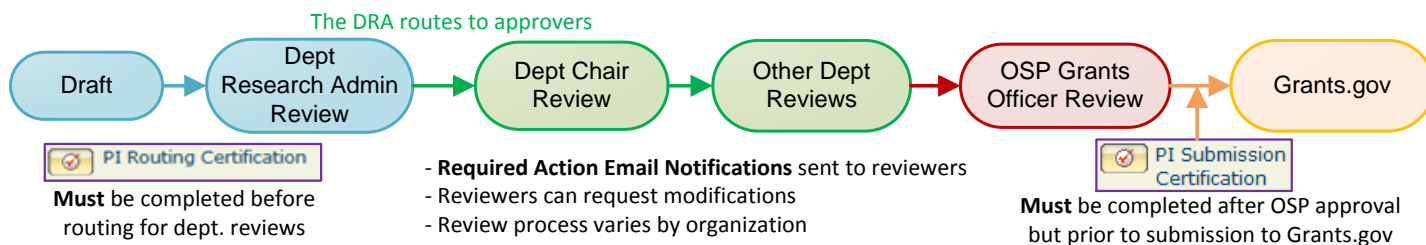


OSP Grants Officer Guide

Overview

This guide details how to review a proposal in RAPPOR and submit it to Grants.gov. These steps occur within the states of OSP Grants Officer Review and Grants.gov (as noted in Red and Yellow below).




[Login](http://rapport.dartmouth.edu/) to RAPPOR using your NetID and password <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>

 **HINT:** Please note that sometimes your browser **Pop up Blockers** can create some funny effects. You may want to disable this feature if you encounter any issues.

Grants Officer Personal Page

Your landing page when you log into RAPPORT as Grants Officer.

Grants Officer Personal Page

Page for Test OSPGrantsOfficer

My Roles
 Department Research Administrator
 OSP Grants Officer

Announcements

- The system will be inaccessible on Sundays between 2:00 AM and 3:00 AM, EST/EDT. This is scheduled system down-time for updates and regular maintenance.
- If you have questions related to the RAPPORT system, please send an email to Rapport@Dartmouth.edu or - if urgent in nature - please contact your Grants Officer at the Office of Sponsored Projects.

New Submissions

My Action Items | **New OSP Reviews** | My Funding Proposals | Ready for Submission | Accepted By Agency | All Proposals

Filter by ID [Go] [Clear] [Advanced]

ID	Name	SmartForm	Date Modified	Type	Owner	Application Type	Proposal Status	Principal Investigator	Sponsor
FP00000091	test PHS Cover Letter	[Form]	10/18/2012 3:50 PM	Funding Proposal	DeptResAdmin1, Test	New	OSP Grants Officer Review	Test PI1	National Institutes of Health (NIH)
FP00000098	OSP GO 303 Training	[Form]	10/17/2012 3:47 PM	Funding Proposal	DeptResAdmin5, Test	New	Final Preparation	Test PI5	National Institutes of Health (NIH)

7-Day OSP Review Deadline

On your home page (referred to as your **personal page**) select the role of OSP Grants Officer (you will also see the role of DRA and Directors will have an additional role displayed here).

The **New OSP Reviews** tab displays the proposals that have been routed and submitted to OSP but have not been selected by a Grants Officer.

OSP Grants Officer

My Roles
 Department Research Administrator
 OSP Grants Officer

Page for Test OSP Grants Officer

My Action Items | **New OSP Reviews** | My Funding Proposals

ID	Name	Date Modified
FP00000134	GC_StepByStep_GO	5/17/2012 4:21 PM
FP00000119	RB matter in MCL1	5/17/2012 11:53 AM
FP00000087	Biofilm Formation	5/17/2012 10:00 AM

Click on the proposal you want to review and it will open up the **Funding Proposal Workspace**.

