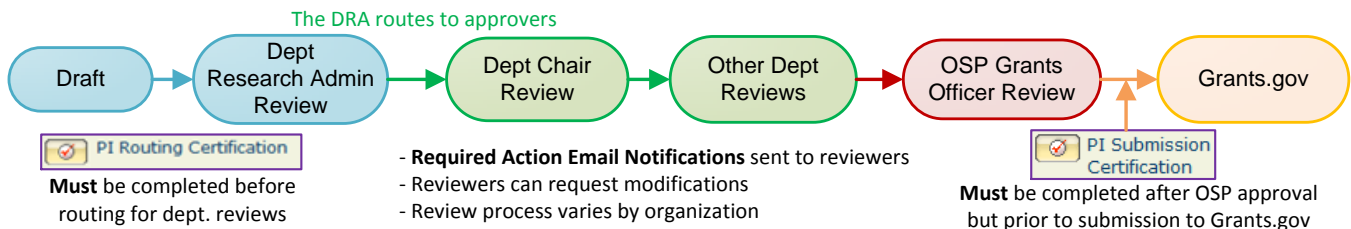


# Step by Step Chair Proposal Review Guide

## Overview:

This guide outlines the steps required by RAPPORT for a Chair to review a proposal.



## Proposal path:

- Dept. Research Administrator or PI creates new proposal
- DRA routes for review, first to departmental reviewers, then OSP
- OSP submits to grants.gov

## Two ways to access RAPPORT:

- 1) [Login](#) to website
- 2) Click on link in email

### 1) [Login](#) to RAPPORT using your NetID and password

<http://rapport.dartmouth.edu/>

My NetID \_\_\_\_\_

To look up your NetID:

<http://www.dartmouth.edu/comp/systems/netid.html>

To re-set your password:

<http://www.dartmouth.edu/comp/systems/accounts/passwords/dartmouth-passwords.html>

Your personal page opens when you click on "My Home":

Page for Test Chair

Department Chair Approver

My Roles  
Department Chair Approver

"My Action Items" contains proposals needing your action.

Page for Test Chair

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](mailto:Rapport@Dartmouth.edu) or - if urgent in nature - please contact your Grants Officer at the Office of Sponsored Projects.

My Action Items   Funding Proposals

Filter by ID [Go] [Clear] Advanced

ID	Name	SmartForm	Date Modified	Type	Owner	Application Type	Proposal Status	Principal Investigator	Sponsor
FP00000001	Test Title to use for guide screenshots	[Form]	7/16/2012 2:08 PM	Funding Proposal	DeptResAdmin15, Test	New	Department Chair Review	Test PI1	National Institutes of Health (NIH)

1 to 1 of 1 / page

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

## 2) Click on link in email generated by RAPPORt:

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**From:** [no-reply@rapport.dartmouth.edu](mailto:no-reply@rapport.dartmouth.edu) [<mailto:no-reply@rapport.dartmouth.edu>]  
**Sent:** Tuesday, June 26, 2012 1:12 PM  
**To:** Chair  
**Subject:** RAPPORt Action Required

The following Funding Proposal has been **approved by the Department Research Administrator:** Testing title.

Please click here [FP0000000XX](#) to review the Funding Proposal and take appropriate action.

The Principal Investigator for this Funding Proposal is Test PI.

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The RAPPORt log-in page opens. Once logged in, the proposal workspace will open:

Test screenshots

FP00000001 Funding Proposal

The screenshot displays the 'Current State' of a funding proposal. On the left, under 'Department Chair Review', the 'Printer Version' button is circled in red. Below it, 'My Activities' includes 'Issue Chair Approval', 'Decline by Chair', and 'Chair Requests Changes'. The main content area is divided into 'PROPOSAL INFORMATION' and 'BUDGET TOTALS'. The 'PROPOSAL INFORMATION' section lists details such as Primary Sponsor (National Institutes of Health (NIH)), PI (Test PI1), and various deadlines. The 'BUDGET TOTALS' section shows a table with columns for Period, Start Date, End Date, Type of Costs, and Costs, with a cumulative total of \$125,000. A 'History' table at the bottom lists activities like 'Routing has started for FP' and 'Proposal is ready to be routed to Chair for review'.

**TO REVIEW THE PROPOSAL:**

The easiest way to view the proposal details is to right-click on "Printer Version" and select "Open link in new window" to open all the views in a scrollable window.

