

Pre-award
Instructions and FAQs



Helpful Hints

- For the most optimal system functionality, please use either **Google Chrome** or **Mozilla Firefox** as your browser when accessing RMS360.
- If you are new to the system, please click on the orange **REGISTER** button found on the RMS360 login page to submit a new user registration.
Note: Please refer to the FAQ content above when registering an RO or FO contact in RMS360 as this process is executed differently.
- If your **Organization** does not appear in the dropdown menu, please follow the instructions on the registration form to submit your new organization registration to JDRF.
- If you forget your username or password, you may reset your password or retrieve your username from the login page of RMS360 by selecting the "**Forgot your username**" and "**Forgot your password**" links.
- While navigating your proposal or LOI in the system, select **Save Draft** often to ensure there is no loss of data. This is especially pertinent in the Budget section(s).

Roles in RMS360

1. What are the roles and responsibilities of the Principal Investigator (PI)/Researcher?

The Principal Investigator has access to all reporting materials in RMS360 for his/her grant(s). The PI may complete most sections of the activation and renewal and works with the Research Officer to formally submit to JDRF. In addition, the PI can complete and submit other reporting items in RMS360 as needed throughout the lifecycle of the award.

2. What are the roles and responsibilities of the Research Officer (RO)?

The Research Officer has access to the activation and renewals and should work with the Principal Investigator and Financial Official to complete grant activations, renewals and expenditure reports as appropriate. For other reporting items, the RO should work with the PI as needed. In addition, the individual is required to complete the payment details for activations and renewals, certify that the information is accurate, and submit the reports.

3. What are the roles and responsibilities of the Finance Officer (FO)?

The Finance Officer has access to expenditure reports for assigned grants. In this role, the individual is required to complete the expense column in the expenditure report, certify that the information included in the report is accurate, and submit the report to the Research Officer.

4. What are the roles and responsibilities of the Research Delegate (RD)?

The Research Delegate is designated by the Principal Investigator to assist with all required PI submissions. The RD has access to all reporting materials in RMS360 for his/her assigned grant(s) with the exception of the annual Expenditure Report. The RD may complete most sections of the Activation and Renewal and can complete other reporting items as needed throughout the lifecycle of the award such as Scientific Progress Reports and Ethical Renewals. The RD cannot submit any items in RMS360.

5. What are the roles and responsibilities of the Technology Transfer Office (TTO)?

The Technology Transfer Office contact is designated by the Grantee Institution and is the individual responsible for reporting all Intellectual Property to JDRF.

RMS360 Preaward FAQ

Application Content

1. How do I apply for a grant?
2. How do I add my RO (Research Office contact) and FO (Finance Officer) to a proposal?
3. How can I add include supplemental materials with my application?
4. Should I include my Biosketch with my additional attachments?
5. Should I include the Biosketch of my Co-PIs and Key Personnel?

Submission Process

1. How do I submit my LOI or EOI application to JDRF?
2. How do I submit my full proposal to JDRF?
3. I prematurely submitted my proposal to the RO, what should I do?

