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?

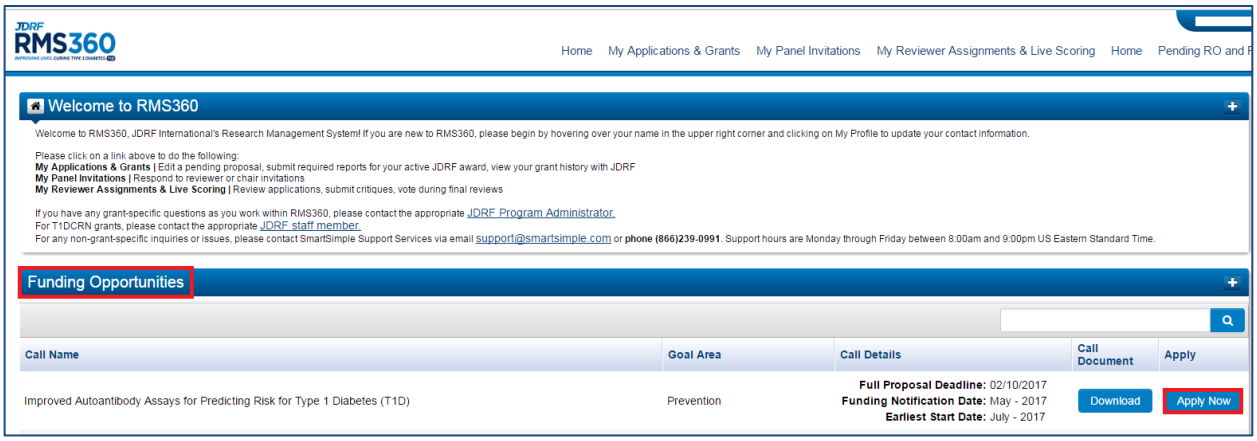
Submission Process

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?

