

**RAS-Grants
Create Renewal
User Guide**

Competitive Renewal Proposal User Guide

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Competitive Renewal Proposal User Guide

OVERVIEW:

In order to apply for funding for research programs, investigators must submit proposals to various sponsors. The Create Funding Proposal SmartForm enables investigators and OSPA staff to prepare proposal packages and submit them to sponsors. The Rockefeller University will use data from the applications to meet its management, compliance, and reporting obligations.

Faculty and staff will use RAS-Grants in many ways: to initiate an application, to track its development and progress through the Rockefeller offices, to verify that a complete proposal is ready for submission, to submit the application to the sponsor; to gather and organize proposal data; and to facilitate the administration of proposals, awards, and reports.

Roles

RAS-Grants will move a proposal through the Rockefeller process, notifying each party of its obligations on the application:

- **PI** (Principal Investigator): Initiates the application, uploads all attachments, and approves the proposal for submission.
- **AC** (Administrative Contact): Can perform all PI functions, except PI certifications.
- **PT** (Proposal Team): Participants on the project, who can be assigned to *read only* or *edit*.
- **SPO** (Sponsored Programs Officer): Supports PI in determining application requirements, drafting and revising the budget, and reviewing the proposal for Rockefeller.
- **AOR** (Authorized Organizational Representative): Performs final institutional review, and submits proposal (as required by the sponsor).

Proposal Process

PIs and/or their ACs initiate the RAS-Grants process by entering information about the sponsor, deadline date and proposal opportunity in a series of webpages called SmartForms. This notifies the SPO who will assist in the process. The PI or AC uploads the proposal attachments, and works with the SPO on the budget. **Be sure to work with your SPO to complete the budget as early in the process as possible.**

SPOs review the application for completeness, accuracy and compliance with Sponsor and Rockefeller requirements. Throughout the proposal development, the parties will communicate with each other through system generated emails, called “notifications.” This will enable a complete record of the proposal and award for audit purposes.

When the application is complete, the AOR submits it to the sponsor by the appropriate method, or documents the submission if the Sponsor requires that the PI submit. Federal proposals supported by the system-to-system (S2S) process will be submitted directly from the RAS-Grants system. Proposals that cannot be submitted S2S will be sent outside the system and the submission information documented in RAS-Grants. RAS-Grants captures project data and copies of the application for institutional management and reporting.

