

RASR PRE-AWARD SUBMISSION USER GUIDE

1. After successful login, select “New Proposal” in the Available Forms list found on the home page. You can also search “Proposal” in the search bar at the top of the page. **Note: If you do not see the School of Medicine tab after login please contact your Pre-Award Administrator to be added as a user.**

RASR Rapid Admin Service Request @ UNC-Chapel Hill

HOME | ADMIN | REPORTS | GENERAL MANAGEMENT | PREFERENCES | LOGOUT

My RASR Form Submissions	
New Forms:	5
Submitted:	0
Returned:	0
Completed:	0

Welcome to RASR

School of Medicine | UNC-Chapel Hill

Search below for a RASR form that can help you.

Click here for a RASR FAQ for School of Medicine!

Available Forms

- Consultants
 - Independent Contractor Request
- Deposits
 - Deposit
- Employee Reimbursements/Invoice Payments
 - Employee/Vendor Reimbursements/Invoice Payments
- External Contracts
 - OPSCA - Expert Witness Contract Request Form (CRF)
- FP Clinical Contracts - External Contracts
 - UNC FP Clinical Contracts
 - UNC FP Clinical Contracts -Invoice/ Billing
- Global Business Unit
 - Global Business Unit Request to purchase
 - Global Business Unit/UNC Chapel Hill Reconciliation
- Other Financial Request
 - Backup Documentation (ie Student Stores, parking, etc)
 - Budget Transfer
 - Journal Entry
 - PAAT ONLY - Wages Funding/Salary Retroactive Change
 - Salary Distribution Change/Funding Swap ONLY
- P-Card
 - Submit a P-Card Purchase Receipt
- **Proposal**
 - **New Proposal**
- Purchasing
 - ePRO (CDW-G, Dell, Lenovo, Staples)
 - Purchase Requisition/Purchase Order (>\$5,000)
 - Submit a PO Invoice Receipt

2. Once the form is selected a window will open with the form description. Click “Create” to enter your request

New Proposal

School of Medicine

Form Name

New Proposal

Form Description

To inform FiRST about a proposal submission (Example: New Applications, Resubmissions, Competing Renewals, Non-Competing Continuation/Progress Report, etc.)

Create Close

3. Add a short form name to identify your submission (Last Name Submission Type Ex: Jones R01 New)

New Proposal

My Form Name	My form name for this form here ...	RASR ID	Unassigned
Form	New Proposal/Pre-Award	Form Status	New
Creation Date	03/17/2022	Submission Date	
Instructions	<p>Please take a moment to fill out this questionnaire regarding your upcoming proposal submission. This information will help the Finance & Research Support Team (FiRST) determine the timeline of your application components and future post-award administration needs. An initial response to your inquiry will be received within 2 business days.</p> <p>As part of our planning for each application submission, an email will be sent to each PI to discuss the requirements of the application, scope and budget of the project and overall timeline for submission.</p>		
Notes	<p>Note Note Type Created Last Modified +</p>		

4. Background Information Request: Complete/Input the required fields at a minimum (noted by a red asterisk *)

Background Information Request

Department *

Please include department where funds are managed
Please Contact RASR@unc.edu if your department is not in the list

Preferred Contact Phone Number

If different than primary phone number

Sponsor Submission Due Date *

Please ensure you are submitting this request at minimum 4 weeks in advance, 2 weeks for subcontracts. If you do not meet the minimum timeframe for notification your proposal may be subject to limited review and on time submission may not be possible.

Lead Principal Investigator *

Preferred Email Address *

A

-Choose base department regardless of division (Ex: All Neurology Submissions use 411801)
-If you are submitting a Fellowship Application select the home department of the Primary Mentor

5. Sponsor Information Request: Complete/Input the required fields at a minimum (noted by a red asterisk *)

Sponsor Information Request

Sponsor

What is the Sponsor/Funding Institution for you application?