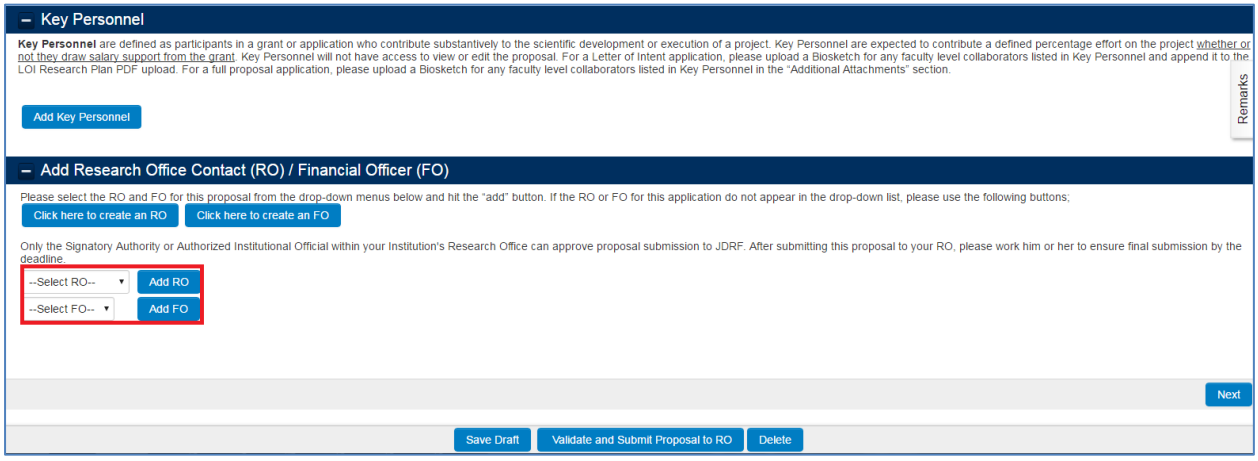
Application Content

1. How do I apply for a grant?

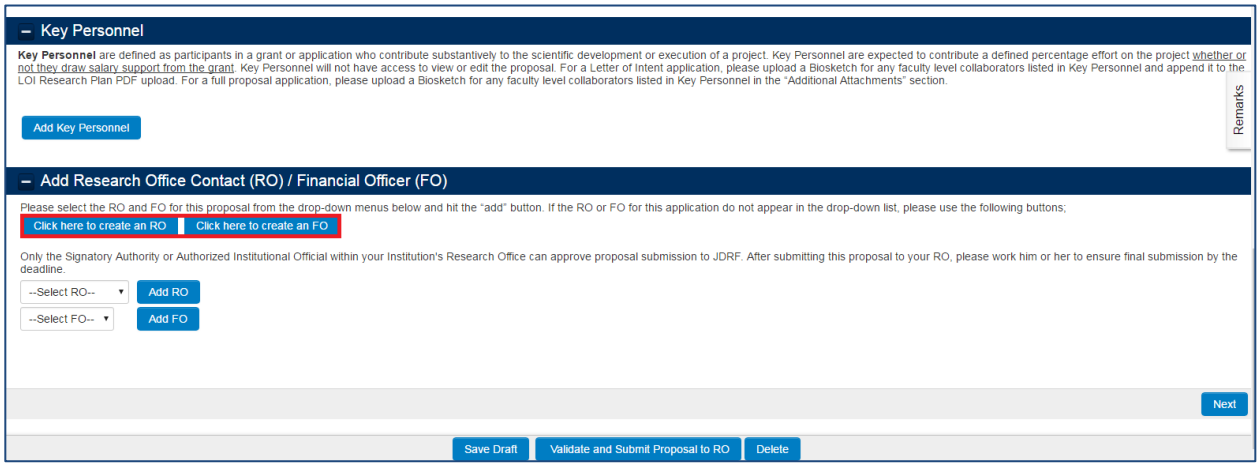
Under the *Funding Opportunities* tab in RMS360, select the *Apply Now* button.



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.



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

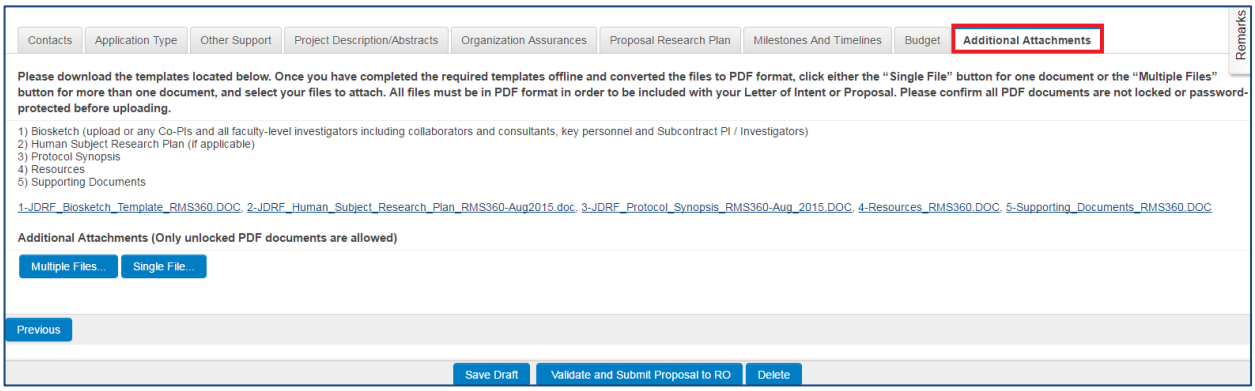


After you create an RO or FO account, a list of previously registered research officer's from your institution will appear. Please contact one of the listed research office contacts and ask them to log into their RMS360 account to approve the newly registered RO or FO.

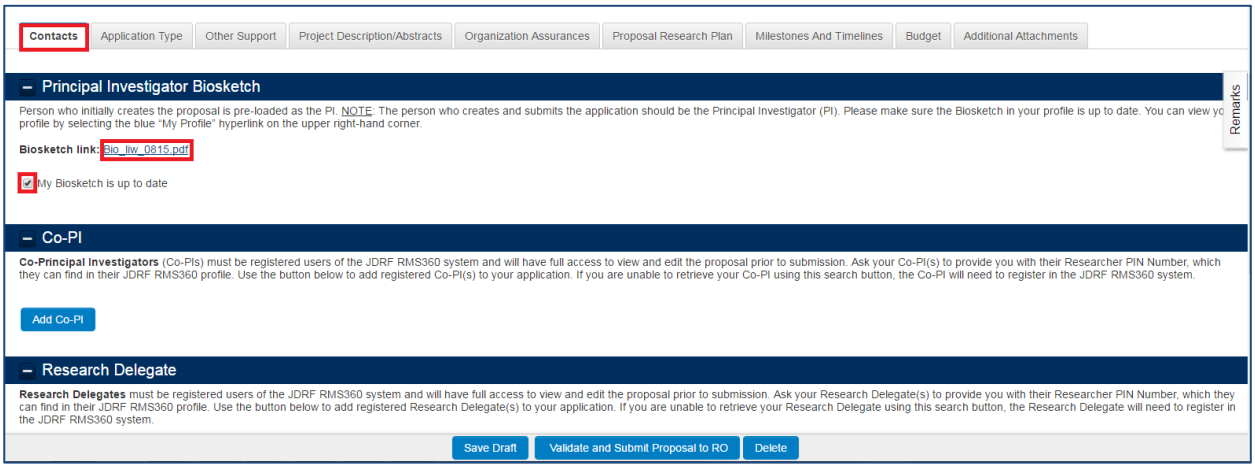
If you are having trouble getting in contact with your institution's registered research officers or if there aren't any listed in our system, please email preawardsupport@jdrf.org to approve the RO or FO account.

