Project Type and using the EDIT DISPLAY ORDER button to reorder the names in any way that you want (see Accessing SF424 section to learn how to enter the SF424 Project Type).

⭐ If Personnel require re-ordering do not use the Edit Display Order button 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 Senior/Key Personnel in your SF424 Application. In the first screen shot below, Madden, Kull, and Abrahamian were added to the **Funding Proposal**—in that order—and RAPPORT displayed them this way:

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

As shown above, the SF424 displays people in alphabetical order. However, in this example, the PI would like to list Madden as the first person, Kull as the second, and Abrahamian as the third. Select EDIT DISPLAY ORDER:

Click OK and then wait a minute or two while the program re-orders the names. The new display should reflect the number values that you previously entered (in this case Madden = 1, Kull = 2, Abrahamian = 3)

8.0 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

If YES to Human Subjects:

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

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

    If no, your project is NOT EXEMPT:
    Is the IRB review pending?
    ◉ Yes ○ No Clear

        If no, your review has been done, please complete:
        IRB Approval Date:
        [_____] ⊞

        CPHS Protocol Number:
        [_____]

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

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

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

    If No, your review has been done, please complete:
    IACUC Approval Date:
    [_____] ⊞
    IACUC Protocol Number:
    [_____]

> 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.

> If Embryonic Stem Cells will be used, then the Federal Stem Cell Lines will be required on the next view.
>
> **8.1 Federal Stem Cell Lines**
>
> 1.0   * Federal grant stem cell lines
>   ☐ BG01
>   ☐ BG02
>   ☐ BG03
>   ☐ BG04
>   ☐ ES01
>   ☐ ES02
>   ☐ ES03
>   ☐ ES04
>   ☐ ES05
>   ☐ ES06
>   ☐ MI01
>   ☐ SA01

> If the answer is yes for Animals on the Funding Proposal, then the Animal Welfare Assurance Number will automatically be included on the SF424.

9.0 Environmental Health and Safety

9.0 Environmental Health And Safety

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

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

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

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

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

9.1 Biological Safety

9.1 Biological Safety

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

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

9.2 Chemical Safety

9.2 Chemical Safety

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

9.3 Radiation & Imaging Equipment

9.3 Radiation and Imaging Equipment

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

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]

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

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

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

11.0 Performance Sites

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

Dartmouth Primary & Additional Sites

1.0	* Select the primary Dartmouth Performance site:
	[dropdown]

2.0	Select additional Dartmouth performance sites:
	[ ] [Add]
	Name
	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.

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

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

Non-Dartmouth Sites

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

3.0	Enter non-Dartmouth performance sites:
	[Add]

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 Clear

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

* Site Name:	[ ]
Contact Name:	[ ]
Email:	[ ]
* Address line 1:	[ ]
Address line 2:	[ ]
* City:	[ ]
State:	-- Select One --
* Zip Code:	[ ]
* Country:	-- Select One --
* DUNS ID#:	[ ]
* Congressional District:	[ ]
Phone Number:	[ ]

Fields with a red asterix 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.

You may enter more than one non-Dartmouth Performance Site by clicking 'OK and Add Another.'

* Required   [OK] [OK and Add Another] [Cancel]

11.1 Subaward Information (Note: To be complete, this section requires additional information. OSP 3/8/13)

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

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

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

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

12.0 Research Plan Attachments

UPLOAD ATTACHMENTS HERE. Any of **the following attachments** uploaded directly in the SF424 Project Type will be over-written by the versions contained in this view when the 'create/update SF424' activity is executed.
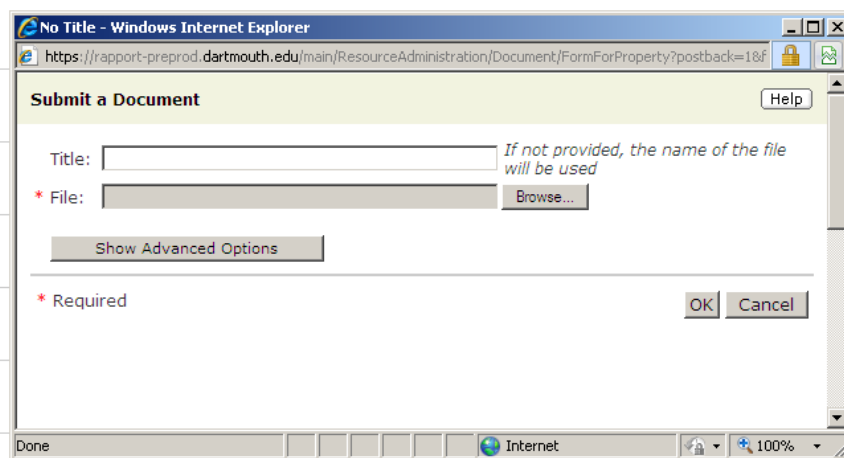
After you upload a PDF, your option button changes from one choice, Add, to two choices, Upload Revision and Delete. RAPPORT tracks the number of versions you have uploaded for a particular attachment. In the following example, the Project Summary Abstract has been uploaded and then a revised version was uploaded. It is possible to tell by looking at the number at the end of the file name/file link, which is 0.02:

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

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

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).

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

13.0 Budget Periods & Type

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.

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
4/1/2013	3/31/2018	5.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	4/1/2013	3/31/2014
2	12	Period 2	4/1/2014	3/31/2015
3	12	Period 3	4/1/2015	3/31/2016
4	12	Period 4	4/1/2016	3/31/2017
5	12	Period 5	4/1/2017	3/31/2018

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:
[   ]

3.0 If using mixed indirect rates, please attach a budget spreadsheet for OSP review:
[None] Add

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

5.0 * Select the Budget Format:
○ Modular Budget
○ "Detailed" Budget
○ Other
    Clear

14.0 Proposal Budget Entry

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

⭐ **KEY CONCEPT:** The green lightning bolt is a 'doorway' between the Funding Proposal Project Type and the SF424 Project Type.

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

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

PHS 398 Modular Budget, Period 1

*Number Of Budget Periods:	5		
Budget Period: 1	* Start Date: 4/1/2013	* End Date: 3/31/2014	

A. Direct Costs Funds Requested ($)
* Direct Cost less Consortium F&A: $250,000.00
Consortium F&A: $0.00
Total Direct Costs: $250,000.00

B. Indirect Costs

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)
1.	Modified Total Direct Costs	58	$205,319.00	$119,085.00
2.				
3.				
4.				

