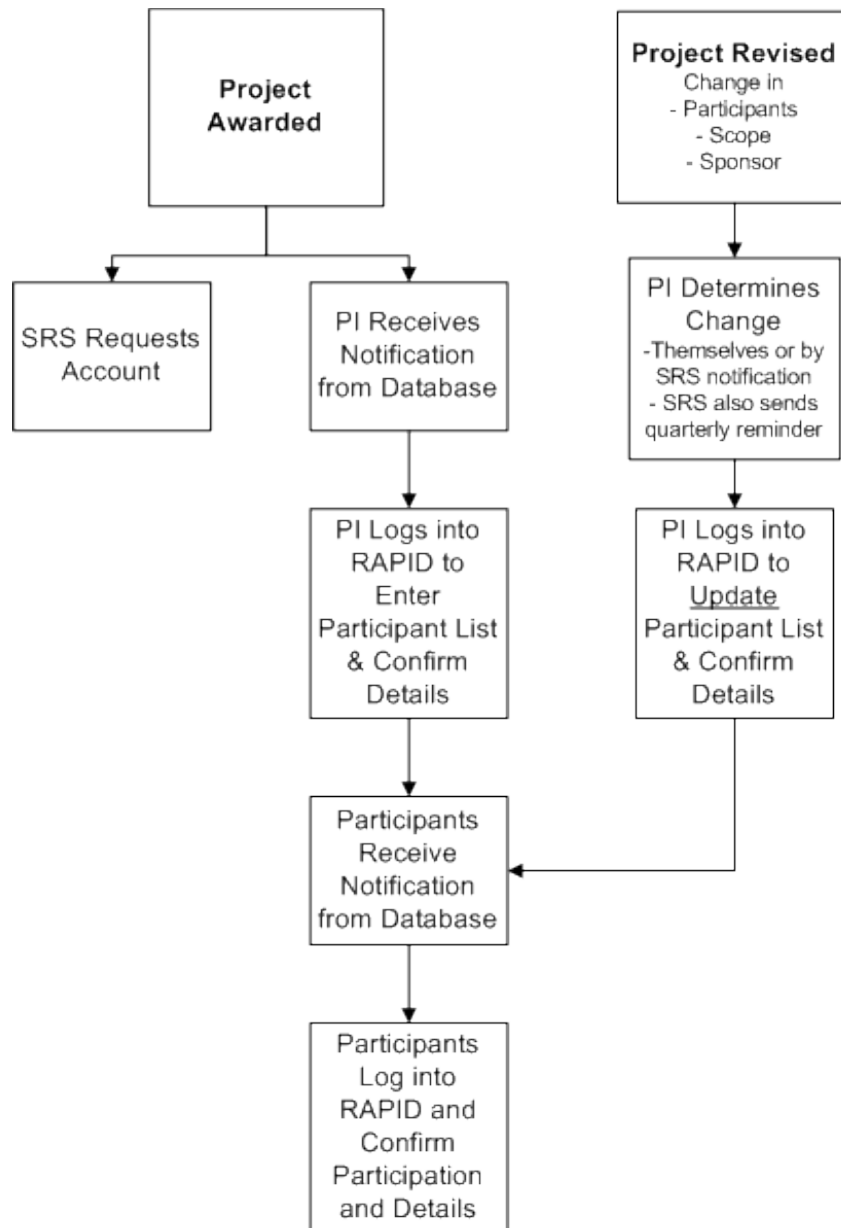


# RAPID User's Guide

## Online Notice of Award (NOA)

RIT Sponsored Research Services

Revised 2008-02-04

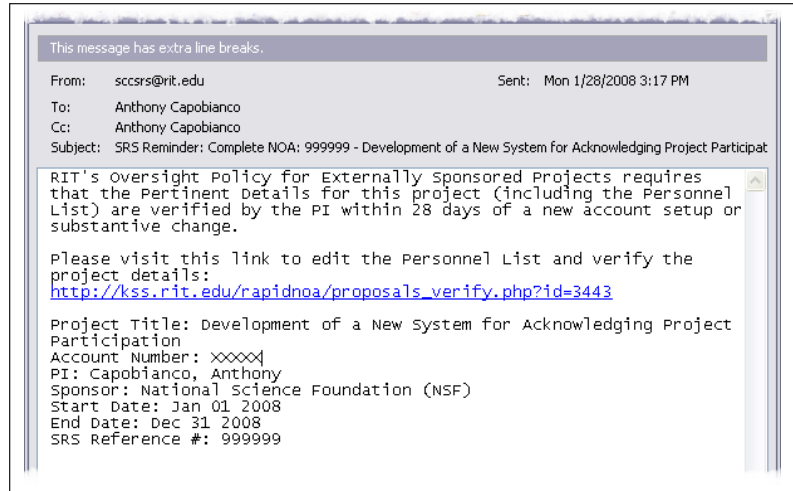


Process Overview

# Project Detail Verification and Personnel Editing

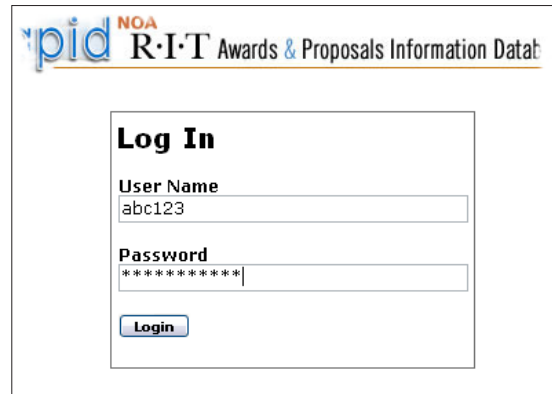
## Step 1

When a project is awarded (or a revised NOA is necessary), the Principal Investigator and NOA Managers (if applicable) receive an e-mail message asking them to go online and complete the Notice of Award. Clicking the link in the message will take them directly to the Proposal Verification Screen (Step 4) after logging in.



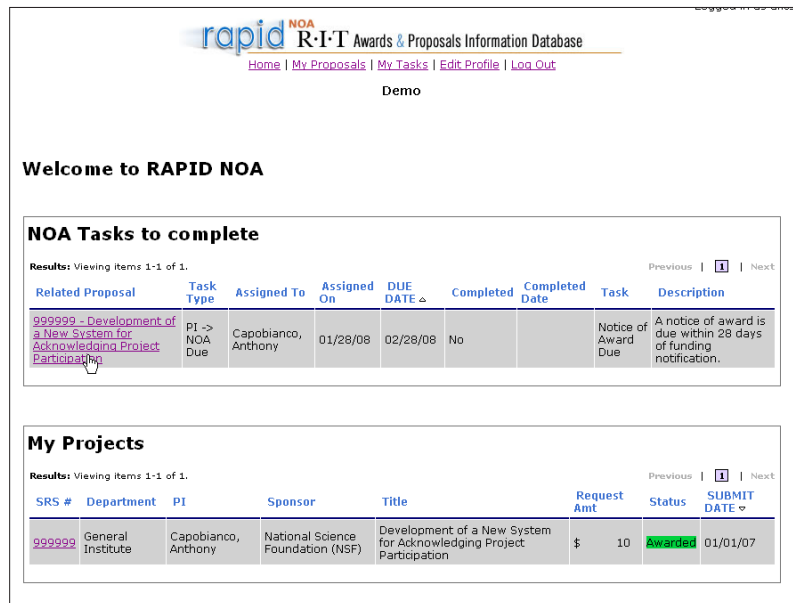
## Step 2

PIs and Managers must log in to the system using their RIT Computer Account



## Step 2a

If a user logs directly into the system (without following the link in the email), they will be taken to the Home Screen. Listed at the top are NOA tasks that must be completed; at the bottom are projects on which the user is PI or personnel. Clicking on the link will take the user to the detail page for the associated proposal.



### Step 3

The Proposal Detail Screen lists information about the project. If the user has an NOA-related task to complete that is associated with the project, it will appear at the top of the page.

**Proposal Detail**

This proposal has NOA events to complete. [Prepare NOA](#)

Development of a New System for Acknowledging Project Participation

SRS#: 999999      Status: Awarded      Oracle Account #: xxxxxx  
Project Type: Research      Proposal Type: New Proposal  
Division/Department: General Institute

**Personnel**

Name	ROLE	Employee Type
Capobianco, Anthony	Principal Investigator	RIT Staff

**Organizations**

Name	ROLE
National Science Foundation (NSF)	Sponsor

### Step 4

When a PI or Manager clicks the "Prepare NOA" button (or follows the link in the NOA e-mail), they will be taken to the Verify Proposal Screen, which lists the "Pertinent Details" (as defined by the RIT Oversight Policy) for the project. If any of the information is incorrect, the PI should contact SRS immediately with the corrected information.

**Verify Proposal**

Please review the information below for accuracy. To make changes to project personnel, click the "Edit Project Personnel" button. If other changes are needed, please [contact SRS](#). Once the information is correct, please select either "I Agree" or "I do not Agree" at the bottom of the page.