Funding Proposal Workspace

OSP 303 ← **Proposal Name**

FP00000098 Funding Proposal ← **Current State of Proposal**

Current State
Final Preparation

View Funding Proposal
Printer Version
View Differences
View SmartForm Progress

My Activities

- Create-Update SF424
- Update Science Attachments
- Make A Copy
- Log Comment
- Update Budget Attachments

↑ **Activities**

PROPOSAL INFORMATION

Primary Sponsor: National Institutes of Health (NIH)
 PI: Test PI5
 Dept. Contact Person: Test DeptResAdmin5
 Application Type: New
 OSP 7 Day Deadline: 11/12/2012
 OSP 2 Day Deadline: 11/27/2012
 Sponsor Submission Deadline: 11/29/2012
 NIH Application #:
 Abstract: Project Summary Abstract.pdf(0.01)
 Existing space renovation required? no
 Additional lab or office space required? no
 Cost Sharing involved? no

BUDGET TOTALS

Start Date: 1/1/2013

Period	Start Date	End Date	Type of Costs	Costs
1	1/1/2013	12/31/2013	Direct Costs Federal Administrative Costs Total Project Costs	\$0 \$0 \$0
2	1/1/2014	12/31/2014	Direct Costs Federal Administrative Costs Total Project Costs	\$0 \$0 \$0
Cumulative	1/1/2013	12/31/2014	Direct Costs Federal Administrative Costs Total Project Costs	\$0 \$0 \$0

↑ **Indicates you are in the FUNDING PROPOSAL Workspace**

History ← **History tracks all changes to Funding Proposal**

Activity	Author	Activity Date
AOR approval issued	OSPGrantsOfficer, Test	10/17/2012 3:47 PM EDT
Updated Proposal Sent	OSPGrantsOfficer, Test	10/17/2012 2:10 PM EDT

GC_StepByStep_GO

Click on the **Take Ownership Activity:**

Current State
OSP Grants Officer Review

View Funding Proposal
Printer Version
View Differences
View SmartForm Progress

My Activities

- Update Science Attachments
- Take Ownership**
- Decline by OSP
- OSP Requests Changes
- Forward for OSP Dir (Asst Dir) Approval
- Forward back to Department Chair Review

PROPOSAL INFORMATION

Primary Sponsor:
 PI:
 Dept. Contact Person:
 Application Type:
 OSP 7 Day Deadline:
 OSP 2 Day Deadline:
 Sponsor Submission Deadline:
 NIH Application #:
 Abstract:
 Existing space renovation required?
 Additional lab or office space required?

This will generate a new pop up window.

Since no one has previously taken ownership, the Current OSP Owner is blank.

Click OK to take ownership

Take Ownership

Please confirm that you want to take ownership for the funding proposal review.

Current OSP Owner:

After ownership is taken, your proposal will be removed from the New OSP Reviews Tab and is now located in your **My Action Items** tab.

Run the Activity – **Create-Update SF424**. 

AOR details will be copied to the SF424 application after the OSP staff member takes ownership and runs the activity **Create-Update SF424**. You will see that an event is logged in the History tab.


Reviewing the Funding Proposal

There are several different options for viewing a proposal during your review, so it is recommended that you try different ones and use the option that work best for you. There is no right or wrong way to view a proposal in RAPPORT. First, let's examine th Funding Proposal then later we will get into the SF424.

Reviewing the details in the Funding Proposal:

Current State

OSP Grants Officer Review

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

View Funding Proposal
 Enters into the funding proposal and navigation is done page by page through the proposal (attachments are links).

Printer Version
 A separate window opens to a scrollable page that shows all information in the proposal (attachments are links).

View Differences
 Shows any changes since the previous version in red (much like tracking changes in Word).

View SmartForm Progress
 Shows the name of each view and whether it is completed or not.

View Funding Proposal and **Printer Version** will display all the contents of the proposal with attachments as links that you can click on to open and review. The **Printer Version** will have all the contents on one page, whereas the **View Funding Proposal** will show view by view the details of the proposal.



HINT: If you RIGHT click on the **Printer Version** button, you can open this view in a separate window or tab. You may find viewing proposal components side-by-side during your review helpful.

Reviewing the SF424

To review the SF 424, click on the tab **Sponsor Submission** then click on the link which reads **SF-424000000182 for FP000000182**. You are now in the SF 424 workspace.