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

Indirect Cost Rate Agreement Date: 5/17/2012   Total Indirect Costs: $119,085.00

C. Total Direct and Indirect Costs (A + B)   Funds Requested ($): $369,085.00

Click [Continue >>] 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] Add
Consortium Justification	[None] Add
Additional Narrative Justification	[None] 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.

⭐ **MODULAR BUDGET JUSTIFICATIONS MUST BE UPLOADED HERE IN THE SF424**. The Funding Proposal DOES NOT contain a place to upload the Personnel, Consortium, or Additional Narrative Justifications, so there is no danger that these files will be over-written when the Create/Update SF424 activity is executed. Attach only the relevant files per the solicitation instructions and remember to check to make sure the most recent version is attached before returning the proposal to OSP at the 2-day submission deadline.

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.

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.

Detailed Budget

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: 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

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: [None] Add

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					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)

- 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 Continue >> to save and advance to the second page of Budget Period 1 (C, D & E).

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

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:
    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 (F-K).

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

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.
9.
10.
Total Other Direct Costs: $90,965.00

G. Direct Costs Funds Requested ($)
Total Direct Costs (A thru F): $130,965.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)
1.			
2.			
3.			
4.			
		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 Funds Requested ($)
Total Direct and Indirect Costs (G + H): $130,965.00
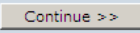
J. Fee Funds Requested ($)

K. Budget Justification   [None] Add

The Cognizant Federal Agency information will be autopopulated when you reach this page.

 YOUR DETAILED BUDGET JUSTIFICATION NEEDS TO BE UPLOADED HERE IN THE SF424. The Funding Proposal DOES NOT contain a place to upload the Budget Justification, so there is no danger that this file will be over-written when the Create/Update SF424 activity is executed. Remember to check to make sure the most recent version is attached before returning the proposal to OSP at the 2-day submission deadline.
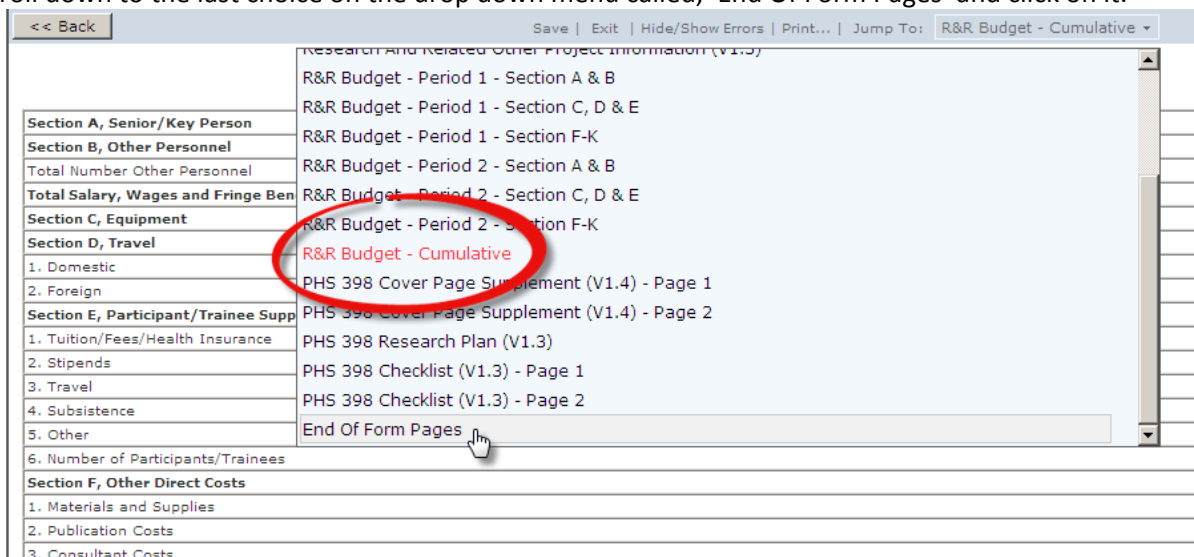
Click to save and advance to the next budget period and enter all budget information for all project years until you arrive at the Cumulative budget page:

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

This 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.

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 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.

You are now back in the Funding Proposal

15.0 Budget Summary

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	$250,000
			Federal Administrative Costs	$119,085
			Total Project Costs	**$369,085**
2	4/1/2014	3/31/2015	Direct Costs	$250,000
			Federal Administrative Costs	$145,000
			Total Project Costs	**$395,000**
3	4/1/2015	3/31/2016	Direct Costs	$250,000
			Federal Administrative Costs	$145,000
			Total Project Costs	**$395,000**
4	4/1/2016	3/31/2017	Direct Costs	$250,000
			Federal Administrative Costs	$145,000
			Total Project Costs	**$395,000**
5	4/1/2017	3/31/2018	Direct Costs	$250,000
			Federal Administrative Costs	$145,000
			Total Project Costs	**$395,000**
Cumulative	4/1/2013	3/31/2018	Direct Costs	$1,250,000
			Federal Administrative Costs	$699,085
			Total Project Costs	**$1,949,085**

Click **Continue >>** to save and advance to the final Funding Proposal view.

16.0 OSP Deadlines and Instructions

16.0 OSP Deadlines and Instructions

You have completed the proposal data entry process.

CONFLICT OF INTEREST

Please make sure that all senior/key personnel have completed their COI disclosure for this proposal.

Your application cannot be submitted to the Sponsor until all disclosures have been completed.

ROUTING DEADLINE

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

SUBMISSION DEADLINE

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

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

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

Funding Proposal Activities

Activities in RAPPORT are buttons that "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 '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. In GXP, 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 this corner often, 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.

⭐ To route a proposal, two Activities must be executed before the 'Begin Routing' Activity appears: Forward to DRA and PI Routing Certification.

