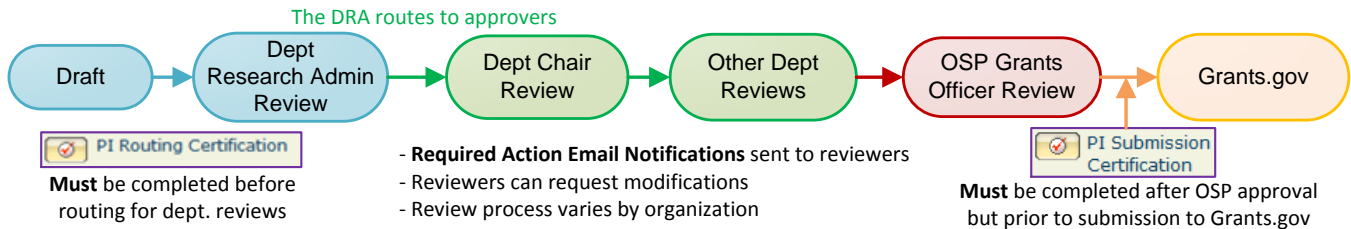


Step by Step Dean Proposal Review Guide

Overview:

This guide outlines the steps required by RAPPORT for a Dean to review and approve 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

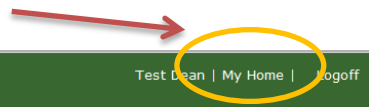
<http://rapport.dartmouth.edu/>

My NetID _____

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

To re-set your password: <https://dartdm.dartmouth.edu/dartDM/dartDM>

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



Page for Test Dean

Dean Approver

My Roles
Dean Approver

Page for Test Dean

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.

"My Action Items" contains proposals needing your action.

My Action Items | Funding Proposals

ID	Name	SmartForm	Date Modified	Type	Owner	Application Type	Proposal Status	Principal Investigator	Sponsor
FP00000010	Impact of Biodiversity Loss in Agrarian New England	[Form]	7/26/2012 1:55 PM	Funding Proposal	DeptResAdmin6	New	Dean/Designee Review	Test PI6	National Institutes of Health (NIH)

10 / page

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

2) Click on link in email generated by RAPPORT:

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

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

Please click here [FP000000XX](#) to review the Funding Proposal and take appropriate action.

The Principal Investigator for this Funding Proposal is Test PI.

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

DARTMOUTH RAPPORT RESEARCH PORTAL GrantsXpress PreProd Test Dean | My Home | Logoff

Grants > Impact of Biodiversity Loss in Agrarian New England

Biodiversity Loss in NE FP00000010 Funding Proposal

Current State
Dean/Designee Review

View Funding Proposal
Printer Version
 View Differences
 View SmartForm Progress

My Activities
 Dean Requests Changes
 Decline by Dean
 Issue Dean Approval

PROPOSAL INFORMATION

Primary Sponsor: National Institutes of Health (NIH)
 PI: Test PI6
 Dept. Contact Person: Test DeptResAdmin6
 Application Type: New
 OSP 7 Day Deadline:
 OSP 2 Day Deadline:
 Sponsor Submission Deadline: 9/9/2014
 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: 11/17/2014

Period	Start Date	End Date	Type of Costs	Costs
1	11/17/2014	11/16/2015	Direct Costs Federal Administrative Costs	\$25,000 \$0 Total Project Costs \$25,000
2	11/17/2015	11/16/2016	Direct Costs Federal Administrative Costs	\$25,000 \$0 Total Project Costs \$25,000
3	11/17/2016	11/16/2017	Direct Costs Federal Administrative Costs	\$25,000 \$0 Total Project Costs \$25,000
4	11/17/2017	11/16/2018	Direct Costs Federal Administrative Costs	\$25,000 \$0 Total Project Costs \$25,000
5	11/17/2018	11/16/2019	Direct Costs Federal Administrative Costs	\$25,000 \$0 Total Project Costs \$25,000
Cumulative	11/17/2014	11/16/2019	Direct Costs Federal Administrative Costs	\$125,000 \$0 Total Project Costs \$125,000

History

Activity	Author	Activity Date
Routing has started for FP	DeptResAdmin6, Test	7/26/2012 1:55 PM EDT
FP sent back to DRA Review	DeptResAdmin6, Test	7/26/2012 1:55 PM EDT
Routing has started for FP	DeptResAdmin6, Test	7/26/2012 1:54 PM EDT
Change Log: 7.0 PI Information	PI6, Test	7/26/2012 1:44 PM EDT

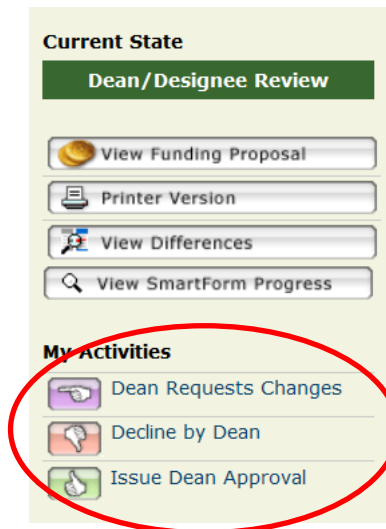
Jump To: 7.0 PI Information

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.