If the Sponsor is not listed in the search above, please indicate the sponsor here

A

Type of Application *

Sponsor Link *

Please paste the link to the Sponsor RFAP or PA.
PDF Attachments can also be reloaded (see below)

is UNC the subcontract? *

Yes

Type of Application (Definitions/Examples Below)

- **New-** Initial request for support of a project that has not yet been funded
- **Resubmission-** An unfunded application that has been modified following initial review and resubmitted for new consideration
- **Competing Renewal-** Initial request for additional funding for a period subsequent to that provided by a current award
- **Contract-** A written, legal agreement between the University and an awarding agency involving the expectation of a tangible product, service, or specific

obligation (commonly referred to as a “deliverable”) in return for sponsored support.

- **Supplement-** Request for additional funds during a current project period
- **Non-Competing Continuation/Progress Report-** Request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications
- **Other (explain)-** If your application type is not listed, select other and provide additional details in the provided text box

6. Project Information Request: Complete/Input the required fields at a minimum (noted by a red asterisk *)

7. Include any additional attachments by clicking “Add Attachment. Once form is complete click “Submit”. If you need to save your submission and submit later, click “Save”.

8. If you receive an error message, make sure you have filled in all mandatory fields.

9. Once submitted your form should show as Submitted under “My RASR Form Submissions”

The screenshot shows the RASR system interface. On the left, a sidebar titled 'My RASR Form Submissions' displays a table with the following data:

New Forms	5
Submitted	1
Rejected	0
Completed	0

The 'Submitted' row is circled in red. The main content area is titled 'New Proposal' and shows details for a submission with RASR ID 165767. The form status is 'Submitted' and the submission date is 03/17/2022. The instructions section contains the following text:

Please take a moment to fill out this questionnaire regarding your upcoming proposal submission. This information will help the Finance & Research Support Team (FiRST) determine the timeline of your application components and future post-award administration needs. An initial response to your inquiry will be received within 2 business days.

As part of our planning for each application submission, an email will be sent to each PI to discuss the requirements of the application, scope and budget of the project and overall timeline for submission.

Below the instructions is a 'Processing Info' section with a table for notes and a 'Routing Information' section with a table for submission tracking.

STATUS	APPROVER	RECORDED_BY	RECORDED ON	RECORDING NOTE
Waiting for Approval	Research Pre-Award			

At the bottom of the page, there are two green status messages: 'Submission Data Saved' and 'Form Submission was Submitted!'.

10. Your Departmental Research Administrator will review your submission and send an initial response to your inquiry within 2 business days.

11. Once your submission has been reviewed and you have been contacted with submission details you will receive an automated email from RASR. This email means that your proposal is in que for submission, it does NOT mean it has been submitted in Ramses or the sponsor agency submission portal.

School of Medicine
Service Requests

Dear Gardner, Lauren,

This submission of yours has passed approvals and is awaiting final processing:

Form: **Gardner, Lauren**
 PI : [REDACTED]
 Dept : **420109 - Medicine Administration - Finance and Research Service Center**
 Project/Funding Name:

Submission Type: **Pre-Award**
 Submission Form: **New Proposal**
 Submitter: **Gardner, Lauren**
 Submitted On: [REDACTED]
 Submissions ID: **161011**
 Process Information: **Proposal/**

12. Once your full proposal has been submitted to the sponsor you will receive a final automated email from RASR. Your form should now show as completed under “My RASR Form Submissions”

School of Medicine
Service Requests

Dear Gardner, Lauren,

This submission of yours has been completed:

Form: **Gardner, Lauren**
 PI : ██████████
 Dept : **420109 - Medicine Administration - Finance and Research Service Center**
 Project/Funding Name:

Submission Type: **Pre-Award**
 Submission Form: **New Proposal**
 Submitter: **Gardner, Lauren**
 Submitted On: ██████████
 Submissions ID: **161011**
 Process Information: **Proposal/22-2576** ← **This number should match your ramses IPF number**

My RASR Form Submissions	
New Forms:	4
Submitted:	3
Returned:	0
Completed:	0

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i.e. 'Request', 'Advance', 'P-Card', etc