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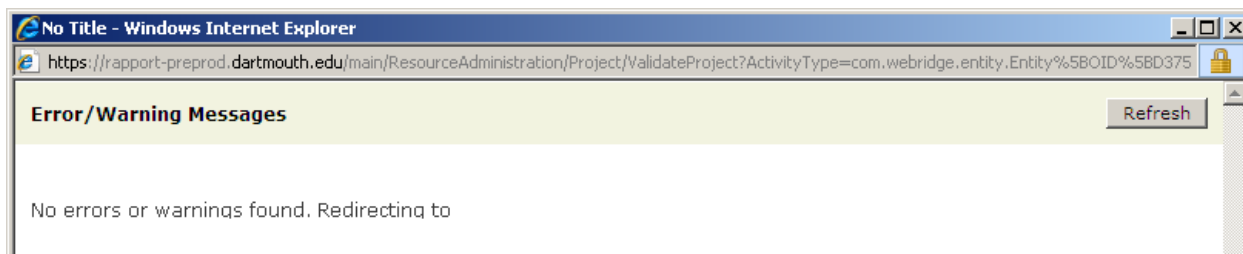
If the Funding Proposal views are incomplete, you will receive error messages and your proposal will not be able to be routed until the errors are fixed. In this example, views 1.0-4.0 were completed, but all other views were left empty:

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**:

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

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

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

2 Ways to Tell if the PI Routing Certification has Been Done:
- The DRA will receive a notification when the PI Routing Certification 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 Certification in red text that appears after you select the Begin Routing Activity:

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

PI Routing Certification

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

The PI can complete the Routing Certification BEFORE or AFTER the Forward to DRA Activity is executed. It does not matter in which order these two activities occur, it only matters that BOTH ACTIVITIES are done so routing can occur.

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 Certification

* Are you debarred or suspended from using Federal funds?
○ Yes ○ No Clear

* Are you delinquent on any Federal debt?
○ Yes ○ No Clear

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

* 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:

[   ] Add

Country
There are no items to display

* 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:

[   ]

* Is proprietary/privileged information included in the application (yours or collaborators)?
○ Yes ○ No Clear

* Does this project have an actual or potential impact on the environment?
○ Yes ○ No Clear

If yes, please explain:

[   ]

*

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

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

RAPPORT Notification ☐ Inbox x

> This is an example of the notification.
>
> Outlook notifications will look different, but contain the same text.

no-reply@rapport.dartmouth.edu   Nov 12
to me ▾

The Principal Investigator has **completed the PI Certification for Routing** for the following Funding Proposal:

Neural Correlates Relating to Altruistic Behavior

Avery Simpson

Please click here FP00000125 to access the funding proposal.

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

	Activity	Author	⊡ Activity Date
⊘	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

Since some of the questions on the PI Routing Certification 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 purpose of the Create-Update SF424 Activity is to take information entered in the Funding Proposal and add it to the SF424 Application.

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:
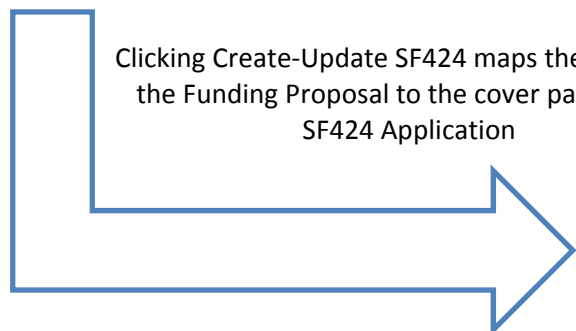
Funding Proposal View 1.0


You enter the Project Title in the Funding Proposal
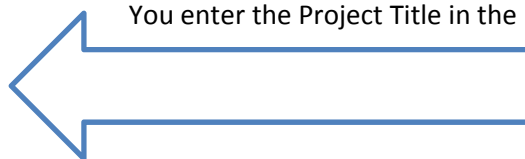
Clicking Create-Update SF424 maps the title from the Funding Proposal to the cover page of the SF424 Application

SF424 Application Cover Page

Click on 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 Certification responses also map to the SF424:
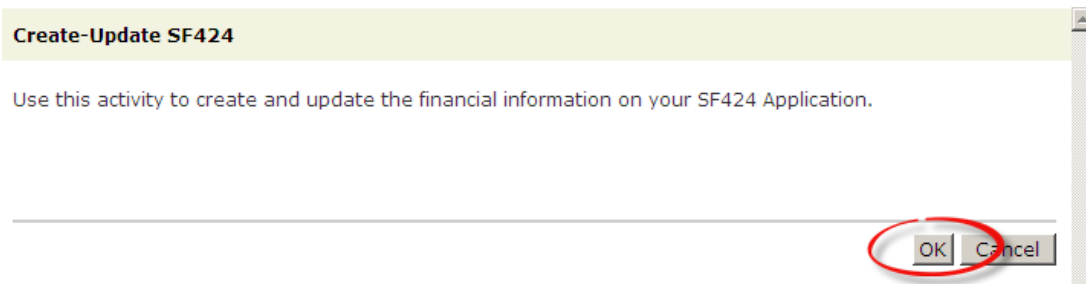
After clicking OK, another pop up window will appear detailing the progress of the Activity, form-by-form:
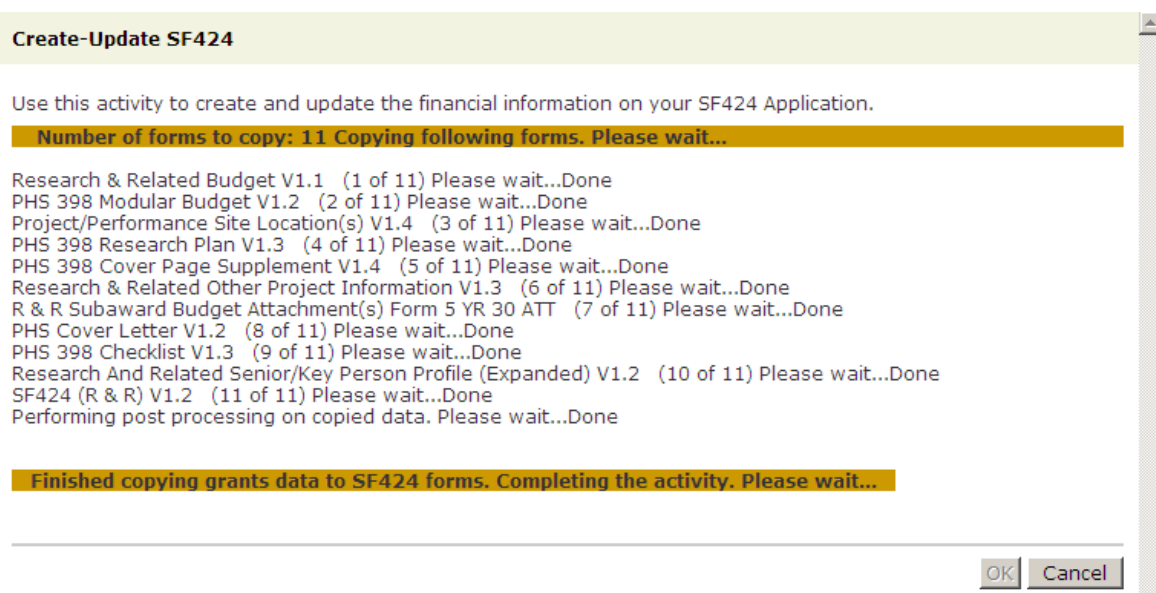
Even though two buttons appear at the bottom of this window (OK and Cancel), the window closes on its own and **does not require a response** from you. However, you can select Cancel if you need to interrupt this process.