Application Content

1. How do I apply for a grant?

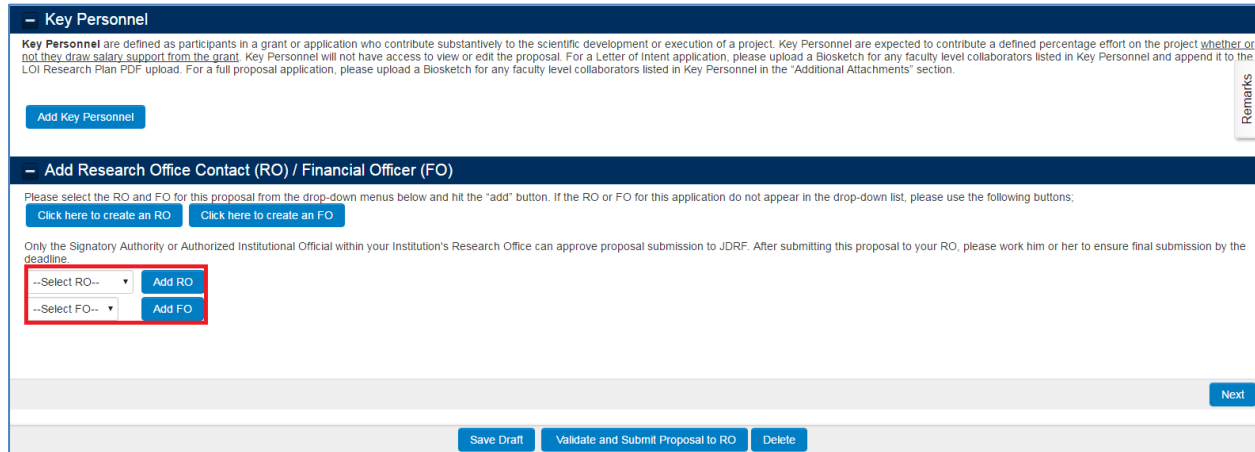
Under the *Funding Opportunities* tab in RMS360, select the *Apply Now* button.

The screenshot shows the JDRF RMS360 web application. At the top, there is a navigation bar with links: Home, My Applications & Grants, My Panel Invitations, My Reviewer Assignments & Live Scoring, Home, and Pending RO and F. Below this is a 'Welcome to RMS360' banner with instructions for new users. A 'Funding Opportunities' tab is highlighted in red. Below the tab is a search bar and a table of funding opportunities. The table has columns: Call Name, Goal Area, Call Details, Call Document, and Apply. One grant is listed: 'Improved Autoantibody Assays for Predicting Risk for Type 1 Diabetes (T1D)' under the 'Prevention' goal area. The 'Call Details' column for this grant shows: 'Full Proposal Deadline: 02/10/2017', 'Funding Notification Date: May - 2017', and 'Earliest Start Date: July - 2017'. There are 'Download' and 'Apply Now' buttons in the 'Apply' column for this grant. The 'Apply Now' button is highlighted in red.

Call Name	Goal Area	Call Details	Call Document	Apply
Improved Autoantibody Assays for Predicting Risk for Type 1 Diabetes (T1D)	Prevention	Full Proposal Deadline: 02/10/2017 Funding Notification Date: May - 2017 Earliest Start Date: July - 2017	Download	Apply Now

2. How do I add my RO (Research Office contact) and FO (Finance Officer) to a proposal?

Under the *Contacts* tab of the online application, select your RO and FO from the appropriate dropdown menus.



Key Personnel

Key Personnel are defined as participants in a grant or application who contribute substantively to the scientific development or execution of a project. Key Personnel are expected to contribute a defined percentage effort on the project whether or not they draw salary support from the grant. Key Personnel will not have access to view or edit the proposal. For a Letter of Intent application, please upload a Biosketch for any faculty level collaborators listed in Key Personnel and append it to the LOI Research Plan PDF upload. For a full proposal application, please upload a Biosketch for any faculty level collaborators listed in Key Personnel in the "Additional Attachments" section.

[Add Key Personnel](#)

Add Research Office Contact (RO) / Financial Officer (FO)

Please select the RO and FO for this proposal from the drop-down menus below and hit the "add" button. If the RO or FO for this application do not appear in the drop-down list, please use the following buttons:

[Click here to create an RO](#) [Click here to create an FO](#)

Only the Signatory Authority or Authorized Institutional Official within your Institution's Research Office can approve proposal submission to JDRF. After submitting this proposal to your RO, please work him or her to ensure final submission by the deadline.