[Edit Project Personnel](#)

Development of a New System for Acknowledging Project Participation

**Personnel**

Name	ROLE	Employee Type
Capobianco, Anthony	Principal Investigator	RIT Staff

**Organizations**

Name	ROLE
National Science Foundation (NSF)	Sponsor

Funding Type: Federal

**Award Information**

Results: Viewing items 1-1 of 1.

AWARD DATE	Start Date	End Date	Amount	Account Number	Contract Number	PI	Department	Sponsor	Notes
01/01/08	01/01/08	12/31/08	\$ 14,000,000	14 xxxxxx			General Institute		

From this screen, the PI or Manager can also select the "Edit Project Personnel" button to add other project personnel (any RIT faculty, staff, or students engaged in the project, whether paid or unpaid) if applicable.

### Step 5

On the Edit Personnel screen, the PI or Manager can add project personnel and indicate whether each individual is active or inactive on the project by clicking their "Active/Inactive" button. Personnel cannot be deleted - if an error is made entering personnel, contact SRS to correct the error. At this time, only those in the "Personnel" role can be added online - contact SRS to add additional Co-PIs or Managers.

**Edit Project Personnel**

Editing Proposal: 080152 - Dye-Sensitized Bulk Heterojunction Polymer Solar Cells

Please note that RAPID uses an individual's published email address as defined in 'mail preferences' at [start.rit.edu](#). Please encourage all project personnel to update their settings there. If you are aware of a preferred email address for an individual other than the one shown here, please [contact SRS](#) and include the individual's Username and preferred address.

Results: Viewing items 1-3 of 3.

Name	Employee Type	Username	Email	ROLE	Active
Raffaella, Ryne	RIT Faculty	rprsps	rprsps@rit.edu	Principal Investigator	<input checked="" type="checkbox"/>
Landi, Brian	RIT Staff	bjlsps	bjlsps@rit.edu	Co-PI	<input checked="" type="checkbox"/>
Rowlands, Bryan		bkrsrc	research@rit.edu	Personnel	<input checked="" type="checkbox"/>

Username:

Last name:  First name:

**Copy personnel from another project**

Results: Viewing items 13-15 of 27.

PROJECT INFORMATION	Personnel List	Copy to Current Project
SRS #: 050827 Title: Extended Lifetime Nanostructured Radioisotope Power Source Sponsor: National Reconnaissance Agency (CIA)/Director of Central Intelligence (DCI) Awarded: 11/03/2005	<input checked="" type="checkbox"/> Aguinardo, Ryan - RIT Student <input checked="" type="checkbox"/> Clark, Jeremy - RIT Student <input type="checkbox"/> Curran, Meredith - RIT Staff <input checked="" type="checkbox"/> Landi, Brian - RIT Staff <input checked="" type="checkbox"/> Robinson, Ross - RIT Student <input checked="" type="checkbox"/> Van Patten, Elaine - RIT Staff	<input type="button" value="Copy"/>
SRS #: 050623 Title: Nanostructured Space Photovoltaics Sponsor: National Reconnaissance Office (NRO)/Office of Inspector General Awarded: 08/01/2005		<input type="button" value="Copy"/>
SRS #: 050784		

There are several ways to add personnel to a project:

### Step 5a - Add by Search (1)

Personnel can be added by searching the RIT directory by the individuals' username or first and last name. Enter the search parameters on the Edit Personnel screen and click the appropriate search button. The search will match partial terms (e.g. entering "Johns" for the last name will match both "Johns" and "Johnson").

Landi, Brian	RIT Staff	bjlsp	bjlsp@rit.edu	Co-PI
Rowlands, Bryan		bkrsrc	research@rit.edu	Personnel

Username

Last name  First name

### Step 5a - Add by Search (2)

When a person is searched for, the next screen shows the matching results. The correct record should be selected from these results. Selecting a record returns the user to the Edit Personnel Screen.

**Add Project Personnel**

Name	Employee Type	Username	Email	Select
Clark, Katherine	Staff	kacsrc	kclark@mail.rit.edu	<input type="button" value="Select"/>
Clarke, Katherine	Student	k4c207	kclarke@rit.edu	<input type="button" value="Select"/>
Clark, Kendall	student	k4c207	kclarke@rit.edu	<input type="button" value="Select"/>
Clark, Kelley	Student	k4c238	k4c238@rit.edu	<input type="button" value="Select"/>

### Step 5a - Add by Copying

Project personnel can also be copied from an existing project to the current project. This may be useful for projects that have similar, lengthy personnel lists.