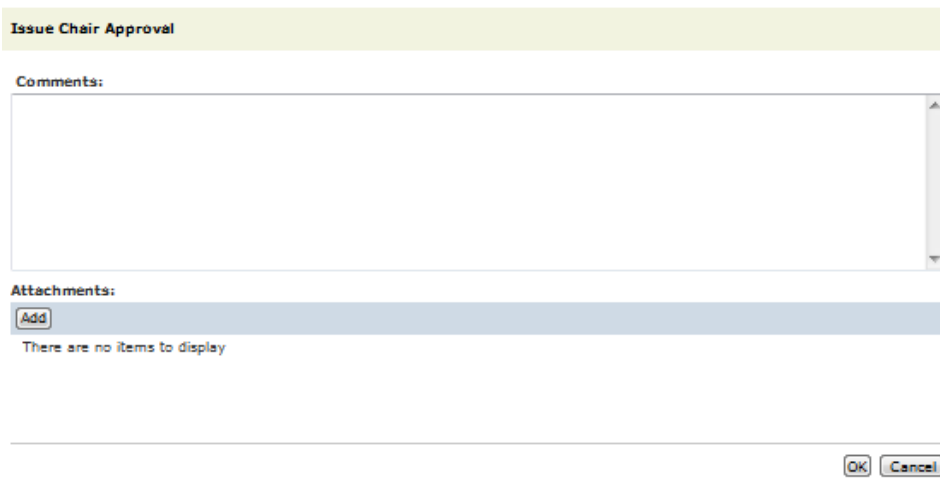
**Three actions available to take for this proposal:**

- 1) Issue Chair Approval
- 2) Decline by Chair
- 3) Chair Requests Changes

This close-up screenshot focuses on the 'My Activities' section. It shows three buttons: 'Issue Chair Approval', 'Decline by Chair', and 'Chair Requests Changes'. These three buttons are circled in red, indicating the actions available for the proposal.

## 1) Issue Chair Approval

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



**Issue Chair Approval**

Comments:

Attachments:

Add

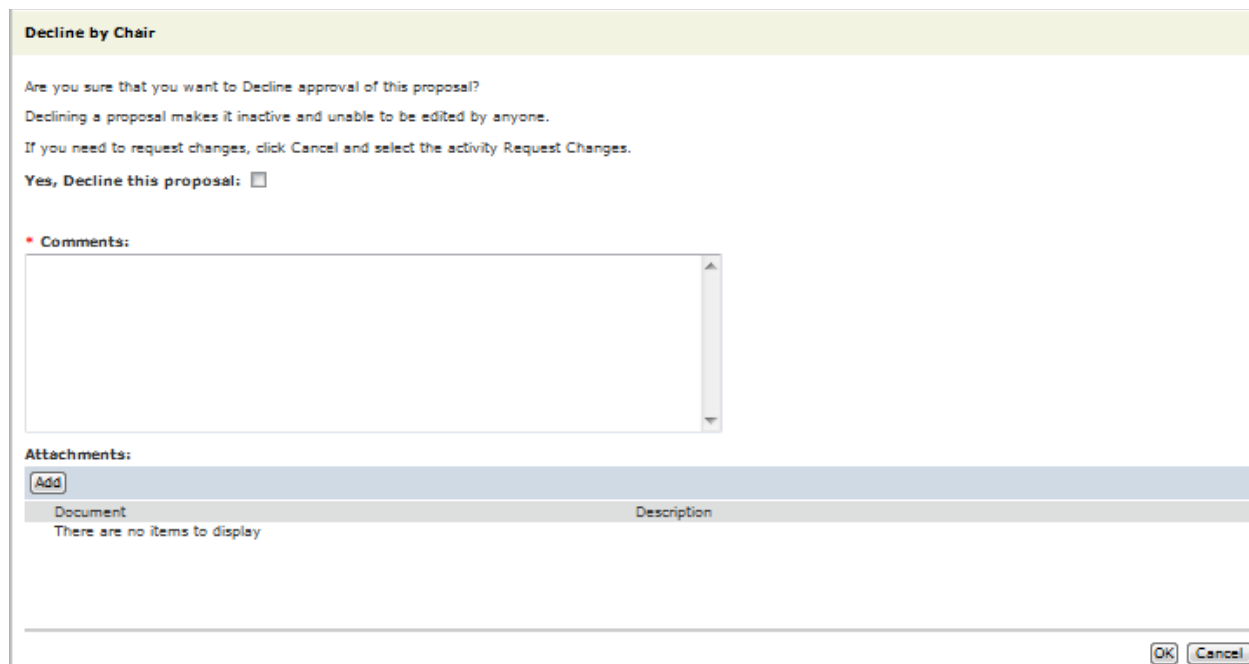
There are no items to display

OK Cancel

Though any comments added here are viewable by the researchers on this proposal, clicking on OK will indicate approval. Review will then be routed to the Dean, Fiscal Office, or directly to OSP, as appropriate.

