

# RAPPORT Update #1

May 2012



## What is RAPPORT?

### Welcome to the RAPPORT Project Update

**RAPPORT = Research Administration and PI Portal** is a web-based integrated research administration system that will automate key research administration activities including:

- proposal development, routing, approval, and submission (GrantsXpress & Full Grants)
- human studies review processes (IRB)
- conflict of interest management (COI)

RAPPORT will be rolled out to the research community in phases. We have established *working groups* for each phase of the project. Membership includes representatives from the College and DH.

## What is GrantsXpress?

GrantsXpress is

- the first OSP module to be implemented, prior to Full Grants.
- a streamlined electronic system for OSP proposal routing.
- a simplified approach to completion of NIH-funded proposals (SF424), including validation prior to submission

## Grants Sample Homepage (*not final version*):

### Page for Becca Simms

- **Create Funding Proposals using SmartForms** that will guide you through all award-related institutional submission requirements of Federal Grants, SF424 eSubmission for NIH, Industry Contracts and Foundation awards.
- **Manage your submissions.** All submissions in your INBOX currently require your action.
- **Re-use proposals.** Once you have a proposal fully filled-in, copy that proposal and turn it into a Template.

**Easily track items requiring your attention**

**Monitor current state in routing process**

My Inbox					
Funding Proposals					
My Templates					
ID	Name	SmartForm	Date Modified	State	
FP00000033	Lifestyle Interventions for Metabolic Syndrome	[Edit]	4/3/2012 9:51 PM	Department Chair Review	
FP00000040	Cyber Terrorism and Freedom	[Edit]	4/3/2012 9:37 PM	Department Research Admin Review	
FP00000030	Springtime Sunshine	[Edit]	3/30/2012 3:21 PM	Draft	
FP00000022	Rainbows and Beaches	[Edit]			
FP00000032	AM Jacket	[Edit]			

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**Proposal Information and Deadlines**

- 1.0 Proposal Access
- 2.0 Proposal Information
- 3.0 Submission Deadlines

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**Jump directly to a specific section of your proposal**

Contact us at: [Research.Portal@dartmouth.edu](mailto:Research.Portal@dartmouth.edu)

# News and Instruction

## Defining Requirements

Members of the *Grants* Working Group have made significant progress in defining user requirements and mapping these to RAPPORT for design and development of the first module (GrantsXpress). The Grants Working group includes research representatives from all Dartmouth Schools as well as DHMC. For details on members of this Working Group, please visit <http://www.dartmouth.edu/~rapport/working-group/>

## GrantsXpress Instruction & Support

Testing and initial instruction in RAPPORT started in mid May with members of the Grants Working Group and select departments involved in the initial rollout along with OSP Staff. Instruction will take place onsite at the College and DHMC and self-service web-based instruction will be available on [www.Dartmouth.edu/~rapport](http://www.Dartmouth.edu/~rapport). We will also conduct Faculty Focus Groups to review and gather feedback for the development of the Full Grants module. You can subscribe to **RAPPORT@listserv.dartmouth.edu** to stay informed of upcoming instruction sessions.

## Project Team

### Project Sponsors:

**Martin Wybourne**, Vice Provost for Research  
**Joe Doucet**, Deputy CIO & Dir. Institutional Information Systems and Services

### Development Team:

**Carla Chandler**, RAPPORT Project Manager  
**Neil Odell**, Developer/Analyst  
**Pradeep Frederick**, Developer/Analyst  
**Greg Castell**, Business Analyst  
**Priscilla Grover**, Business Analyst  
**Stephanie Morgan**, Subject Matter Expert

### Project Business Leads & PMT Members:

**Jill Mortali**, Director, OSP, Business Lead, Grants  
**Susan Adams**, Director CPHS, Business Lead, IRB  
**Elizabeth Bankert**, Assistant Provost, Business Lead, COI  
**Todd Langille**, Dir. Business & Research Admin. Systems

### Team Liaisons:

**Jennifer Friend**, DMS Fiscal Office & Subject Matter Expert  
**Mark Carey**, CTO, Velos Liaison  
**Kate Lark**, Risk Management

## Approximate Sequence of RAPPORT Modules