**Copy personnel from another project**

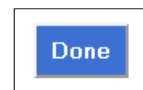
Results: Viewing items 10-15 of 27. Previous | 1 2 3 4 **5** 6 7 8 9

PROJECT INFORMATION	Personnel List	Copy to Current Project
<p>SRS #: 050827            Title: Extended Lifetime Nanostructured Radioisotope Power Source            Sponsor: Central Intelligence Agency (CIA)/Director of Central Intelligence (DCI)            Awarded: 11/03/2005</p>		<input type="button" value="Copy"/>
<p>SRS #: 050623            Title: Nanostructured Space Photovoltaics            Sponsor: National Reconnaissance Office (NRO)/Office of Inspector General            Awarded: 08/01/2005</p>	<p><input checked="" type="checkbox"/> Aguinaldo, Ryan - RIT Student</p> <p><input checked="" type="checkbox"/> Clark, Jeremy - RIT Student</p> <p><input type="checkbox"/> Curran, Meredith - RIT Staff</p> <p><input checked="" type="checkbox"/> Landi, Brian - RIT Staff</p> <p><input checked="" type="checkbox"/> Robinson, Ross - RIT Student</p> <p><input checked="" type="checkbox"/> Van Patten, Elaine - RIT Staff</p>	<input type="button" value="Copy"/>

If the Project PI has other awarded projects, they will be shown at the bottom of the Edit Personnel screen, in order of descending submitted date. The listing can be paged through to find a particular project. Individuals assigned to a project are shown in the second column. To copy personnel from an existing project to a current project, make sure the individuals to be added are checked off (uncheck those that will not be added) and click the "copy" button in the third column.

### Step 5b

When all project personnel have been correctly added, click the "Done" button. This will return the user to the Verify Proposal screen.



## Step 6

Once all personnel have been added and the Pertinent Details have been verified as accurate, the PI completes their portion of the NOA process by clicking the "I Agree" button on the bottom of the Proposals Verifications screen.

If this is the initial NOA for this project, the PI must indicate whether Proprietary and/or Classified Information is involved before indicating agreement.

Additional Pertinent Details  
Proposal has:  
Publication Restrictions: No  
Proprietary Information:  No  Yes  
Dept of Defense/Intelligence Community Sponsorship: No  
Classified Information:  No  Yes  
User: awcsrs Date: Mon, 28 Jan 2008 16:15:23 -0500 IP: 129.21.90.49  
As Principal Investigator for this project I agree that the information above is correct and complete to the best of my knowledge. I acknowledge my understanding of this project, its sponsor and any special circumstances under which this project is to be conducted, and agree to comply with the requirements of RIT's Oversight Policy for Externally Sponsored Projects.  
I do not agree I agree  
If you do not agree, please enter a brief explanation  
Cancel

Note that **only the Project PI can perform this step**; Managers can edit project personnel, but only the PI can complete the final verification.

If an abstract is not present for the project, the PI will not be able to complete this step. An abstract should be sent to SRS in order to proceed with the NOA.

If the listed Personnel have not completed their verifications within 1 week, the PI will receive a weekly e-mail informing them of which Personnel have not yet verified.

## Project Revisions

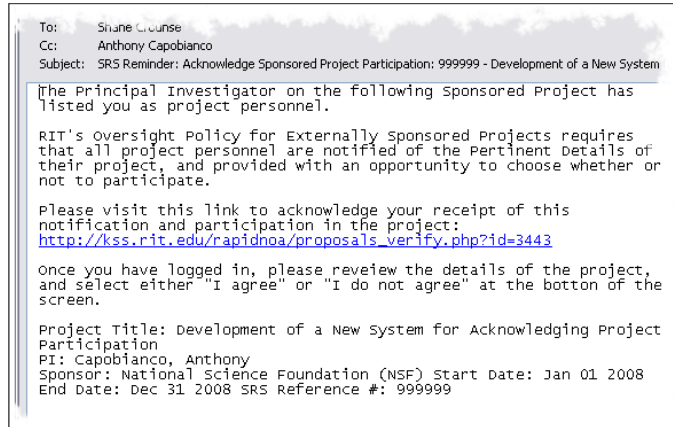
The PI can log into the system at any time to add or deactivate Personnel if there is a change. Only new Personnel added will receive an e-mail asking them to complete an online verification.

If a project's scope of work or sponsor changes, SRS will initiate a revised NOA; the steps for completion are essentially the same as for a new NOA. All Project Personnel will have to complete a new verification.