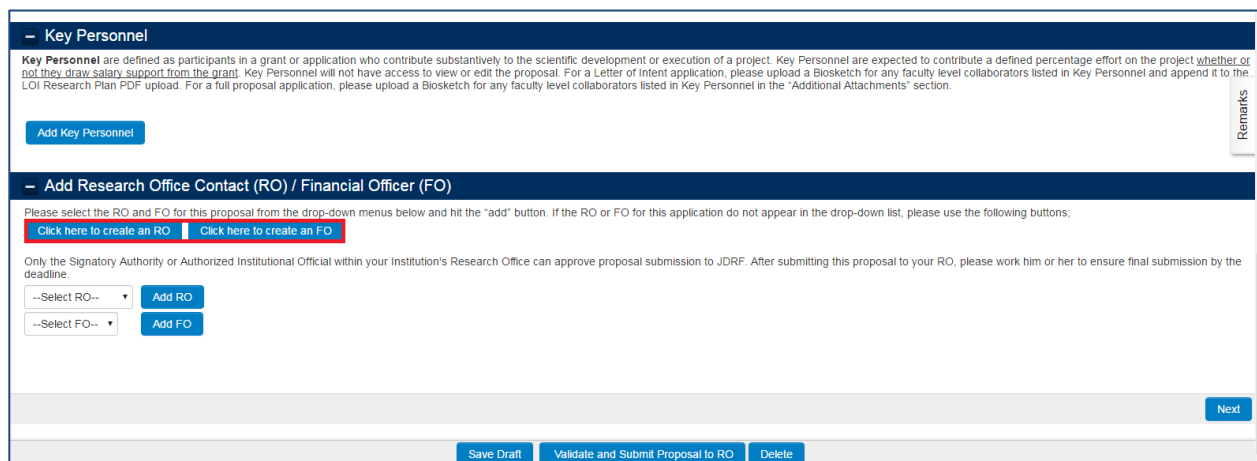
--Select RO-- [Add RO](#)

--Select FO-- [Add FO](#)

[Next](#)

[Save Draft](#) [Validate and Submit Proposal to RO](#) [Delete](#)

If your RO or FO contact does not appear in the menu, select the *Click here to create an RO/FO* link.



Key Personnel

Key Personnel are defined as participants in a grant or application who contribute substantively to the scientific development or execution of a project. Key Personnel are expected to contribute a defined percentage effort on the project whether or not they draw salary support from the grant. Key Personnel will not have access to view or edit the proposal. For a Letter of Intent application, please upload a Biosketch for any faculty level collaborators listed in Key Personnel and append it to the LOI Research Plan PDF upload. For a full proposal application, please upload a Biosketch for any faculty level collaborators listed in Key Personnel in the "Additional Attachments" section.

[Add Key Personnel](#)

Add Research Office Contact (RO) / Financial Officer (FO)

Please select the RO and FO for this proposal from the drop-down menus below and hit the "add" button. If the RO or FO for this application do not appear in the drop-down list, please use the following buttons:

[Click here to create an RO](#) [Click here to create an FO](#)

Only the Signatory Authority or Authorized Institutional Official within your Institution's Research Office can approve proposal submission to JDRF. After submitting this proposal to your RO, please work him or her to ensure final submission by the deadline.

--Select RO-- [Add RO](#)

--Select FO-- [Add FO](#)

[Next](#)

[Save Draft](#) [Validate and Submit Proposal to RO](#) [Delete](#)

After you create an RO or FO account, a list of previously registered research officer's from your institution will appear. Please contact one of the listed research office contacts and ask them to log into their RMS360 account to approve the newly registered RO or FO.

If you are having trouble getting in contact with your institution's registered research officers or if there aren't any listed in our system, please email preawardsupport@jdrf.org to approve the RO or FO account.

After a research officer approves your RO or FO in the system, you will be able to add them to your application. If the research officer does not complete the approval process, then the newly registered RO or FO will not appear in the appropriate dropdown menu.

3. How can I add include supplemental materials with my application?

Please upload any additional documents you would like to include in your application under the *Additional Attachments* tab. Note: only unlocked PDFs are permitted.

