

**RAS-Grants  
Create Resubmission  
User Guide**



# Resubmission Proposal User Guide

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## 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.

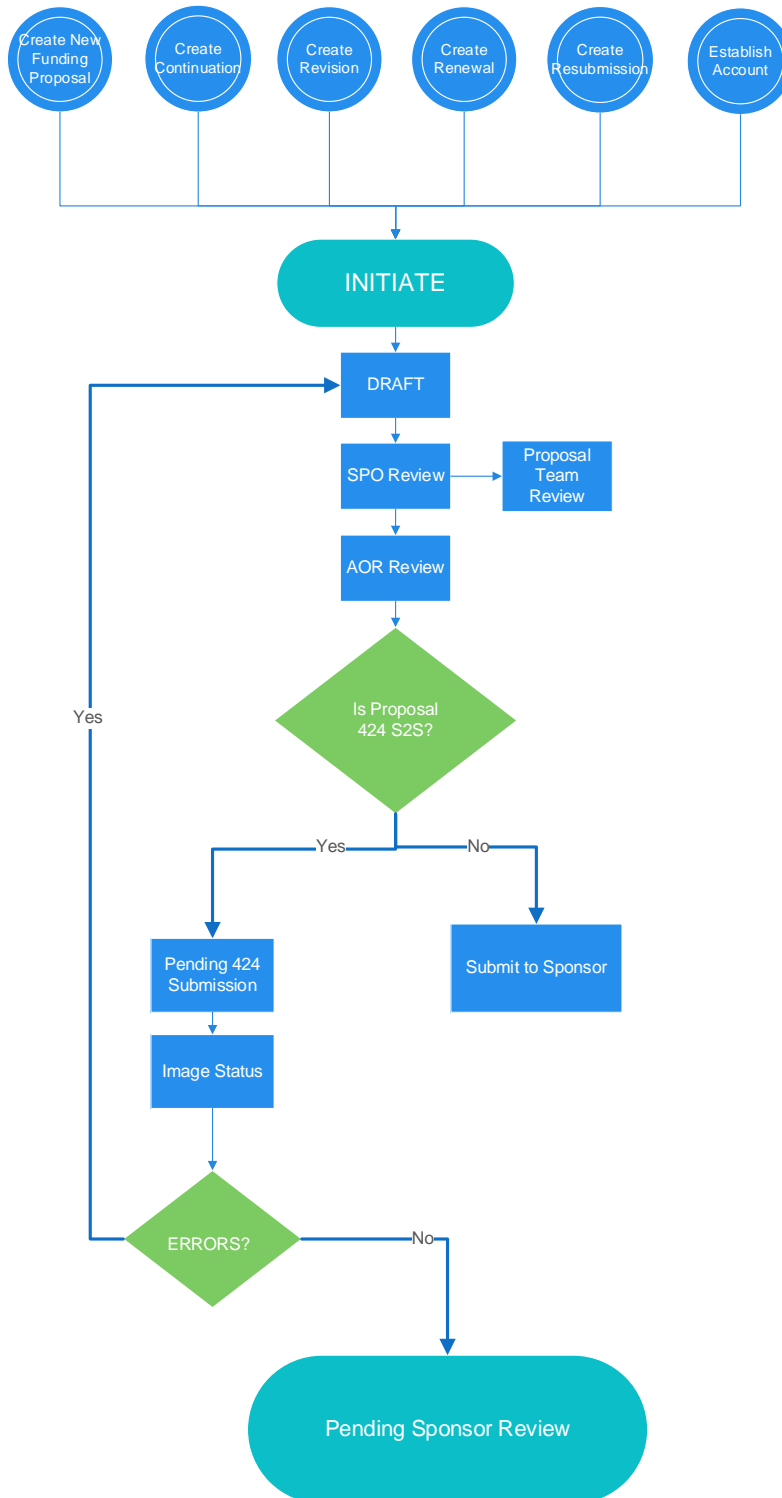
## Application Types

*New, Progress Report/Continuations, Renewal, and Revision/Supplement* proposals 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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## B. Create Resubmission Proposal

### Step 1: Find pending proposal on which you wish to create a resubmission

In the Grants workspace, click on Funding Proposal tab, and then the “Sponsor Review” tab to pull up applications which are at the Sponsor for review.

The screenshot shows the 'Grants Stage' interface. At the top left is the logo for The Rockefeller University, Science for the Benefit of Humanity, 1901. Below the logo is the 'Grants Stage' header. A navigation bar contains tabs: 'My Inbox', 'COI', 'Grants', and 'SF424 Center'. Under 'Grants', there are sub-tabs: 'Funding Proposal', 'Complex Projects', 'Awards', 'Document Review', 'Reports', and 'Help Center'. The 'Funding Proposal' sub-tab is circled in red. Below this is the 'Funding Proposal' section with a 'Create Funding Proposal' button. A filter bar shows 'Proposals' with tabs for 'Draft', 'Internal Review', 'Sponsor Review', 'Awarded', and 'Completed'. The 'Sponsor Review' tab is circled in red. Below the filter bar is a search field and a table of proposals. The table has columns: ID, Name, SmartForm, State, PI, and Primary Sponsor. Two proposals are listed: FP00050027 (CR TEST: for resubmission instructions) and FP00050030 (MG Test Proposal Allis R01204639 non-modular with sub).