Orientation to the SF424 Workspace:

Indications that you are in the **SF424 Workspace:**

- **project type indicator** in the top right corner displays SF424 in the gray box
- change in the displayed **activities** on the left, such as **validate submission**
- ID **SF42400000186 for FP00000182** displayed as the title

The screenshot shows the Dartmouth Report workspace for SF424. Key elements are highlighted with red boxes:

- SF424 Status:** Located in the top right corner of the workspace.
- Application Status:** The 'Pre-Submission' tab is selected in the left sidebar.
- Project Type Indicator:** A box in the top right corner displays 'SF424'.
- Activities:** The 'Validate Submission' activity is highlighted in the left sidebar.
- History:** The 'History' tab is highlighted in the bottom section.

Additional details visible in the screenshot include:

- Header:** DARTMOUTH REPORT RES, Test OSP Grants Officer | My Home | Logoff
- Breadcrumbs:** Grants > Pudd > SF-42400000015 for FP00000011
- Application Title:** SF-42400000015 for FP00000011
- Buttons:** Edit Grant Application..., Print Version, View Differences
- Metadata:**
 - Descriptive Title: Admin_Test_Pudding_NIH
 - Submission Type: New
 - PDF Version: Not Available, Please execute Generate PDF Version activity
 - Tracking Number: [blank]
 - Received Date/Time: [blank]
 - Status Updated: [blank]
 - Start Date: 11/3/2012
 - End Date: 11/2/2017
 - FOA: PA-BB-R01 (FOA00000002)
- History Table:**

Activity	Author	Activity Date
SF424 Created	PI, Test	5/6/2012 1:14 PM EDT

Passing the Proposal Back to the DRA for edits:

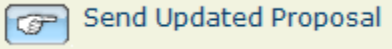
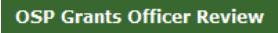
Once you have reviewed the submission, it is expected that you will pass the Proposal back to the DRA so that all the documents and details can be added in preparation for the 2 day submission deadline. At this point, you are not expected to run any error checking in either the Funding Proposal nor the SF424.

To pass the proposal back to the DRA, click on the activity **OSP Requests Changes** from the left side of the **Funding Proposal** workspace. A pop up window will ask for any comments/attachments. The state will change from **OSP Grants Officer Review** to **OSP: Pending Proposal Team Response** to reflect the proposal team now has to make

changes. As a member of the OSP team, you have elevated rights in the system, so you will still be able to edit the Funding Proposal but please be aware the DRA and PI may be making changes at this time.



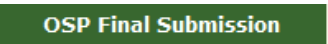
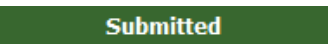
After the proposal has been sent back to the proposal team, the DRA and the PI and anyone on the "edit" list of permissions on view 1 will receive an email notification indicating that OSP has requested changes for the proposal.

If for some reason, you want to "pull the proposal back" to a state of OSP review, you can easily do this by clicking on the activity . A familiar pop up window will ask for comments and any attachments, then click OK. The state of the proposal will return to . Otherwise, at this point, you should wait for the DRA to make modifications and to return the Proposal to you. There currently is no automatic notification when the DRA passes the proposal back to you, so using phone or email to communicate this will be important.

Proposal Review: 2 Day

At the two day deadline, the DRA is expected to return the proposal to you for your final review and submission to Grants.gov. At this point, the Funding Proposal and the SF 424 should be free of any errors, and the SF424 should have been validated.

The basic steps to complete your review and to submit include:

1. **Validate**
2. **Submission Pre-Check**
3. **Approve** ... then wait for PI Submission Certification
4. **Submit SF424** – from the 424 Workspace
5. **Change state on Funding Proposal** from  to .

Validation

First, go to the **SF424 workspace**, and check that the proposal has been **validated**. It is the responsibility of the DRA to have completed this validation activity and to have all errors resolved before sending this back to OSP for final review and submission. Should you find any errors, it is at your discretion whether to fix them yourself, or send back to the DRA for changes. If the DRA has *successfully* run the Validation activity, then when OSP commences with a final review at the 2 day, this activity will **not** be listed on the 424 activities. It is possible to submit with warnings, but errors will stop the submission. There is a special activity which allows you to bypass the validations, but this exposes risk, and request that you fully understand this option before selecting this activity.

Application Status
Pre-Submission

Activities

-
-
-
-
-
-

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
SF424 Created	OSP Grants Officer, Test

If No Validation Errors....