Contacts Application Type Other Support Project Description/Abstracts Organization Assurances Proposal Research Plan Milestones And Timelines Budget **Additional Attachments** Remarks

Please download the templates located below. Once you have completed the required templates offline and converted the files to PDF format, click either the "Single File" button for one document or the "Multiple Files" button for more than one document, and select your files to attach. All files must be in PDF format in order to be included with your Letter of Intent or Proposal. Please confirm all PDF documents are not locked or password-protected before uploading.

1) Biosketch (upload or any Co-PIs and all faculty-level investigators including collaborators and consultants, key personnel and Subcontract PI / Investigators)
2) Human Subject Research Plan (if applicable)
3) Protocol Synopsis
4) Resources
5) Supporting Documents

[1-JDRF_Biosketch_Template_RMS360.DOC](#) [2-JDRF_Human_Subject_Research_Plan_RMS360-Aug2015.doc](#) [3-JDRF_Protocol_Synopsis_RMS360-Aug_2015.DOC](#) [4-Resources_RMS360.DOC](#) [5-Supporting_Documents_RMS360.DOC](#)

Additional Attachments (Only unlocked PDF documents are allowed)

[Multiple Files...](#) [Single File...](#)

[Previous](#)

[Save Draft](#) [Validate and Submit Proposal to RO](#) [Delete](#)

4. Should I include my Biosketch with my additional attachments?

In order to submit an application, it is required that you check the box next to "My Biosketch is up to date" under the *Contacts* tab. This refers to the biosketch that must be uploaded into your researcher profile. By uploading the biosketch to your profile and checking the box in the application, the biosketch from your profile will automatically append itself to your proposal.

Contacts Application Type Other Support Project Description/Abstracts Organization Assurances Proposal Research Plan Milestones And Timelines Budget Additional Attachments Remarks

Principal Investigator Biosketch

Person who initially creates the proposal is pre-loaded as the PI. NOTE: The person who creates and submits the application should be the Principal Investigator (PI). Please make sure the Biosketch in your profile is up to date. You can view your profile by selecting the blue "My Profile" hyperlink on the upper right-hand corner.

Biosketch link: [Bio_lhw_0815.pdf](#)

☒ My Biosketch is up to date

Co-PI

Co-Principal Investigators (Co-PIs) must be registered users of the JDRF RMS360 system and will have full access to view and edit the proposal prior to submission. Ask your Co-PI(s) to provide you with their Researcher PIN Number, which they can find in their JDRF RMS360 profile. Use the button below to add registered Co-PI(s) to your application. If you are unable to retrieve your Co-PI using this search button, the Co-PI will need to register in the JDRF RMS360 system.

[Add Co-PI](#)

Research Delegate

Research Delegates must be registered users of the JDRF RMS360 system and will have full access to view and edit the proposal prior to submission. Ask your Research Delegate(s) to provide you with their Researcher PIN Number, which they can find in their JDRF RMS360 profile. Use the button below to add registered Research Delegate(s) to your application. If you are unable to retrieve your Research Delegate using this search button, the Research Delegate will need to register in the JDRF RMS360 system.

[Save Draft](#) [Validate and Submit Proposal to RO](#) [Delete](#)

5. Should I include the Biosketch of my Co-PIs and Key Personnel?

Since your **Co-PIs** must be registered in RMS360 in order to associate them with an application, they must also have an up to date biosketch in their researcher profile. Like the PI biosketch, the Co-PI biosketch will automatically append itself to the proposal.

Unlike Co-PIs, **Key Personnel** are not required to be registered in RMS360 so they will not have a researcher profile that links to the application. Please upload faculty-level key personnel biosketches either under the *Additional Attachments* tab for a full proposal or append to the Research Plan and LOI.