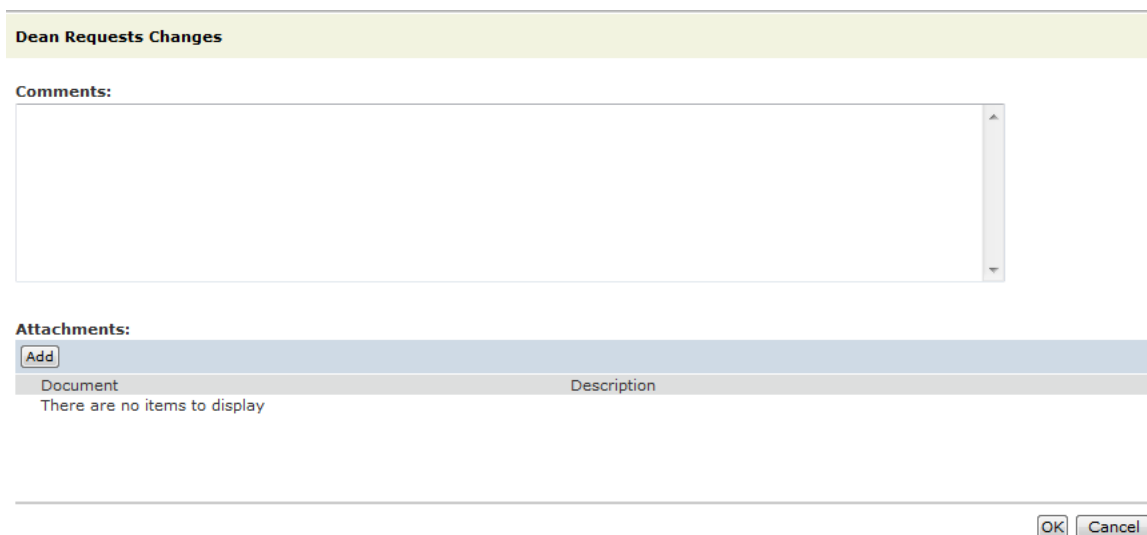
Three actions available to take for this proposal:

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



1) Dean Requests Changes

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



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

2) Decline by Dean

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

Decline by Dean

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:

Document	Description
There are no items to display	

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

3) Issue Dean Approval

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

Issue Dean Approval

Comments:

Attachments:

Document	Description
There are no items to display	

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 Fiscal Office or directly to OSP, as appropriate.

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

The screenshot displays the GrantsXpress PreProd interface. At the top, the DARTMOUTH RAPPORT RESEARCH PORTAL logo is visible alongside the GrantsXpress PreProd branding. The user is logged in as 'Test Dean'. The proposal title is 'Biodiversity Loss in NE' with ID 'FP0000010'. The current state is 'OSP Grants Officer Review'. The 'PROPOSAL INFORMATION' section includes details such as the primary sponsor (National Institutes of Health (NIH)), PI (Test PI6), and various deadlines. The 'BUDGET TOTALS' section shows a table of costs over five periods, with a cumulative total of \$125,000. The 'History' section at the bottom shows a 'Dean Approval Issued' activity on 8/6/2012, with a comment: 'The Dean has reviewed and approved this proposal.'

Period	Start Date	End Date	Type of Costs	Costs
1	11/17/2014	11/16/2015	Direct Costs Federal Administrative Costs Total Project Costs	\$25,000 \$0 \$25,000
2	11/17/2015	11/16/2016	Direct Costs Federal Administrative Costs Total Project Costs	\$25,000 \$0 \$25,000
3	11/17/2016	11/16/2017	Direct Costs Federal Administrative Costs Total Project Costs	\$25,000 \$0 \$25,000
4	11/17/2017	11/16/2018	Direct Costs Federal Administrative Costs Total Project Costs	\$25,000 \$0 \$25,000
5	11/17/2018	11/16/2019	Direct Costs Federal Administrative Costs Total Project Costs	\$25,000 \$0 \$25,000
Cumulative	11/17/2014	11/16/2019	Direct Costs Federal Administrative Costs Total Project Costs	\$125,000 \$0 \$125,000

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.