### Step 2: Once in the Sponsor Review tab, find the proposal on which you wish to create a resubmission, and select it.

The screenshot shows the 'Grants Stage' interface with the 'Sponsor Review' tab selected. The navigation bar is the same as in the previous screenshot. The 'Sponsor Review' tab is circled in red. Below the filter bar, the table of proposals is shown. The first proposal, FP00050027 (CR TEST: for resubmission instructions), is highlighted with a red box. A red arrow points to this proposal. The table has columns: ID, Name, SmartForm, State, PI, and Primary Sponsor. Three proposals are listed: FP00050027 (CR TEST: for resubmission instructions), FP00000002\_Con1 (TEST: Continuation Instructions - Continuation), and FP00000006\_Con1 (BC Testing May 2nd for R01 with sub - Continuation).

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**Step 3: Once in the Funding Proposal Workspace, click on the “Notify SPO of Grant Status” activity.**

**Pending Sponsor Review**

**Next Steps**  
[View Funding Proposal](#)  
[Printer Version](#)  
[View Differences](#)  
[Create Document Review](#)  
[Create Funding Award](#)

[Pre Award Research Team](#)  
[Funding Anticipated](#)  
[Award Letter Received](#)  
[Withdraw Submitted or Not Funded Proposal](#)  
[Manage Ancillary Reviews](#)  
[Manage Relationships](#)  
[JIT Changes Required](#)  
[Copy](#)  
**[Notify SPO of Grant Status](#)**

## CR TEST: for resubmission instructions

FP00050027 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Jean-Laurent Casanova	Starting Date:	5/14/2018
Laboratory:	Casanova Laboratory	End Date:	5/13/2023
Head of Laboratory:	Jean-Laurent Casanova	Number of Periods:	5
Laboratory Admin Contact:	Yelena Nemirovskaya	Proposed Total Direct:	\$1,250,000
Specialist:	Collette Ryder	Proposed Total Indirect:	\$868,750
Direct Sponsor:	National Institutes of Health (NIH)	Proposed Total:	\$2,118,750
Prime Sponsor:		PD Involvement:	1 Minimal
Sponsor Number:	XY098765		

**Funding Awards**  
No data to display.  
page 1 no results / page 10

Budgets	History	Reviewers	Attachments	Financials	Related Projects	Reviewer Notes	SF424 Summary
<b>Working Budgets</b>							
Name	SmartForm	Date Modified	State	Funding Source	Target	Total	In Financials?
National Institutes of Health (NIH)	[Edit]	5/14/2018 11:10 AM	Under Review	Federal	\$0	\$2,118,750	yes
Salary Cap fallout	[Edit]	5/14/2018 11:10 AM	Under Review	Institution (Internal)	\$0	\$291,737	no

**Step 3A: Fill out the activity. Click “OK” to execute. This will send a notification to your SPO, who will review the feedback, and assist you with the resubmission process.**

**Notify SPO of Grant Status**

- Grants status:**
  - Award Received
  - Award Anticipated
  - JIT Info Requested
  - other
  - Withdraw Submission (Proposal Not Reviewed)
  - Not Funded[Clear](#)
- Comments:**

Score is low. Want to resubmit.
- Documents:**

[+ Add](#)

Name	Version
There are no items to display	

[OK](#) [Cancel](#)

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**Step 4: Upon receipt of your notification, your SPO will navigate to the Funding Proposal workspace and execute the “Withdraw Submitted or Not Funded Proposal” activity.**

**Pending Sponsor Review**

**Next Steps**  
View Funding Proposal  
Printer Version  
View Differences  
Create Document Review  
Create Funding Award

Pre Award Research Team  
Funding Anticipated  
Award Letter Received  
**← Withdraw Submitted or Not Funded Proposal**  
Manage Ancillary Reviews  
Manage Relationships  
JIT Changes Required  
Copy

## CR TEST: for resubmission instructions

FP00050027 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Jean-Laurent Casanova	Starting Date:	5/14/2018
Laboratory:	Casanova Laboratory	End Date:	5/13/2023
Head of Laboratory:	Jean-Laurent Casanova	Number of Periods:	5
Laboratory Admin Contact:	Yelena Nemirovskaya	Proposed Total Direct:	\$1,250,000
Specialist:	Joyce Ng	Proposed Total Indirect:	\$868,750
Direct Sponsor:	National Institutes of Health (NIH)	Proposed Total:	\$2,118,750
Prime Sponsor:		PD Involvement:	1 Minimal
Sponsor Number:	XY098765		

Funding Awards  
No data to display.