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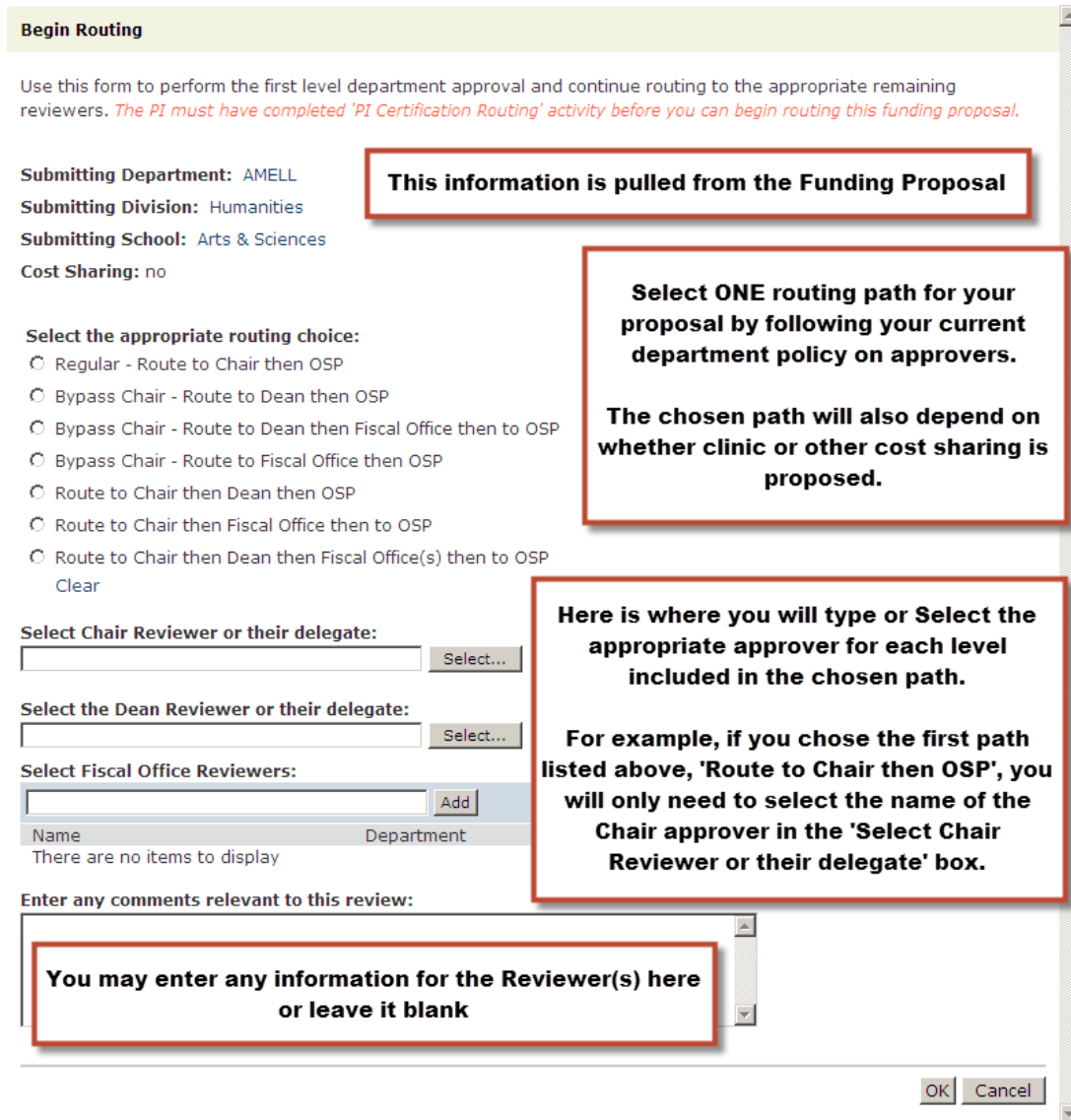

Upon completion of this Activity, you are now ready to route your proposal.

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 Certification Routing' activity before you can begin routing this funding proposal.*

Submitting Department: AMELL
Submitting Division: Humanities
Submitting School: Arts & Sciences
Cost Sharing: no

> This information is pulled from the Funding Proposal

Select the appropriate routing choice:
- ○ Regular - Route to Chair then OSP
- ○ Bypass Chair - Route to Dean then OSP
- ○ Bypass Chair - Route to Dean then Fiscal Office then to OSP
- ○ Bypass Chair - Route to Fiscal Office then OSP
- ○ Route to Chair then Dean then OSP
- ○ Route to Chair then Fiscal Office then to OSP
- ○ Route to Chair then Dean then Fiscal Office(s) then to OSP
  Clear

> 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.

Select Chair Reviewer or their delegate:
[   ] Select...

Select the Dean Reviewer or their delegate:
[   ] Select...

Select Fiscal Office Reviewers:
[   ] Add
Name   Department
There are no items to display

> Here is where you will type or Select the appropriate approver for each level included in the chosen path.
>
> For example, if you chose the first path listed above, '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' box.

