

If you have questions about this RAPID Guide, send an email to RAPIDHelp@ibl.gov. Please refer to [RAPID Topic: Reporting a Problem in RAPID](#) for additional guidance.

Getting Ready

The “RAPID Topic: Getting Ready to Establish a Proposal in RAPID” provides instruction to division personnel regarding what information to gather and prepare to establish a proposal in RAPID.

Before you access to RAPID, it is important that you know that it is the Sponsored Projects Office policy that each person that enters data into RAPID is responsible for the integrity of their work.



RAPID data is auditable and part of the public record.

RAPID is set up to rely on the data integrity of each succeeding user to assure that there are successful proposals and awards. The data entered into RAPID to establish a proposal becomes enterprise financial data in FMS when the proposal is generated into an award.

Getting Started:

Each Division has their own method of working with their Principal Investigators for proposal development. For RAPID, there are several preparation steps that need to be completed prior to the creation of a proposal. You need to know the following:

1. Title of proposal.
2. Project ID.
3. Name of PI and are they in RAPID.
4. Name of Sponsor and are they in RAPID.

Proposal Title:

The complete proposal title is needed in order to save the new proposal in RAPID. The proposal title must be the same title as on the proposal to be sent to the sponsor. If the title changes during the course of the proposal preparation, it must be updated in RAPID prior to the proposal being submitted to SPO.

Project ID:

According to the [FMS/Project Setup Training & Reference Guide](#), a project ID must be a unique identifier for each project you create. Project IDs in FMS are an alphanumeric string of up to six characters. Please use the format required by [FMS/Project Setup Training & Reference Guide](#). Once a proposal has been awarded in RAPID, the Project ID will be automatically setup in FMS/Project Costing as the Primary Project ID associated with the award.

NOTE: If you do not enter a Project ID, RAPID will put in an automatically created number. A SPO CO can update the Project ID to the correct one as part of Award Generation. However, once the award has been generated, all corrections to Project IDs are done in Project Costing by the Division and the Budget Office. SPO cannot assist you with Project Costing actions.

For more information and guidance, please consult the [Project Setup Policy and Training Manual](#) in the Wiki. Further questions regarding Project Setup should be directed to [Bridget Haverty](#).