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.

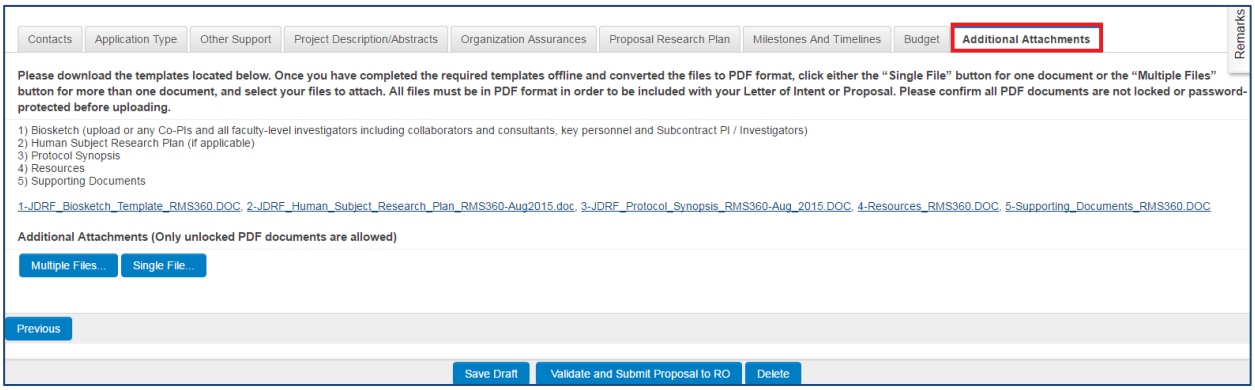


4. **Should I include my Biosketch with my additional attachments?**
   In order to submit an application, it is required that you check the box next to "My Biosketch is up to date" under the *Contacts* tab. This refers to the biosketch that must be uploaded into your researcher profile. By uploading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



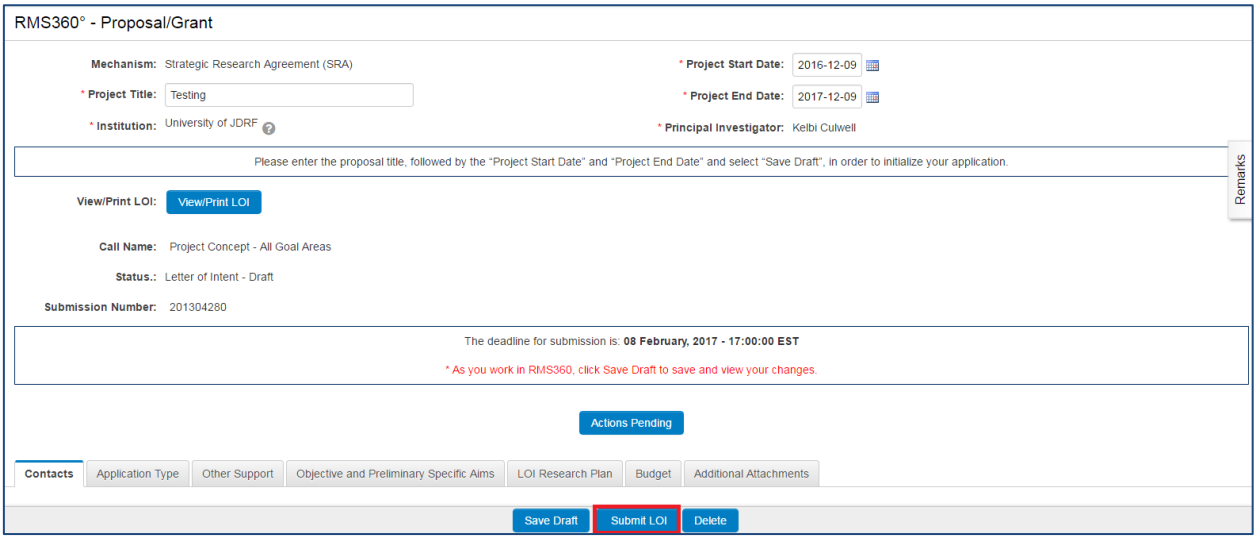
5. **Should I include the Biosketch of my Co-PIs and Key Personnel?**
   Since your **Co-PIs** must be registered in RMS360 in order to associate them with an application, they must also have an up to date biosketch in their researcher profile. Like the PI biosketch, the Co-PI biosketch will automatically 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.