← page 1 no results › 10 / page

Budgets	History	Reviewers	Attachments	Financials	Related Projects	Reviewer Notes	SF424 Summary
<b>Working Budgets</b>							
Name	SmartForm	Date Modified	State	Funding Source	Target	Total	In Financials?
National Institutes of Health (NIH)	[Edit]	5/14/2018 11:10 AM	Under Review	Federal	\$0	\$2,118,750	yes

## 4A: Activity

Your SPO will notify you when they have completed this task. This will change the status of the application to “Not Funded” and allow for the creation of a Resubmission.

### Withdraw Submitted or Not Funded Proposal

#### 1. \* Reason for withdrawal:

- PI Leaving Institution
  - Opportunity Closed
  - Not Funded
  - Withdrawn From Sponsor
  - Other
- [Clear](#)

#### 2. Comments:

Marking Not Funded. PI wishes to resubmit; score on original submission not in fundable range.





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## Step 5: Create Resubmission

Execute the “Create Resubmission” Activity.

**Not Funded** CR TEST: for resubmission instructions FP00050027 Funding Proposal

**Next Steps**

- View Funding Proposal
- Printer Version
- View Differences
- Create Document Review
- Team Disclosure Status
- Manage Relationships
- Copy
- Create Resubmission**
- Email Specialist
- Manage Guest List
- Add Comment
- Add Attachments

**Proposal Information**

PD/PI:	Jean-Laurent Casanova
Laboratory:	Casanova Laboratory
Head of Laboratory:	Jean-Laurent Casanova
Laboratory Admin Contact:	Yelena Nemirovskaya
Specialist:	Collette Ryder
Direct Sponsor:	National Institutes of Health (NIH)
Prime Sponsor:	
Sponsor Number:	XY098765

**Budget Information**

Starting Date:	5/14/20
End Date:	5/13/20
Number of Periods:	
Proposed Total Direct:	\$1,250,0
Proposed Total Indirect:	\$868,7
Proposed Total:	\$2,118,7
PD Involvement:	1 Minir

**Funding Awards**

No data to display.

< page 1 no results > 10 / pag

History Reviewers Attachments Financials Related Projects Reviewer Notes SF424 Summary

### 5A: Activity

Enter the title of the proposal here – will be editable within the SmartForm.  
Click “OK” and wait for the process to complete.

#### Create Resubmission

This activity will create a new Resubmission for this Funding Proposal.

1. \* Resubmission name:

RESUB [CR TEST: for resubmission instru

This activity will take some time to complete. Upon completion, you will be redirected to the new Resubmission SmartForm.

OK Cancel

Remainder of this page left intentionally blank.

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**Step 6: The Resubmission SmartForm will open automatically. Note the assigned number in the upper right corner. Make edits to the proposal as if it were a New proposal, per the instructions in the 424 or non-424 User Guide**

Be sure to double-check all personnel, and upload new attachments.

**Grants Stage**

You Are Here: RESUB [CR TEST: for resubmissi...]

Save Exit Hide/Show Errors Print Jump To Continue

### Proposal Description & Contacts

**1.0 \* Title of proposal:**  
[RESUB [CR TEST: for resubmission instructions]]  
For NIH, maximum 200 characters allowed.

**2.0 \* Program Director / Principal Investigator / Project Lead / Fellow:**  
Jean-Laurent Casanova [dropdown] Professor  
**If a fellowship, please identify the Mentor:**  
[dropdown]

**Biosketch:** [None] [Upload]  
**Other Support:** [None] [Upload]

**3.0 Administrative Contact:**  
Yelena Nemirovskaya [dropdown]

**4.0 \* Select Direct Sponsor:**  
National Institutes of Health (NIH) [dropdown]  
**If Sponsor does not appear in list, enter name here:**  
[text input]  
**If flow through, select Prime Sponsor:**  
[dropdown]

**For single proposals:**  
Upload the following PDF documents pertaining to the PD/PI/Fellow:  
- COI (Conflict of Interest) Disclosure  
- Biosketch

**For multi-project proposal components:**  
Upload the COI (Conflict of Interest) Disclosure as a PDF file for the PD/PI/Fellow.

**\* Note: Other Support: Not usually required.**  
Please refer to the Funding Announcement to see if this is required.

Staff chosen for this question will have edit access rights to the proposal, if they are study staff.

A direct sponsor funds your institution directly. A prime sponsor is the originator of an opportunity whose funds are awarded through intermediary organizations. Specify a prime sponsor only if this is a submission to an intermediary organization.

**For single proposals:**  
The sponsor list is limited to these categories:  
- Industry  
- Foundation  
- Government Agency/Sponsor  
- Division/Department  
- Institution