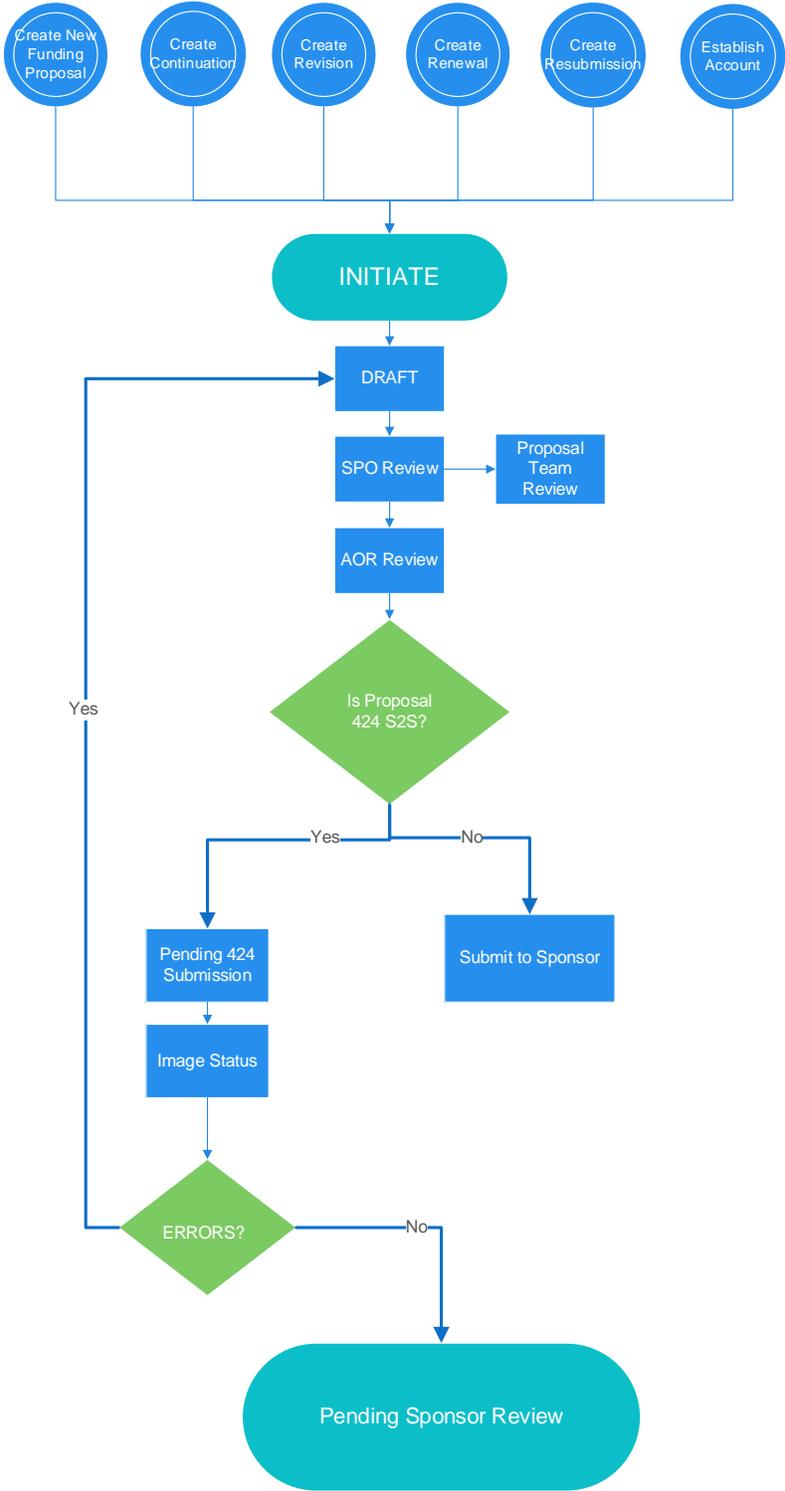
Application Types

New, Progress Report/Continuation, Supplement, and Resubmission applications will similarly be initiated, managed and submitted on Funding Proposal SmartForms, and submitted through RAS-Grants.

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PROCESS FLOW

Preparation and Submission



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Before you begin, a few notes:

- Be sure to allow pop-ups for the RAS-Grants system.
- All attachments for SF424 applications must be in PDF. RAS-Grants will not convert attachments from Word.
- Questions with a red asterisk (*) are required.
- At the top and bottom each page is a list of functions. Click either the “Save” or the “Continue” button to save your work. Clicking “Exit” will prompt you to save any changes.



PROCEDURES

A. Logging in to RAS-Grants

1. Type this link in your web browser: <https://rasgrants.rockefeller.edu>
2. Type your **User Name** and **Password** (same as your RU logon) in the appropriate fields.
3. Click **Login**.
4. Click the Grants link at the top of the page. This will direct you to your Grants workspace.



5. To logout, click the **Logout** link located at the top right hand corner of the screen.

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Create Renewal Proposal

Step 1: Find active award on which you wish to create a renewal



Awards

| Awards | | | | | | |
|---------------|--|--------------|------------------|-----------|---------------------|--------------------|
| Active Awards | | Draft Awards | Awards in Review | Subawards | Award Modifications | |
| ID | Name | SmartForm | State | Reviewer | Award Approver | Date Modified |
| AWD00050012 | CR TEST: Demo Renewal NIH | [Edit] | Active | Ross | Ryder | 5/11/2018 9:37 AM |
| AWD00050002 | BC Testing May 2nd for R01 with sub | [Edit] | Active | | Ryder | 5/10/2018 5:18 PM |
| AWD00050011 | DSM Test Award Mod PPersonnel Change | [Edit] | Active | | Ryder | 5/10/2018 4:48 PM |
| AWD00050010 | DSM Test SF424 5-7 | [Edit] | Active | | Ryder | 5/10/2018 11:57 AM |
| AWD00050009 | JG Complex proj | [Edit] | Active | Fang | Ryder | 5/8/2018 6:18 PM |
| AWD00050008 | Focus on our Minds: Unraveling the Neural Circuits of Social Cognition | [Edit] | Draft | | Ryder | 5/4/2018 |

Once in the Award Workspace, navigate to the original Funding Proposal.