Enter any comments relevant to this review:

> You may enter any information for the Reviewer(s) here or leave it blank

OK | Cancel

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:

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

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

⭐ **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:

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:

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 [Select...] [Clear]

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.

[OK] [Cancel]

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 assisgned 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 if you chose all the right approvers, but the proposal has a major change AFTER you started routing?

The Activity called 🖐 Send Back to Dept Research Admin 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:
[Add]

Document	Description
There are no items to display	

[OK] [Cancel]

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:

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:

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
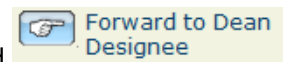
There is an Activity to change the Dean approver on a proposal after routing has started called

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

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

Forward to Dean Designee

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

* Select the appropriate Dean Reviewer or their delegate:
Test Dean2 [Select...] [Clear]

Enter any comments relevant to this review:
The first Dean (test dean) is not on campus so I am forwarding this to the Acting Dean (test dean 2).

You may want to document the circumstances for the reviewer change in the comments section

[OK] [Cancel]

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	DeptResAdmin2, Test	1/2/2013 3:58 PM EST

The first Dean (test dean) is not on campus so I am forwarding this to the Acting Dean (test dean 2).

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.

Update Science Attachments (Note: To be complete, this section requires additional information. OSP 3/8/13)

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: under My Activities, click on Update Science Attachments and this window pops up.

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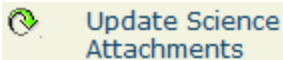
Key Concept: Documents attached directly in the SF424 pages will be overwritten by what is attached here, so always attach them here to keep the proposal current.

Update Science Attachments

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

[OK] [Cancel]

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 (Note: To be complete, this section requires additional information. OSP 3/8/13)
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.

Send Updated Proposal (Note: To be complete, this section requires additional information. OSP 3/8/13)
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 t in order to show all the comments entered.

When the proposal is ready for submission, you will select the activity Send Updated Proposal, which will return your proposal directly to the Grants Officer who reviewed your proposal.

Update Edit-Read Access (Note: To be complete, this section requires additional information. OSP 3/8/13)
This activity can be used to add users to a proposal after you have created it, granting someone read access only or read/edit access.

Make a Copy (Note: To be complete, this section requires additional information. OSP 3/8/13)
This activity will creat a copy of the proposal on which workspace you are located. Certain information is programmed NOT to be copied, like budget information. It was designed to be used for resubmissions of previously unfunded proposals which usually happen several months after their submission. Therefore, budget data most likely would be different, so we did not want to pull this to the resubmission application.

Withdraw Submission (Note: To be complete, this section requires additional information. OSP 3/8/13)
The Withdraw Submission activity changes the state of your proposal to 'withdrawn' and means that it you will not be able to submit that particular proposal via Grants.gov. However, you will be able to copy the proposal at a later date if you would like to submit it. Please refer to the information on the 'make a copy' activity to see what information is saved from the first proposal and what information becomes blank.

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.

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

SF424 Workspace

Clicking on this link brings you to the **SF424 Workspace** for this proposal:

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

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 Certification, 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 does not think that the proposal will not be ready for the 2-day OSP deadline, please have them 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 will need to validate your SF424 application to make it error-free at the 2-day deadline. If you are having trouble getting all of the validation errors (in red text) to disappear, please call the RAPPORT help desk at 646-8829 or email 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 the second cover page of your SF424 application 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:

Mierke_D_Drug_NIH

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
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT
☐	Research & Related Budget V1.1

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

Application Status

Pre-Submission

[$] Edit Grant Application...
🖨 Print Version
🔍 View Differences

Activities

Click on Validate Submission ——————→ [📋] Validate Submission
[📋] Bypass Validations
[☑] Assign Submitters
[☑] Assign Editors and Readers
[📝] Log Comment
[📋] Import Subaward

SF-42400000186 for FP00000182

Descriptive Title:	GC_uat_Submit to g.gov
Submission Type:	New
PDF Version:	Not Available, Please execute Generate P
Tracking Number:	
Received Date/Time:	
Status Updated:	

History   Change Log

	Activity	Author
[ℹ]	SF424 Created	OSP Grants Officer, Test

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
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**

No Validation Errors

When no errors are present, a quick text note will say that there are no errors and that the page is being redirected, then the following pop up window will appear:
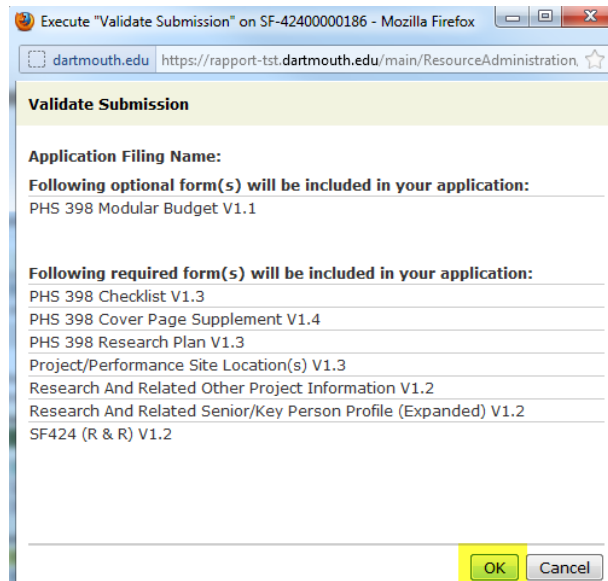
After clicking OK, you will see a message in the bottom right corner of the pop up window and the icon will be spinning as the package is validated further for system-to-system submission:

This process can take some time, so please be patient and wait for the validation to complete.

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

Appendix

List of Attachments for Funding Proposal & SF424

Listed in the order that they appear in the Funding Proposal and in the order that they appear 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		
Subaward Budget(s)	V 11.1	Q 2.0		
Project Summary/Abstract	V 12.0	Q 1.0		
Project Narrative	V 12.0	Q 2.0		
Bibliography	V 12.0	Q 3.0		
Facilities & Other Resources	V 12.0	Q 4.0		
Equipment	V 12.0	Q 5.0		
Specific Aims	V 12.0	Q 6.0		
Research Strategy	V 12.0	Q 7.0		
PHS Cover Letter	V 12.0	Q 8.0		
Other Attachments	V 12.0	Q 9.0		
			SFLLL or Other Explanatory Document	SF424 (R&R) Application For Federal Assistance
			Pre-application	SF424 (R&R) Application For Federal Assistance
			Performance Site Additional Location(s)	Research & Related Project/Performance Site Location(s)
			Personnel Justification	PHS 398 Modular Budget Period Cumulative

Funding Proposal	View	Q #	SF424 Application	SF424 Form Name
			Consortium Justification	PHS 398 Modular Budget Period Cumulative
			Additional Narrative Justification	PHS 398 Modular Budget Period Cumulative
			Budget Justification (Detailed)	Research & Related Budget – Section F-K, Budget Period 1
			Introduction to Application *(for RESUBMISSION or REVISION only)*	PHS 398 Research Plan
			Inclusion Enrollment Report	PHS 398 Research Plan
			Progress Report Publication List	PHS 398 Research Plan
			Protection of Human Subjects	PHS 398 Research Plan
			Inclusion of Women and Minorities	PHS 398 Research Plan
			Targeted/Planned Enrollment Table	PHS 398 Research Plan
			Inclusion of Children	PHS 398 Research Plan
			Vertebrate Animals	PHS 398 Research Plan
			Select Agent Research	PHS 398 Research Plan
			Multiple PD/PI Leadership Plan	PHS 398 Research Plan
			Consortium/Contractual Arrangements	PHS 398 Research Plan
			Letters of Support	PHS 398 Research Plan
			Resource Sharing Plan(s)	PHS 398 Research Plan
			Appendix	PHS 398 Research Plan

SF424 Color-Coded Mapping Guide

Blue = Hard Coded: institutional and profile data automatically mapped to the SF424 or data that is mapped when an activity is completed. OSP Taking Ownership will pre-populate the SF424 AOR information when the Create/Update SF424 activity is run. When the AOR Approval activity is selected, then the AOR Certification checkbox will be automatically completed.

IMPORTANT: if hard coded data is changed directly in the SF424, when the Create/Update SF424 activity is selected, the hand-entered change will be over-written with the original mapped data.

Red = OSP Data Entry: information hand entered directly into the SF424 by OSP before submission.

Green = Smart Forms & Activities: information that is entered in the funding proposal project type (Smart Forms and/or Activities), which will automatically map to the SF424.

IMPORTANT: if changes are required for one of these "green" fields, then the Funding Proposal should be corrected. Changes should NOT be made in the SF424 directly (as they would be over-written with the information from the Funding Proposal when the Create/Update SF424 activity is selected).

Yellow = Soft Coded: this pertains only to one field in GX – the last part of Question 8 on the first page of the SF424. It is hard coded in the SF424 Project Type to default to 'no' this application is not being submitting to other agencies. However, if the answer is 'yes' then this field can be changed and it WILL NOT be over-written when the Create/Update SF424 activity is selected.

Purple = Grants.gov & SF424 Forms: information in these fields is automatically generated by several sources:
- link to the Grants.gov funding announcement (SF424 page 1, question 9)
- displaying information entered into a previous SF424 form (SF424 page 1, type of application)
- auto-calculating budget information when 'continue' or 'save' is selected (detailed budget pages)

Orange = Department Hand Entry or Upload: sections in orange require direct data entry or the attachment of files in the SF424 by the department (meaning that we have not mapped this information from a Smart Form or Activity).

NOTE: although a field may be orange it does not mean that it is required to be entered or uploaded; it simply shows the source of the data or document.

SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

1. *Type of Submission: Application

2. Date Submitted: 6/30/2012

Applicant Identifier:

3. Date Received by State:

State Application Identifier:

4.a. Federal Identifier: AI072661

b. Agency Routing Number:

5. APPLICANT INFORMATION

***Organizational DUNS:** 041027822

***Legal Name:** Trustees of Dartmouth College

Department: Office of Sponsored Projects

Division:

***Street 1:** 11 Rope Ferry Rd.

Street 2:

***City:** Hanover

County:

***State:** NH: New Hampshire

Province:

***Country:** USA: UNITED STATES

Zip/Postal Code: 03755-1404

Person to be contacted on matters involving this application

Prefix: | ***First Name:** Jill | **Middle Name:** | ***Last Name:** Mortali | **Suffix:**

***Phone Number:** 603-646-3007

Fax Number: 603-646-3670

Email: sponsored.projects@dartmouth.edu

6. *EMPLOYER IDENTIFICATION (EIN) or (TIN): 1-020222111-A3

7. *TYPE OF APPLICANT: O: Private Institution of Higher Education

Other (Specify):

8. TYPE OF APPLICATION: Resubmission

If Revision, make appropriate choice:

Other (specify):

(No Revisions in GX)

Small Business Organization Type

Women Owned: ☐

Socially and Economically Disadvantaged: ☐

***Is this application being submitted to other agencies?** ○ Yes ◉ No Clear

What other Agencies?

9. *NAME OF FEDERAL AGENCY: National Institutes Of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 93.838

TITLE: Lung Diseases Research

11. *DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Structural Analysis of Vibrio cholerae Virulence Gene Regulatory Proteins

12. *PROPOSED PROJECT:

Start Date: 4/1/2013

End Date: 3/31/2018

13. *CONGRESSIONAL DISTRICTS OF APPLICANT: NH-002

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: | ***First Name:** F. | **Middle Name:** Jon | ***Last Name:** Kull | **Suffix:** PhD

Position/Title: Associate Professor

***Organization:** Trustees of Dartmouth College

Department: Chemistry

Division: Arts & Sciences

***Street 1:** 6128 Burke Laboratory

Street 2:

***City:** Hanover

County:

***State:** NH: New Hampshire

Province:

***Country:** USA: UNITED STATES

Zip/Postal Code: 03755-3564

***Phone:** 603-646-1552

Fax:

***Email:** f.jon.kull@dartmouth.edu

Sidebar labels: Hard Coded, OSP Entry, Smart Forms, Soft Coded, From FOA, PI Profile

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SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

15. ESTIMATED PROJECT FUNDING

***a. Total Federal Funds Requested:** $2,717,909.00

***b. Total Non-Federal Funds:** $0.00

***c. Total Federal & Non-Federal Funds:** $2,717,909.00

***d. Estimated Program Income:** $0.00

16. *IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS: Program is not covered by E.O. 12372