Submission Process

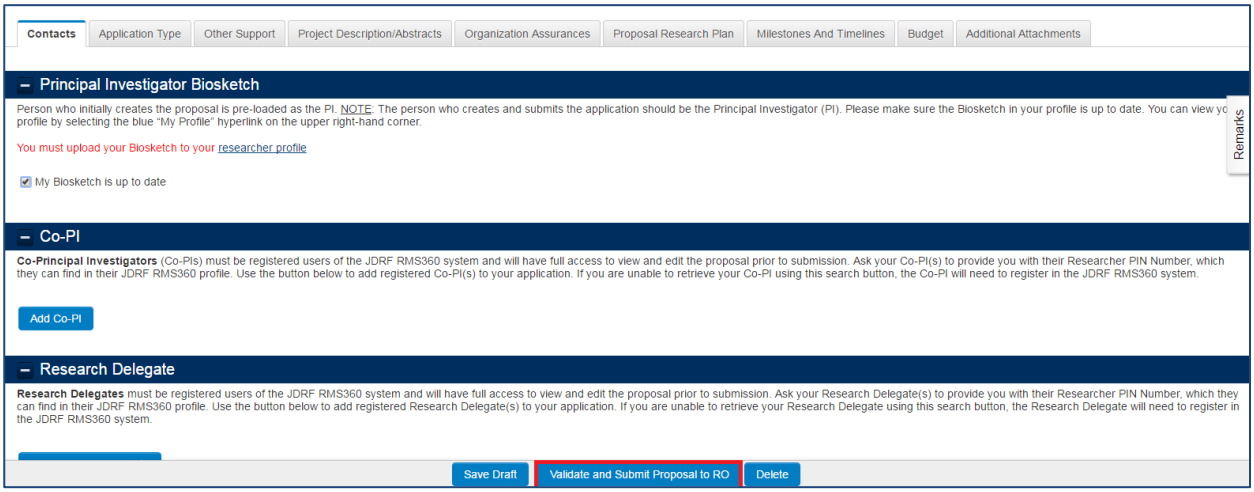
1. **How do I submit my LOI or EOI application to JDRF?**
   To complete the online submission for an LOI or EOI application, the PI will click the *Submit LOI* button.



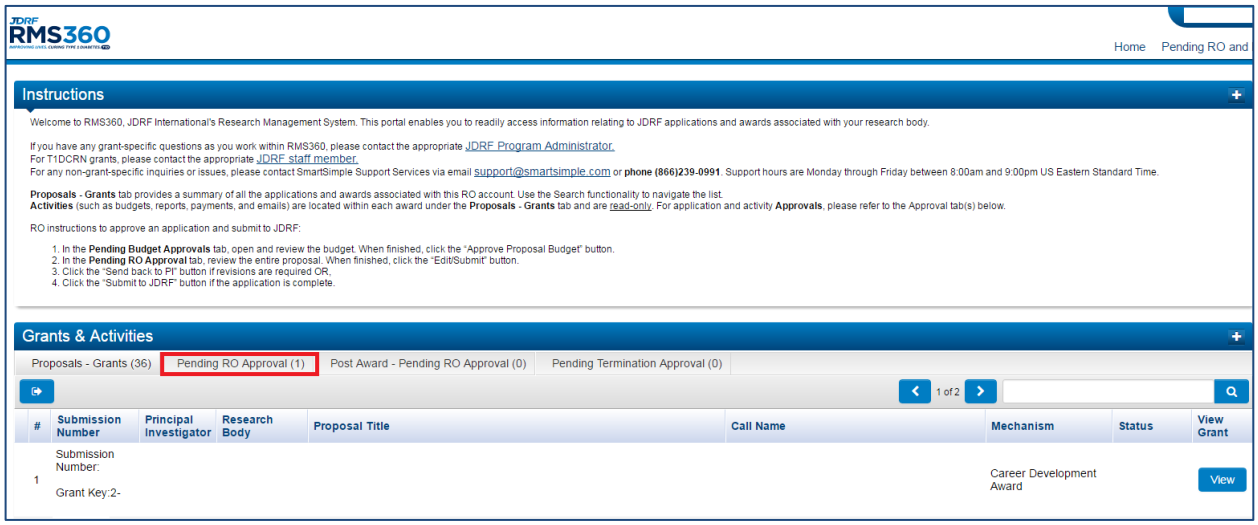
2. How do I submit my full proposal to JDRF?

The full proposal submission process has two necessary steps:

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



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



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.