If no errors are present after selecting the **Validate Submission Activity**, a text note will say that there are no errors and that the page is being redirected, then the following pop up window will appear:

Execute "Validate Submission" on SF-42400000186 - Mozilla Firefox

dartmouth.edu https://rapport-tst.dartmouth.edu/main/ResourceAdministration

Validate Submission

Application Filing Name:

Following optional form(s) will be included in your application:
PHS 398 Modular Budget V1.1

Following required form(s) will be included in your application:
 PHS 398 Checklist V1.3
 PHS 398 Cover Page Supplement V1.4
 PHS 398 Research Plan V1.3
 Project/Performance Site Location(s) V1.3
 Research And Related Other Project Information V1.2
 Research And Related Senior/Key Person Profile (Expanded) V1.2
 SF424 (R & R) V1.2

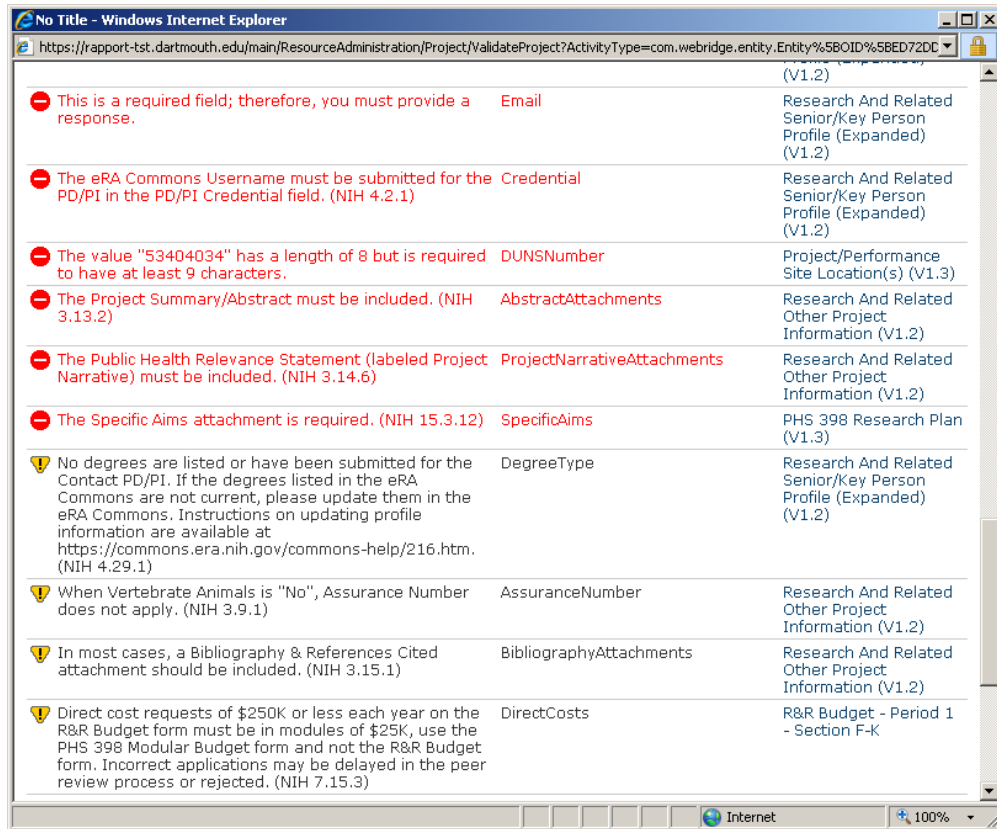
OK Cancel

After clicking OK, you will see a message in the bottom right corner of the pop up window and the icon will be spinning as the package is validated.

If you have errors and/or warnings ...

Should a proposal contain errors or if the DRA has not checked for errors nor run the activity Validate it is at your discretion how to proceed. Warnings will not stop a submission.

Errors appear in red and warnings appear in black (see below). Please note: **errors will prevent successful submission but warnings can be ignored.**



To view errors and warnings on the specific form pages in the application, select the SF424 page listed in blue in the right column (above), which is a link to the page requiring editing. For example, if you wanted to correct the DUNS number error listed above, you would click on the link [Project/Performance Site Location\(s\) \(V1.3\)](#) which would take you to the spot on the 424 where the error is occurring. Once the error has been updated in the form, you need to click Save then Refresh the error button at the bottom of the page.