Date:

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☑ *I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions

18. SFLLL or Other Explanatory Document: [None] Add

19. Authorized Representative

Prefix: | ***First Name:** Stephanie | **Middle Name:** | ***Last Name:** Morgan | **Suffix:**

***Position/Title:** Grants Officer

***Organization:** Trustees of Dartmouth College

Department: Office of Sponsored Projects

Division:

***Street 1:** 11 Rope Ferry Rd #6210

Street 2:

***City:** Hanover

County:

***State:** NH: New Hampshire

Province:

***Country:** USA: UNITED STATES

Zip/Postal Code: 03755-1404

***Phone Number:** 603-646-3007

Fax Number:

***Email:** stephanie.morgan@dartmouth.edu

Authorized Representative | **Date Signed**

20. Pre-application: [None] Add

Sidebar labels: Dept Entry, Smart Forms, Hard Coded, OSP Entry, OSP Approve, OSP Owner

Research & Related Senior/Key Person (with Expanded) Profile

Research & Related Project/Performance Site Location(s)

Project/Performance Site Primary Location

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:	Trustees of Dartmouth College
DUNS Number:	041027822

Hard Coded

*Street 1:	Burke Laboratory, 41 College Street	Street 2:	
*City:	Hanover	County:	
State:	NH: New Hampshire	Province:	* Country: USA: UNITED STATES
Zip/Postal Code:	03755-3563	Project/ Performance Site Congressional District:	NH-002

Smart Forms

Project/Performance Site Location(s) 1-29

[Add]

Organization Name	Street1	City	ZIP Code
There are no items to display			

Dept Entry

Additional Locations(s)   [None] [Add]

RESEARCH & RELATED Other Project Information

1. ***Are Human Subjects Involved?**   ○ Yes ● No Clear
1.a. **If YES to Human Subjects**
   Is the Project Exempt from Federal regulations? ○ Yes ○ No Clear
   If yes, check appropriate exemption number:
   [▼] [▼] [▼] [▼] [▼] [▼]
   If no, is the IRB review Pending?   ○ Yes ○ No Clear
   IRB Approval Date: [   ] [▦]

Smart Forms

   Human Subject Assurance Number: [   ]

Hard Coded

2. ***Are Vertebrate Animals Used?**   ○ Yes ● No Clear
2.a. **If YES to Vertebrate Animals**
   Is the IACUC review Pending?   ○ Yes ○ No Clear
   IACUC Approval Date: [   ] [▦]
   Animal Welfare Assurance Number: [   ]

3. ***Is proprietary/privileged information included in the application?**   ○ Yes ● No Clear

4.a. ***Does this project have an actual or potential impact on the environment?**   ○ Yes ● No Clear
4.b. If yes, please explain:
   [   ]
4.c. 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
4.d. If yes, please explain:
   [   ]

PI Routing Certification

5. ***Is the research performance site designated, or eligible to be designated, as a historic place?**   ○ Yes ● No Clear
5.a. If yes, please explain:
   [   ]

6. ***Does this project involve activities outside the U.S. or partnership with International Collaborators?**   ○ Yes ● No Clear
6.a. If yes, identify countries:
   [   ]
6.b. Optional Explanation:
   [   ]

PI Routing Certification

7. Project Summary/Abstract:	FJK R01 Renewal Resub 07-11 Abstract.pdf(0.01)	[Upload Revision]	[Delete]
8. Project Narrative:	FJK R01 Renewal Resub 07-11 Project Narrative.pdf(0.01)	[Upload Revision]	[Delete]
9. Bibliography & References Cited:	FJK R01 Renewal Resub 07-11 References Cited.pdf(0.01)	[Upload Revision]	[Delete]
10. Facilities & Other Resources:	FJK R01 Renewal Resub 07-11 Resources.pdf(0.01)	[Upload Revision]	[Delete]
11. Equipment:	[None] [Add]		

12. **Other Attachments:**
[Add]

Name	Description
There are no items to display	

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

Organizational DUNS: 041027822
Budget Type: Project
Name of Organization: Trustees of Dartmouth College
Number of Budget Periods: 5

Start Date: 4/1/2013   End Date: 3/31/2014

Hard Coded   **Smart Forms**   **Dept Entry**   **Form Sums**

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.	F.	Jon		Kull	PhD	PD/PI	$			1.5	$	$	$25,082.00
2.	Karen			Skorupski	PhD	Co-Investigator	$	1.3			$'	$'	$13,601.00
3.	Ronald	K.		Taylor	PhD	Co-Investigator	$	1.8			$	$	$40,889.00
4.	Maria			Pellegrini	PhD	Chemist	$	2.4			$	$	$22,477.00
5.	Dale	F.		Mierke	PhD	Collaborator	$0.00		0.4		$0.00	$0.00	$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: $102,049.00

Additional Senior Key Persons: [None] Add

B. Other Personnel

Num. Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Req. Salary ($)	Fringe Ben. ($)	Funds Req. ($)
1	Post Doctoral Associates	12			$52,633.00	$19,211.00	$71,844.00
3	Graduate Students	12			$84,420.00	$0.00	$84,420.00
0	Undergraduate Students						$0.00
0	Secretarial/Clerical						$0.00
1	Technician	3			$5,548.00	$2,025.00	$7,573.00
0							$0.00
0							$0.00
0							$0.00
0							$0.00
0							$0.00

| 5 | Total Number Other Personnel | | | | | | |

Total Other Personnel: $163,837.00
Total Salary, Wages and Fringe Benefits (A+B): $265,886.00

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: 5

Start Date: 4/1/2013   End Date: 3/31/2014

Form Fills   **Dept Entry**

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: $0.00

Additional Equipment: [None] Add

D. Travel   Funds Requested ($)

1.	Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	$2,000.00
2.	Foreign Travel Costs	

Total Travel Costs: $2,000.00

E. Participant Trainee Support Costs   Funds Requested ($)

1.	Tuition/Fees/Health Insurance	
2.	Stipends	
3.	Travel	
4.	Subsistence	
5.	Other:	

Number of Participants/Trainees   **Total Participant/Trainee Support Costs:** $0.00