# Personnel Verifications

## Step 1

If Personnel besides the PI are listed, after the PI completes the NOA each individual will receive an e-mail instructing them to log on to the system and verify their participation and their understanding of the Pertinent Details. Clicking the link in the message will take them directly to the Proposal Verification Screen (Step 4) after logging in.



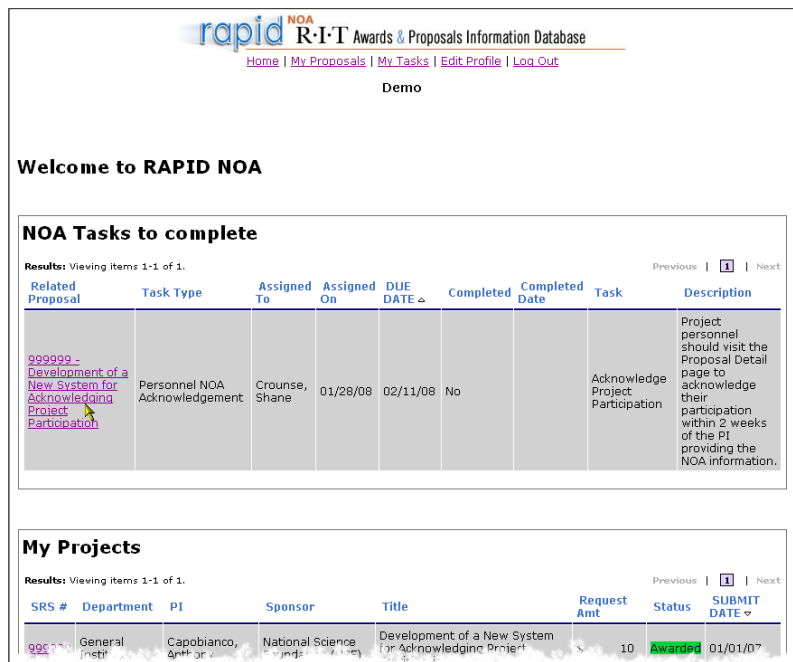
## Step 2

Personnel must log in to the system using their RIT Computer Account



## Step 2a

If a user logs directly into the system (without following the link in the email), they will be taken to the Home Screen. Listed at the top are NOA tasks that must be completed; at the bottom are projects on which the user is listed as Personnel. Clicking on the link will take the user to the detail page for the associated proposal.



### Step 3

The Proposal Detail Screen lists information about the project. If the user has an NOA-related task to complete that is associated with the project, it will appear at the top of the page.

**Proposal Detail**

This proposal has NOA events to complete. [Acknowledge NOA Details](#)

Development of a New System for Acknowledging Project Participation

SRS#: 999999      Status: Awarded      Oracle Account #: XXXXX  
Project Type: Research      Proposal Type: New Proposal  
Division/Department: General Institute

Personnel		
Name	ROLE	Employee Type
Capobianco, Anthony	Principal Investigator	RIT Staff
Clark, Katherine	Personnel	RIT Staff
Crouse, Shane	Personnel	RIT Staff

Organizations	
Name	ROLE
National Science Foundation (NSF)	Sponsor

### Step 4

When the individual clicks the "Acknowledge NOA Details" button (or follows the link in the NOA e-mail), they will be taken to the Verify Proposal Screen, which lists the "Pertinent Details" (as defined by the RIT Oversight Policy) for the project. The individual should review this information carefully and verify that it is consistent with their understanding of the project.

**Verify Proposal**

Please review the project details below and select either "I Agree" or "I do not Agree" at the bottom of the page.

Development of a New System for Acknowledging Project Participation

Personnel		
Name	ROLE	Employee Type
Capobianco, Anthony	Principal Investigator	RIT Staff
Clark, Katherine	Personnel	RIT Staff
Crouse, Shane	Personnel	RIT Staff

Organizations	
Name	ROLE
National Science Foundation (NSF)	Sponsor

At the bottom of the Verify Proposal screen, Personnel indicate their agreement or disagreement with

the Pertinent Details of the project and whether or not they choose to continue their participation. If they do not agree, a brief explanation should be entered. The PI will be notified of any Personnel exceptions and will be advised to follow-up with the individual.

User: sccsrs      Date: Mon, 28 Jan 2008 16:16:02 -0500      IP: 129.21.90.49

I acknowledge my understanding of this project, its sponsor and any special circumstances under which this project is to be conducted, and agree to comply with the requirements of [RIT's Oversight Policy for Externally Sponsored Projects](#).

If you do not agree, please enter a brief explanation