Submission Pre-Check

The **Submission Pre-Check** activity validates and checks the data file (xml format) for submission to Grants.gov. From the SF424 workspace, click on Submission Pre-Check.

Application Status

Valid for Submission

View Grant Application...
Print Version
View Differences

Activities

- Submission Pre-Check
- Submit to GrantsGov
- Generate PDF Version
- Assign Submitters
- Assign Editors and Readers
- Log Comment
- Reopen for Edit

SF-42400000116 for FP00000134 **SF-42400000116** **SF424**

Descriptive Title: GC_StepByStep_GO_Dartmouth

Submission Type: New **Start Date:** 1/1/2013

PDF Version: Not Available, Please execute Generate PDF Version activity **End Date:** 5/16/2014

Tracking Number: **FOA:** PA-BB-R03 (FOA000000003

Received Date/Time:

Status Updated:

History	Change Log	
Activity	Author	Activity Date
Submission validated	Dept Res Admin 15, Test	5/17/2012 4:13 PM EDT
SF424 Created	Dept Res Admin 15, Test	5/17/2012 4:01 PM EDT

Then you will see

The green text indicates that the file format is valid.

Submission Pre-Check

Submission Pre-Check

Your Grants.gov forms have been validated against the Grants.gov validation rules.

- If errors are returned, re-open the forms for editing, make corrections, re-validate, and then run the "Submission Pre-Check" again.
- If the XML file is valid, double check your sponsor submission instructions to ensure that all sponsor requirements have been met.
 - E.g., some sponsors require that attached documents (PDF) must be in a specific order.


Grants.gov Validation Results:


Generated Grants Xml File is valid!!

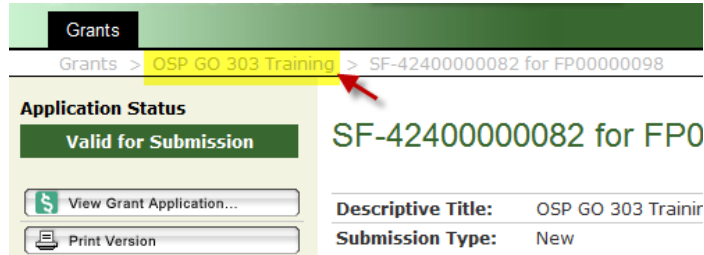
OK Cancel

Approving a Proposal for Submission

After confirming the proposal has been validated and after the Submission Pre-Check has been run to, it is now time to issue your approval. To issue approval, you will need to return to the **Funding Proposal**

Workspace and click on the activity  **Issue AOR Approval**.

 **HINT:** A quick way to return to the **Funding Proposal Workspace** is to click on the “bread crumb” link at the top of the workspace. In the following example, the gray text between the green bar at the top of the screen and the beginning of the workspace is the bread crumb link.



The screenshot shows a navigation breadcrumb: Grants > OSP GO 303 Training > SF-4240000082 for FP00000098. Below this, the application status is 'Valid for Submission'. There are buttons for 'View Grant Application...' and 'Print Version'. To the right, the title 'SF-4240000082 for FP0' is displayed, along with 'Descriptive Title: OSP GO 303 Trainir' and 'Submission Type: New'.



When the proposal is approved, a notification is sent to the PI/DRA that the Certification for Submission needs to be completed as the final step in order to submit.

You will have the opportunity to add comments and/or attachments during the approval process before you click OK.

Issue OSP Staff Approval

Comments:

We really think that living off coffee and chocolate can increase the quality of life.

Attachments:

Document	Description
There are no items to display	

Once OSP approval has been issued, the state changes to **Final Preparation** in the **Funding Proposal Workspace**.

GC_StepByStep_GO

Current State

Final Preparation

It should also be noted there are alternatives to approving.

We do not recommend running Create-Update SF424

My Activities

- Create-Update SF424
- Update Science Attachments
- Make A Copy
- Log Comment
- Take Ownership
- OSP Requests Changes
- Issue AOR Approval
- Forward for OSP Dir Review
- Send Back to Chair
- Decline by OSP

Forward to an OSP Director

Send Back to Chair will restart the approval process.