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: 5

Start Date: 4/1/2013 **End Date:** 3/31/2014

Form Fills *Dept Entry* *Hard Coded*

F. Other Direct Costs	Funds Requested ($)
1. Materials and Supplies	$42,000.00
2. Publication Costs	$3,000.00
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	$0.00
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. NMR Facility Use	$7,500.00
9.	
10.	
Total Other Direct Costs:	**$52,500.00**

G. Direct Costs	Funds Requested ($)
Total Direct Costs (A thru F):	$320,386.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)
1. Modified Total Direct Costs	58	$320,386.00	$185,824.00
2.			
3.			
4.			
Total Indirect Costs:			**$185,824.00**

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

I. Total Direct and Indirect Costs	Funds Requested ($)
Total Direct and Indirect Costs (G + H):	$506,210.00

J. Fee	Funds Requested ($)

K. Budget Justification FJK R01 Renewal Resub 07-11 Budget Justification.pdf(0.01) [Upload Revision] [Delete]

IMPORTANT: the budget justification can ONLY be uploaded in the FIRST budget year; all subsequent budget years are display-only

RESEARCH & RELATED BUDGET - Cumulative Budget

Section A, Senior/Key Person		$542,393.00
Section B, Other Personnel		$905,303.00
Total Number Other Personnel	25	
Total Salary, Wages and Fringe Benefits (A+B)		$1,447,696.00
Section C, Equipment		$0.00
Section D, Travel		$10,000.00
1. Domestic	$10,000.00	
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		$262,500.00
1. Materials and Supplies	$210,000.00	
2. Publication Costs	$15,000.00	
3. Consultant Costs	$0.00	
4. ADP/Computer Services	$0.00	
5. Subawards/Consortium/Contractual Costs	$0.00	
6. Equipment of Facility Rental/User Fees	$0.00	
7. Alterations and Renovations	$0.00	
8. Other 1	$37,500.00	
9. Other 2	$0.00	
10. Other 3	$0.00	
Section G, Direct Costs (A thru F)		$1,720,196.00
Section H, Indirect Costs		$997,713.00
Section I, Total Direct and Indirect Costs		$2,717,909.00
Section J, Fee		$0.00

Form Sums

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

Prefix:
First Name: F.
Middle Name: Jon
Last Name: Kull
Suffix: PhD

Form Fills

2. Human Subjects

Clinical Trial? ○ Yes ⦿ No Clear

Agency-Defined Phase III Clinical Trial? ○ Yes ⦿ No Clear

Smart Forms

3. Applicant Organization Contact

Person to be contacted on matters involving this application

Prefix:
First Name: Jill
Middle Name:
Last Name: Mortali
Suffix:
Phone Number : 603-646-3007
Fax Number: 603-646-3670
Email: sponsored.projects@dartmouth.edu

Hard Coded

* Title: Director

* Street 1: 11 Rope Ferry Road, #6210

Street 2:

* City: Hanover

County:

Province:

State: NH: New Hampshire

*Zip Code: 03755-1404

* Country: USA: UNITED STATES

4. Human Embryonic Stem Cells

*Does the proposed project involve human embryonic stem cells? ○ Yes ⦿ No Clear

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/registry/index.asp. 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:

Cell Line(s):
☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Smart Forms

PHS 398 Research Plan

1. Application Type:

From SF 424 (R&R) Cover Page. The responses provided on these pages, regarding the type of application being submitted, is repeated for your reference, as you attach the appropriate sections of the Research Plan.

Resubmission

Form Fills
Dept Entry
Smart Forms

2. Research Plan Attachments:

Please attach applicable sections of the research plan, below.

1. Introduction to Application   FJK R01 Renewal Resub 07-11 Introduction.pdf(0.01)   [Upload Revision]   [Delete]

(for RESUBMISSION or REVISION only)

2. Specific Aims   FJK R01 Renewal Resub 07-11 Specific Aims.pdf(0.01)   [Upload Revision]   [Delete]

* 3. Research Strategy   FJK R01 Renewal Resub 07-11 Research Strategy.pdf(0.01)   [Upload Revision]   [Delete]

Update Science Attachments

4. Inclusion Enrollment Report   [None] [Add]

5. Progress Report Publication List   FJK R01 Renewal Resub 07-11 Progress Report Publication List.pdf(0.01)   [Upload Revision]   [Delete]

Human Subjects Sections

6. Protection of Human Subjects   [None] [Add]

7. Inclusion of Women and Minorities   [None] [Add]

8. Targeted/Planned Enrollment Table   [None] [Add]

9. Inclusion of Children   [None] [Add]

Other Research Plan Sections

10. Vertebrate Animals   [None] [Add]

11. Select Agent Research   [None] [Add]

12. Multiple PD/PI Leadership Plan   [None] [Add]

13. Consortium/Contractual Arrangements   [None] [Add]

14. Letters Of Support   FJK_June11_Letter of Support Mierke.pdf(0.01)   [Upload Revision]   [Delete]

15. Resource Sharing Plan(s)   [None] [Add]

16. Appendix

[Add]

Name	Description

There are no items to display

1. Application Type:

From SF 424 (R&R) Cover Page. The responses provided on the R&R cover page are repeated here for your reference, as you answer the questions that are specific to the PHS398.

Type of Application: Resubmission

Federal Identifier: AI072661

2.   Change of Investigator / Change of Institution Questions

Change of principal investigator / program director: ☐

Name of former principal investigator / program director:

Prefix: [   ]

First Name: [   ]

Middle Name: [   ]

Last Name: [   ]

Suffix: [   ]

Change of Grantee Institution: ☐

Name of former institution: [   ]

Form Fills

Dept Entry

3. Inventions and Patents (For renewal applications only)

Inventions and patents: ⦿ Yes   ○ No Clear

If the answer is "Yes" then please answer the following:

Previously reported: ⦿ Yes   ○ No Clear

4. Program Income

* Is program income anticipated during the periods for which the grant support is requested?   ○ Yes ⦿ No Clear

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)

[   ] [   ] [   ]

[   ] [   ] [   ]

[   ] [   ] [   ]

[   ] [   ] [   ]

[   ] [   ] [   ]

Smart Forms

PI Routing Certification

5. * 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

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.

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

Even if your PI has completed the PI Routing Certification 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: