



RUTGERS

Robert Wood Johnson
Medical School
OFFICE FOR RESEARCH

Online Research Resources

Paul Copeland, PhD

Assoc. Dean for Research RWJMS

RWJMS Office for Research

Céline Gélinas –
Sr. Assoc Dean

Paul Copeland –
Assoc Dean

Erin Dunkley –
Grants Coordinator

- Contact Us!

Navigating Research Resources on the Web

- [RWJMS](#)
- [Rutgers Office for Research](#)

Research Support - RWJMS

RWJMS Grant Submission Process

Subaward Preparation +

Frequently Asked Questions +

Additional Resources

Additional Resources -

[Biosketch \(Fellowship\)](#)

[Biosketch \(Non-Fellowship\)](#)

[NIH: Data Management and Sharing Plan Format](#)

[NIH: Other Support](#)

[NIH: Writing Advice](#)

[NIH: Formats and Templates](#)

RWJMS Proposal & Submission Preparation

Find Funding +

Contact RWJMS Research Support Team (RST) +

Proposal Deadlines +

Roles and Responsibilities (Pre-Award) +

Submitting a Proposal +

Budget Preparation +

Documentation Required in RAPPS +

RAPSS Submission System (for submission of all proposals) +

Roles and Responsibilities (Post-Award) +

Grant Path



Roles and Responsibilities

PRE-AWARD RESPONSIBILITIES	
PI / DEPARTMENT	RESEARCH SUPPORT TEAM (RST)
Notify RST of Grant Application at least 30 business days prior to due date.	Create Funding Proposal (FP) in RAPSS and establish point of contact with SP Grant Administrator.
PI to create all documents (Biosketches, Budget Justification, Cover Letter, Research Plan, Key Personnel and Sub Award financial/administrative contact information, etc.)	Create Checklist of Grant Components and due dates.
Discuss Draft Budget and Budget Justification with RST.	Create Budget after discussion with PI.
Create Final Budget and Budget Justification to be submitted for Departmental Review.	Verify Budget Justification submitted by PI matches Budget. Uploads RWJMS internal budget and RU SP budget into RAPSS.
PI responsible for all edits to component parts of grant. (Biosketches, Budget Justification, Cover Letter, Research Plan, etc.) Creates PDFs needed for FP and submits as attachments.	Confirm component parts comply with mechanisms' policy. Sends required Subaward documents to subaward contact. (if applicable)
ALL non-science documents due to your RST Grants Administrator 10 business days in advance and the final proposal is due 3 business days BEFORE sponsor submission deadline.	Creates SF424 application in RAPSS FP. Enters budget numbers in application. (includes RWJMS & Subaward budgets if applicable)
Once grant application deemed final, PI presses submit button in RAPSS for application to be submitted by SP Grant Specialist.	Ensures grant application is complete with SP and ready to be submitted.
	Sends JUST IN TIME (JIT) information.

CLINICAL TRIAL and other sponsored project related documents:
 If you have a CDA, NDA, CTA, MOU, DUA, MTA, research/master/cooperative agreement, etc. that needs to be reviewed and signed by an authorized institutional official, please review the new processes at the following link for the RBHS Clinical Trials Office.
<https://njacts.rbhs.rutgers.edu/clinical-trials-office/clinical-research-sops>

Grant Submission Process at RWJMS

(Pre-Award Responsibilities)

1. **Contact your Grant Administrator at least a month** before the application due date and provide funding opportunity information and deadline. This includes federal, state, foundation, industry, internal grants, etc.
2. RWJMS Departmental **Grant Administrator** Contact Information. (*NetID Required*)
3. Discuss Draft Budget and Budget Justification with Research Support Team.
4. Create Final Budget and Budget Justification to be submitted for Departmental Approval.
5. PI to make all edits to component parts of grant, (i.e. Biosketches, Budget Justification, Cover Letters, Research Plan, etc.) Create PDFs needed for FP and submit as attachments.
6. Non-Science documents due 10 business days in advance and the final proposal is due 3 business days BEFORE sponsor submission deadline.