## 2) Decline by Chair

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



**Decline by Chair**

Are you sure that you want to Decline approval of this proposal?  
Declining a proposal makes it inactive and unable to be edited by anyone.  
If you need to request changes, click Cancel and select the activity Request Changes.

Yes, Decline this proposal:

\* Comments:

Attachments:

Add

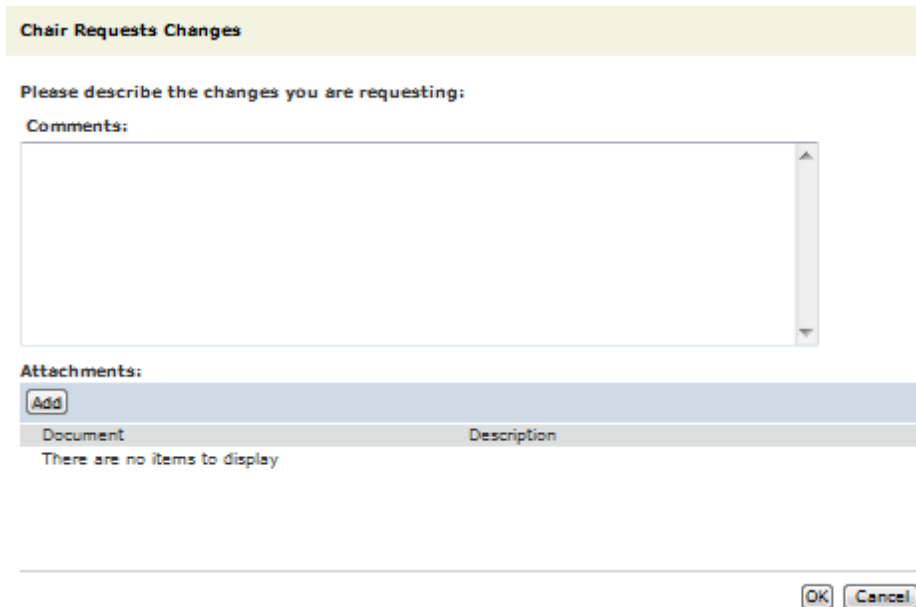
Document	Description
There are no items to display	

OK Cancel

Please heed these warnings carefully and be sure that Decline is what is needed.

### 3) Chair Requests Changes Chair Requests Changes

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



**Chair Requests Changes**

Please describe the changes you are requesting:

Comments:

Attachments:

Document	Description
There are no items to display	

"Chair Requests Changes" will route the proposal back to the researchers so they can address the comments entered here.

Once the Chair approves, the state of the proposal will change from Department Chair Review to OSP Grants Officer Review:

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

Grants > Test Title to use for guide screenshots

Test screenshots | **FP00000001** | Funding Proposal

**Current State**  
**OSP Grants Officer Review**

View Funding Proposal  
Printer Version  
View Differences  
View SmartForm Progress

**PROPOSAL INFORMATION**

Primary Sponsor: National Institutes of Health (NIH)  
PI: Test P11  
Dept. Contact Person: Test DeptResAdmin15  
Application Type: New  
OSP 7 Day Deadline: 6/1/2015

**OSP 2 Day Deadline:** 6/15/2015  
**Sponsor Submission Deadline:** 6/21/2015  
**NIH Application #:**  
**Abstract:**  
Existing space renovation required? no  
Additional lab or office space required? no  
Cost Sharing involved? no

**BUDGET TOTALS**

Start Date: 7/1/2015

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2015	6/30/2016	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
2	7/1/2016	6/30/2017	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
3	7/1/2017	6/30/2018	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
4	7/1/2018	6/30/2019	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
5	7/1/2019	6/30/2020	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
Cumulative	7/1/2015	6/30/2020	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$125,000 \$0 \$125,000

**History**

Activity	Author	Activity Date
Chair Approval Issued	Chair, Test	7/16/2012 2:54 PM EDT
The Chair of this dept. has reviewed this proposal and approved it.		
Routing has started for FP	DeptResAdmin15, Test	7/16/2012 2:08 PM EDT
Proposal is ready to be routed to Chair for review.		
PI has certified FP for routing	PI1, Test	7/16/2012 2:05 PM EDT
Change Log: 15.0 Budget Summary	Castell, Gregory	7/11/2012 4:29 PM EDT
Jump To: 15.0 Budget Summary		
FP forwarded to DRA	DeptResAdmin15, Test	7/11/2012 4:15 PM EDT
Created	DeptResAdmin15, Test	7/11/2012 3:44 PM EDT

This approval activity and any comments entered then appear in the History section at the bottom of the proposal workspace.

You have completed your part in the routing process. End.