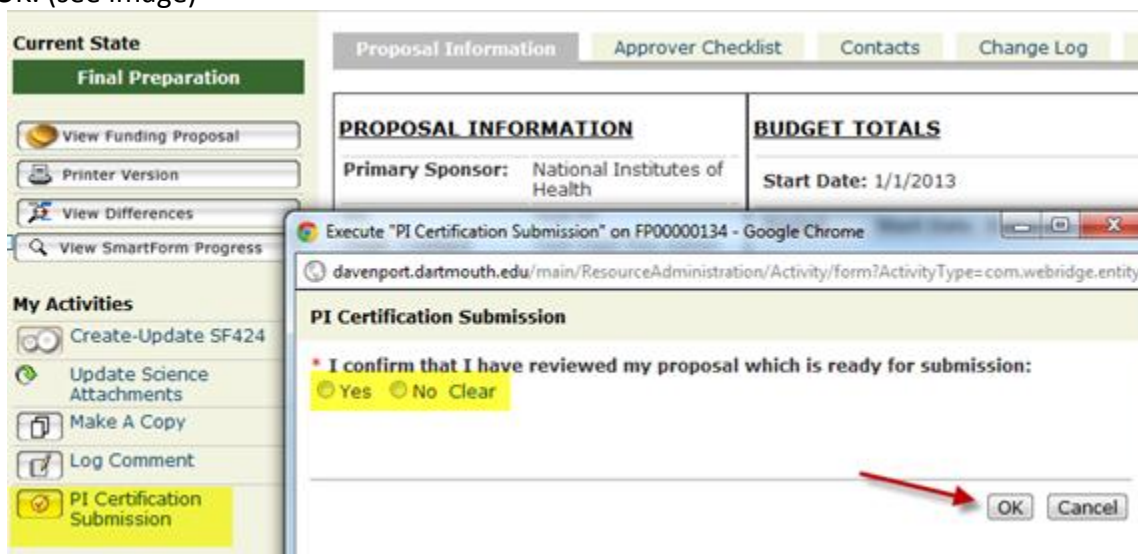
Decline will take the proposal offline and an email will be sent to the PI

Now that the proposal has been approved by OSP, the PI needs to complete the final certification before the proposal can be submitted to Grants.gov.

PI Submission Certification

After approval has been given by the OSP Grants Officer, the PI will have to complete a **Submission Certification**. This functions as a digital signature giving OSP final approval to submit the application to Grants.gov.

From the email notification, the PI will click on the link in message, and after authenticating into RAPPOR, the PI will see an activity called PI Certification Submission. When this is clicked, it allows for a Yes/No selection then click OK. (see image)



Once the PI completes the activity **Certification for Submission**, the state changes from **Final Preparation** to **OSP Final Submission**.