Active

Next Steps

- View Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification
- Create Continuation

- Award Documents
- Team Disclosure Status
- Terms And Conditions
- Complete
- Set Award Relationships
- Update Award Personnel

CR TEST: Demo Renewal NIH

AWD00050012 Funding Award

| Proposal Information | | Budget Information | |
|---------------------------|-------------------------------------|------------------------|-----------|
| PDI/PI: | Jeffrey Ravetch | Starting Date: | 5/11/2018 |
| Laboratory: | Ravetch Laboratory | End Date: | 5/10/2023 |
| Head of Laboratory: | Jeffrey Ravetch | Award Date: | 5/11/2018 |
| Laboratory Admin Contact: | Meghan DiLillo | Current Year Direct: | \$0 |
| Specialist: | Collette Ryder | Current Year Indirect: | \$0 |
| Direct Sponsor: | National Institutes of Health (NIH) | Current Year Total: | \$0 |
| Prime Sponsor: | | | |
| Sponsor Number: | R01NS012345 | | |

Awarded Funding Proposals:

| ID | Name | Principal Investigator | Status |
|------------|---------------------------|------------------------|---------|
| FP00050035 | CR TEST: Demo Renewal NIH | Jeffrey Ravetch | Awarded |

Modifications Totals Funding Allocations Deliverables Subawards Oracle Award # Child Awards ...

Modification Requests

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On the Funding Proposal Workspace, Click the “Create Renewal” project creator, and the Renewal SmartForm will appear.

Awarded CR TEST: Demo Renewal NIH FP00050035 Funding Proposal

Next Steps

- View Funding Proposal
- Printer Version
- View Differences
- Create Document Review
- Create Renewal**
- Create Funding Award

Manage Relationships
Copy
Create Revision

Proposal Information

| | |
|---------------------------|-------------------------------------|
| PD/PI: | Jeffrey Ravetch |
| Laboratory: | Ravetch Laboratory |
| Head of Laboratory: | Jeffrey Ravetch |
| Laboratory Admin Contact: | Meghan DiLillo |
| Specialist: | Collette Ryder |
| Direct Sponsor: | National Institutes of Health (NIH) |
| Prime Sponsor: | |
| Sponsor Number: | R01 XY012345 |

Budget Information

| | |
|--------------------------|-----------|
| Starting Date: | 5/11/2018 |
| End Date: | 5/10/2023 |
| Number of Periods: | 5 |
| Proposed Total Direct: | \$0 |
| Proposed Total Indirect: | \$0 |
| Proposed Total: | \$0 |
| PD Involvement: | |

Funding Awards

| ID | Name | State | Recipient | Sponsor | Start Date | End Date |
|-------------|---------------------------|--------|--------------------|-------------------------------------|------------|-----------|
| AWD00050012 | CR TEST: Demo Renewal NIH | Active | Ravetch Laboratory | National Institutes of Health (NIH) | 5/11/2018 | 5/10/2023 |

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The rest of the SmartForm follows a similar process as a new funding proposal. Refer to either the SF424 or non-SF424 training guide for the remainder of the instructions.

You Are Here: [CR TEST: Demo Renewal NIH](#) > [Funding Proposal](#)

[Back](#) [Save](#) [Print](#)

Proposal Description & Contacts

1.0 * Title of proposal:

2.0 * Program Director / Principal Investigator / Project Lead / Fellow:
Jeffrey Ravetch Professor

If a fellowship, please identify the Mentor:

Biosketch: [None]

Other Support: [None]

3.0 Administrative Contact:

4.0 * Select Direct Sponsor:

If Sponsor does not appear in list, enter name here:

If flow through, select Prime Sponsor: