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.**

2. Once the form is selected a window will open with the form description. Click “Create” to enter your request.
3. Add a short form name to identify your submission *(Last Name Submission Type Ex: Jones R01 New)*

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

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

**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 *)

   - **Project Title**
   - **Additional Keywords**
   - **Does this involve human subjects?**
   - **Does this involve animal subjects?**
   - **Does this involve endangered or protected species?**
   - **Additional Notes**

   Please include any additional information pertinent to your proposal, including a description of personnel, equipment, personnel expenses, etc.

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”

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.

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: [redacted]
Dept: 420109 - Medicine Administration - Finance and Research Service Center
Project/Funding Name: [redacted]

Submission Type: Pre-Award
Submission Form: New Proposal
Submitter: Gardner, Lauren
Submitted On: [redacted]
Submissions ID: 161011
Process Information: Proposal/22-2576

This number should match your ramses IPF number

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**My RASR Form Submissions**

- New Forms: 4
- Submitted: 3
- In Progress: 0
- Completed: 0

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**Welcome to RASR**

Search below for a RASR form that can help you.

Click here for a RASR FAQ for School of Medicine