Contacts Application Type Other Support Project Description/Abstracts Organization Assurances Proposal Research Plan Milestones And Timelines Budget Additional Attachments	Remarks
<p>Please download the templates located below. Once you have completed the required templates offline and converted the files to PDF format, click either the "Single File" button for one document or the "Multiple Files" button for more than one document, and select your files to attach. All files must be in PDF format in order to be included with your Letter of Intent or Proposal. Please confirm all PDF documents are not locked or password-protected before uploading.</p> <p>1) Biosketch (upload or any Co-PIs and all faculty-level investigators including collaborators and consultants, key personnel and Subcontract PI / Investigators) 2) Human Subject Research Plan (if applicable) 3) Protocol Synopsis 4) Resources 5) Supporting Documents</p> <p> 1-JDRF_Biosketch_Template_RMS360.DOC, 2-JDRF_Human_Subject_Research_Plan_RMS360-Aug2015.doc, 3-JDRF_Protocol_Synopsis_RMS360-Aug_2015.DOC, 4-Resources_RMS360.DOC, 5-Supporting_Documents_RMS360.DOC </p> <p>Additional Attachments (Only unlocked PDF documents are allowed)</p> <p> Multiple Files... Single File... </p>	
<p style="text-align: left;">Previous</p> <p style="text-align: right;"> Save Draft Validate and Submit Proposal to RO Delete </p>	

Submission Process

1. How do I submit my LOI or EOI application to JDRF?

To complete the online submission for an LOI or EOI application, the PI will click the *Submit LOI* button.

RMS360° - Proposal/Grant		Remarks
<div style="display: flex; justify-content: space-between;"> <div> <p>Mechanism: Strategic Research Agreement (SRA)</p> <p>* Project Title: <input type="text" value="Testing"/></p> <p>* Institution: <input type="text" value="University of JDRF"/></p> </div> <div> <p>* Project Start Date: <input type="text" value="2016-12-09"/></p> <p>* Project End Date: <input type="text" value="2017-12-09"/></p> <p>* Principal Investigator: Kelbi Culwell</p> </div> </div> <p style="text-align: center; font-size: small;">Please enter the proposal title, followed by the "Project Start Date" and "Project End Date" and select "Save Draft", in order to initialize your application.</p> <p>View/Print LOI: View/Print LOI</p> <p>Call Name: Project Concept - All Goal Areas</p> <p>Status.: Letter of Intent - Draft</p> <p>Submission Number: 201304280</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-size: small;">The deadline for submission is: 08 February, 2017 - 17:00:00 EST</p> <p style="text-align: center; font-size: x-small; color: red;">* As you work in RMS360, click Save Draft to save and view your changes.</p> </div> <p style="text-align: center; margin-top: 10px;">Actions Pending</p>		
<div style="display: flex; justify-content: space-between;"> Contacts Application Type Other Support Objective and Preliminary Specific Aims LOI Research Plan Budget Additional Attachments </div> <p style="text-align: right; margin-top: 10px;"> Save Draft Submit LOI Delete </p>		

2. How do I submit my full proposal to JDRF?

The full proposal submission process has two necessary steps:

- The PI submits an application to their Research Office (RO)

Contacts Application Type Other Support Project Description/Abstracts Organization Assurances Proposal Research Plan Milestones And Timelines Budget Additional Attachments
Principal Investigator Biosketch
<p>Person who initially creates the proposal is pre-loaded as the PI. <u>NOTE:</u> The person who creates and submits the application should be the Principal Investigator (PI). Please make sure the Biosketch in your profile is up to date. You can view your profile by selecting the blue "My Profile" hyperlink on the upper right-hand corner.</p> <p style="color: red;">You must upload your Biosketch to your researcher profile</p> <p><input checked="" type="checkbox"/> My Biosketch is up to date</p>
Co-PI
<p>Co-Principal Investigators (Co-PIs) must be registered users of the JDRF RMS360 system and will have full access to view and edit the proposal prior to submission. Ask your Co-PI(s) to provide you with their Researcher PIN Number, which they can find in their JDRF RMS360 profile. Use the button below to add registered Co-PI(s) to your application. If you are unable to retrieve your Co-PI using this search button, the Co-PI will need to register in the JDRF RMS360 system.</p> <p>Add Co-PI</p>
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Save Draft Validate and Submit Proposal to RO Delete