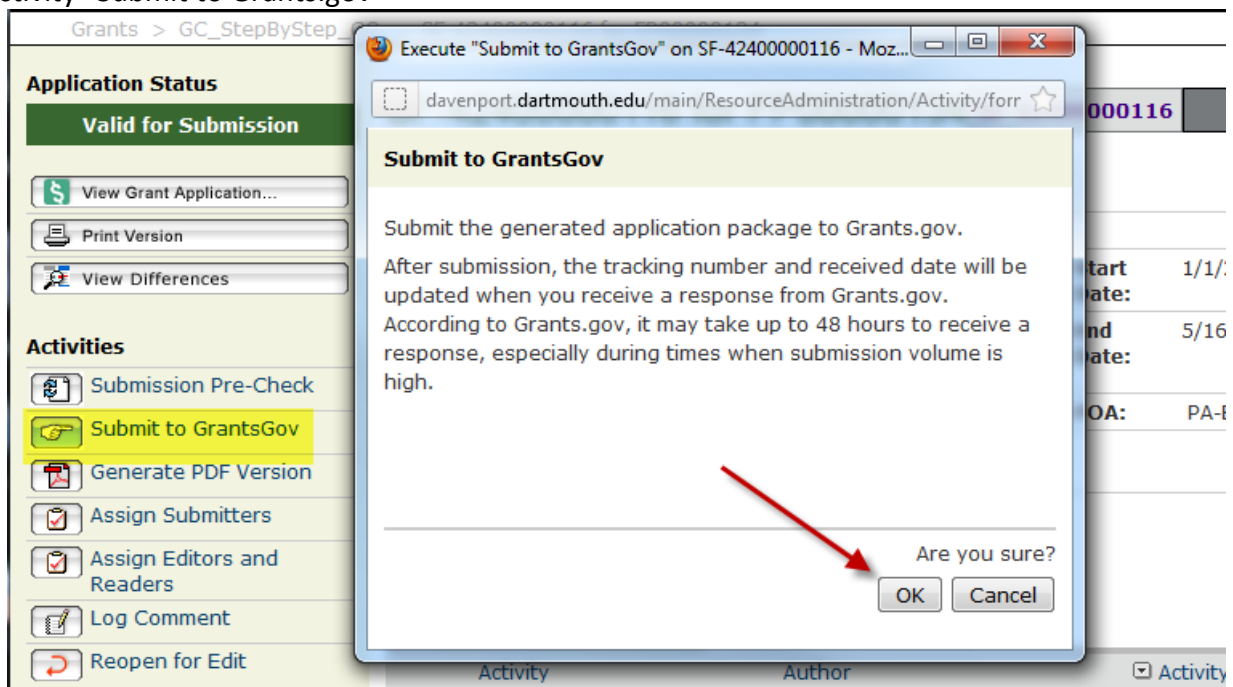
Since this **Certification for Submission** has been recorded in the log, as Grants Officer, you can see that it has been completed. Should the PI select NO to this question, a note in the history log will indicate this and you should take appropriate action outside of RAPPORT to identify the issue and to log any comments in RAPPORT.

OSP Submission to Grants.gov

Once the PI has completed the Certification for Submission, you need to return to the **SF424 Workspace** and click on the activity to **Submit to Grants.gov**. Submission to Grants.gov **always** occurs from the **SF424 workspace**.

★ **REMINDER:** Remember to use the **Sponsor Submission Tab** to access the link to the **SF424 Workspace** – then you will see the Grants.gov submission activity (it is not in the **Funding Proposal Workspace**).

Click on the activity "Submit to Grants.gov"



After clicking **Submit to Grants.Gov**, you will see the activities changes as well as the state.

Please be patient as this exchange is taking place. You should refresh the browser to get updates. You can get a status update by clicking on the **Get Status Detail** activity. (see image next page) A tracking number is assigned once the proposal has been received by the agency.

Application Status
Submitted To GrantsGov

S View Grant Application...
Print Version
View Differences

Activities
Submission Pre-Check
Get Status Detail
Generate PDF Version
Assign Submitters
Assign Editors and Readers
Log Comment
Reopen for Edit

SF-42400000116 for FP00000134

Descriptive Title: GC_StepByStep_GO_Dartmouth
Submission Type: New
PDF Version: Not Available, Please execute Generate PE
Tracking Number: GRANT00554987
Received Date/Time: 5/17/2012 5:07 PM EDT
Status Updated:

Execute "Get Status Detail" on SF-42400000116 - Mozilla Fire...
davenport.dartmouth.edu/main/ResourceAdministration/Activity/form?A

Get Status Detail


Status Detail



GrantsGovApplicationStatus: **Validated**
StatusDateTime: 5/17/2012 5:09:12 PM

OK Cancel

CONGRATULATIONS ! You have submitted to Grants.gov.

There is **ONE MORE STEP** to complete the process.

After you have submitted your SF424 to grants.gov, and you have received the related emails in the Sponsored Projects inbox, you need to return to the Funding Proposal where you will *manually* change the state from **OSP Final Submission** to **Submitted** and this is done by simply clicking on the activity  Submitted to Grants gov in the Funding Proposal Workspace. A window will pop up asking for comments and/or attachments – click OK. Note the status changes to **Submitted**.

 This activity  Submitted to Grants gov will also trigger a notification to the PI that the proposal has been submitted.

You may choose to also store a copy of the final PDF on RAPPOR as well and this could be done by logging a comment and attaching the file or attaching the file when you run this last activity. Please note the PDF that is generated on RAPPOR does not have the same look and feel of the one on Grants.gov but it does contain the same information.

END