Step-by-Step Guide for Filling Out the PRAF for RSP Capacity Grants

1. Navigate to the RSP PRAF webpage via the RSP Home Page (https://rsp.uni.edu/proposal-routing-and-approval-form)

   ![Click "Electronic PRAF" to launch the PRAF]
2. Start a new PRAF
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3. Select “Full Proposal/Application”
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4. Complete each tab out sequentially by completing the tab and going to the bottom of the page and clicking “Save and Proceed”
   a. NOTE: If you see a “green flashlight” you must click the flashlight to fill in the blank space. The green flashlight will take you to the University’s database and auto populate your name, home department, email, etc.

   b. SEE NEXT PAGE FOR MORE INFORMATION ABOUT THIS STEP
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5. Enter your last name, click the “Search for PI” button
   a. Select your name (or the name of the PI) by clicking the white “o” and click “Select PI”
6. For the Department Responsible for Oversight select the drop-down menu and select the PI’s Home Department, which should be auto-populated right above that section as “PI’s Department”
7. If you have a Co-PI click “Add Co-PI” and follow the same process as for adding a PI

Click dropdown and select PI’s Department

When finished adding PI and Co-PI’s, click “Save and Proceed”
8. See answers below and remember, if you see a green flashlight you must click on it to launch a search window to make a selection from.
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9. Fill in your Year 1 budget total in “1) Direct Costs” in the First Year column, then fill in your total project budget (Year 1 + Year 2) in the Total Year column.

Select “0”
Select “MTDC”
Select “Other Reduction”
Select “No” for these two questions
Select “Save and Proceed” once finished with this page
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10. Answer each question on the “Compliance” Page by using the dropdown to select either “Yes” or “No”
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11. Upload these items to your PRAF
   a. The application cover page for the Scope of Work/Project Abstract
   b. The **Approved Budget** (sent with your award notice letter from RSP) for the Nidget
   c. Your Budget Narrative for the Budget Narrative, even if it does not match the Approved Budget

First click "Browse" to find your file and then "Upload" to upload the file

When finished click “Save and Proceed”
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12. Review your PRAF for accuracy by scrolling through the entire document and checking to make sure your answers are correct...

Here’s annoying programming error that is apparently difficult to fix: The “Department Responsible for Oversight” never shows up on the review tab.

Don’t worry, the good folks at RSP will make sure it is correct.
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13. Finish reviewing your PRAF and click “To Workflow Launch Page” if everything seems correct.
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14. **BE CAREFUL!** It says PRAF Submitted...BUT IT IS NOT YET SUBMITTED!
   a. **To launch the PRAF to workflow you have to click the tiny “Start PRAF Workflow” button**
15. Review the workflow
16. Click the “Start Workflow” button...and now it’s launched!