- The RO approves the budget, and formally submits the proposal to JDRF from the *Pending RO Approval* tab

Instructions																											
<p>Welcome to RMS360, JDRF International's Research Management System. This portal enables you to readily access information relating to JDRF applications and awards associated with your research body.</p> <p>If you have any grant-specific questions as you work within RMS360, please contact the appropriate JDRF Program Administrator.</p> <p>For T1DCRN grants, please contact the appropriate JDRF staff member.</p> <p>For any non-grant-specific inquiries or issues, please contact SmartSimple Support Services via email support@smartsimple.com or phone (866)239-0991. Support hours are Monday through Friday between 8:00am and 9:00pm US Eastern Standard Time.</p> <p>Proposals - Grants tab provides a summary of all the applications and awards associated with this RO account. Use the Search functionality to navigate the list.</p> <p>Activities (such as budgets, reports, payments, and emails) are located within each award under the Proposals - Grants tab and are <u>read-only</u>. For application and activity Approvals, please refer to the Approval tab(s) below.</p> <p>RO instructions to approve an application and submit to JDRF:</p> <ol style="list-style-type: none"> 1. In the Pending Budget Approvals tab, open and review the budget. When finished, click the "Approve Proposal Budget" button. 2. In the Pending RO Approval tab, review the entire proposal. When finished, click the "Edit/Submit" button. 3. Click the "Send back to PI" button if revisions are required OR, 4. Click the "Submit to JDRF" button if the application is complete. 																											
Grants & Activities																											
<div style="display: flex; justify-content: space-between;"> Proposals - Grants (36) Pending RO Approval (1) Post Award - Pending RO Approval (0) Pending Termination Approval (0) </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div> <input type="text"/> </div> <div> 1 of 2 </div> <div> <input type="text"/> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>#</th> <th>Submission Number</th> <th>Principal Investigator</th> <th>Research Body</th> <th>Proposal Title</th> <th>Call Name</th> <th>Mechanism</th> <th>Status</th> <th>View Grant</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Submission Number: 1</td> <td></td> <td></td> <td></td> <td></td> <td>Career Development Award</td> <td></td> <td>View</td> </tr> </tbody> </table>										#	Submission Number	Principal Investigator	Research Body	Proposal Title	Call Name	Mechanism	Status	View Grant	1	Submission Number: 1					Career Development Award		View
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1	Submission Number: 1					Career Development Award		View																			

3. I prematurely submitted my proposal to the RO, what should I do?

The RO has the ability to send the proposal back to the PI. Please reach out to the RO and either ask them to update the proposal or send it back to the PI so they may revise the submission and resubmit to the RO.

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[Pending RO and FC](#)

[View](#)
[More](#)

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Restoring immune regulation in T1D

Mechanism: Innovative Grants

* Project Title: Testing

* Institution: ?

* Project Start Date: 2014-03-01

* Project End Date: 2015-02-28

* Principal Investigator:

Last Updated: 2016-10-31 05:19

View/Print Proposal: [View / Print](#)

Call Name: Innovative Grants/Pilot and Research Tool Grants

Status: Proposal - Submitted to RO

Submission Number:

Please note comments and/or address any items requested

The deadline for submission is: **30 August, 2013 - 17:00:00 EST**

Important Note: Only the Signatory Authority or Authorized Institutional Official within your Institution's Research Office can approve proposal submission to JDRF. From this point on, this contact will be referred to as the RO. After submitting this proposal to your RO, please work with him or her to ensure final submission by the deadline.

*For any text field with an asterisk, if not applicable, please enter not applicable.

[Save Draft](#)
[Send back to PI](#)

Remarks