RWJMS SPONSORED PROJECTS ADMINISTRATION

Cathleen Whalen, Assistant Director of Finance
whalenca@rwjms.rutgers.edu, 732-841-4243
 Jonathan Weinger, Business Administrator, Basic Science
weininja@rwjms.rutgers.edu, 732-235-5068
 Roger Grillo Business Administrator, CARE PCC, CHINJ, RINTS Institutes
roger.grillo@rutgers.edu, 908-705-3442

Team members are also available via Microsoft Teams.

Department	Contact	Phone	Email
Anesthesiology	Tami Segal	732-912-9204	ts507@rwjms.rutgers.edu
BMB	Jamie Carr	732-235-2107	carj1@rwjms.rutgers.edu
CARE PCC	Roger Grillo Helen Akabogu	908-705-3442 908-884-8345	roger.grillo@rutgers.edu akaboghe@rwjms.rutgers.edu
CHINJ	Roger Grillo Helen Akabogu	908-705-3442 908-884-8345	roger.grillo@rutgers.edu akaboghe@rwjms.rutgers.edu
Community Health	Suzette Smith	908-420-3134	smithsm@rwjms.rutgers.edu
CVI	Maudie Woods	732-331-7881	woodsml@rwjms.rutgers.edu
Education	Lisa Sears	973-454-8796	searsli@rwjms.rutgers.edu
Emergency Med	Maudie Woods	732-331-7881	woodsml@rwjms.rutgers.edu
Family Medicine	Sheila Lewis	609-668-3254	slj225@rwjms.rutgers.edu
GSBS	Jamie Carr	732-235-2107	carj1@rwjms.rutgers.edu
Medicine	Maudie Woods	732-331-7881	woodsml@rwjms.rutgers.edu
Neurology	Karen Wilson	862-224-0178	kw542@rwjms.rutgers.edu
Neuroscience	Deshanda Porter	732-235-4603	dp987@rwjms.rutgers.edu
Neurosurgery	Sheila Lewis	609-668-3254	slj225@rwjms.rutgers.edu
OB/GYN & WHI	Tami Segal	732-912-9204	ts507@rwjms.rutgers.edu
Orthopedic Surgery	Neeta Patel	732-266-7767	np565@rwjms.rutgers.edu
Otolaryngology	Sheila Lewis	609-668-3254	slj225@rwjms.rutgers.edu
Pathology/Dermatology	Neeta Patel	732-266-7767	np565@rwjms.rutgers.edu
Pediatrics/BOGGS Ctr	Tami Segal	732-912-9204	ts507@rwjms.rutgers.edu
Pharmacology	Toni Napier	848-932-6426	tnapier@rwjms.rutgers.edu
Psychiatry	Karen Wilson	862-224-0178	kw542@rwjms.rutgers.edu
Psychiatry (Patos, Dick, Salvatore)	John Nguyen-Cleary	323-252-2521	jn631@rwjms.rutgers.edu
RINTS	Roger Grillo Helen Akabogu	908-705-3442 908-884-8345	roger.grillo@rutgers.edu akaboghe@rwjms.rutgers.edu
Radiology	Tamara Segal	732-912-9204	ts507@rwjms.rutgers.edu
Surgery	Sheila Lewis	609-668-3254	slj225@rwjms.rutgers.edu

*** Neeta Patel will also be administering the grants for the following PIs.

- Drs. Christoph Buettner, Lea Ann Chen and Jag Sunderram in Medicine.
- Dr. William Hu in Neurology.
- Drs. Nina Cooperman, Chris Pierce and Jill Williams in Psychiatry.

Grants Administration Support

Jolanta Teepe, Sr. Financial Analyst, Nimish Buch, Financial Analyst, Abdur Kahn, Grant Administrator

All personnel are available through email and Microsoft Teams.