

If you have questions about this RAPID FAQ, send an email to RAPIDHelp@lbl.gov. Please refer to [FAQ How do I report a Problem in RAPID](#) for additional guidance.

Do I Need to Have a New Sponsor?

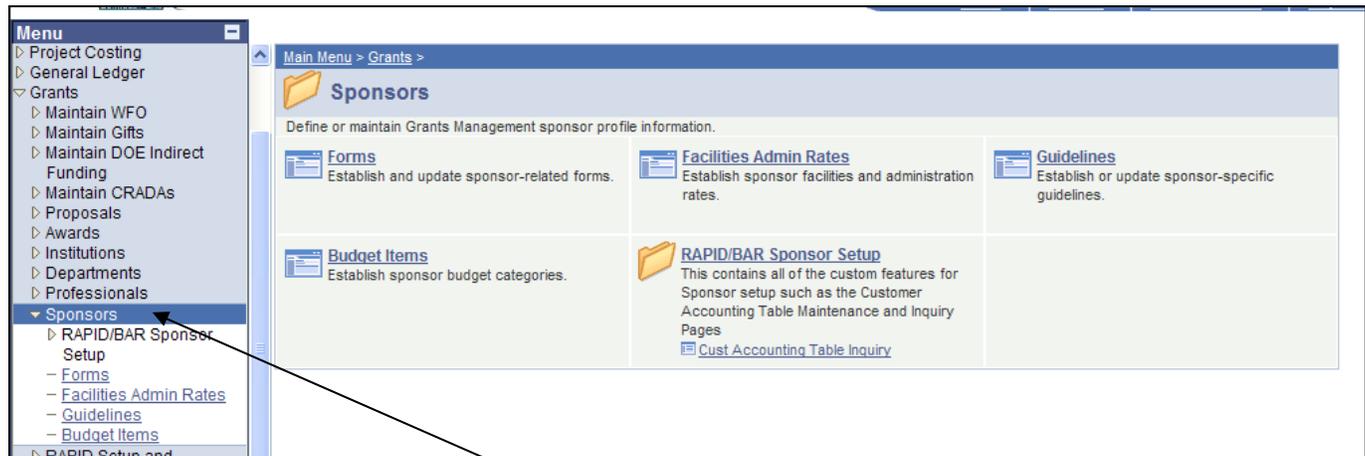
Every proposal must have the correct and active Sponsor. Within RAPID, Sponsors' profiles are created and maintained for external Sponsors who support research at Lawrence Berkeley National Laboratory. The RAPID Sponsor Table is shared by FMS/Billing and Accounts Receivable (BAR) as the "Customer" Table.

Understanding Sponsors

Every Proposal is required to have an active Sponsor at the time it is submitted to the Office of Sponsored Projects & Industry Partnerships (OSPIP). The Sponsor Code of "VVVVV" 'Various Sponsors' may be used only to allow for the initial data entry for a proposal and is not a valid Sponsor when submitting a proposal to OSPIP.

You may check to see if a Sponsor is set up without adding a new Proposal.

Sponsor Lookup Procedure



Step	Action
1.	From the Menu, Select Grants and then Sponsor. The Sponsor Control Table is used for managing Sponsor data. Remember, the RAPID Sponsor Table and the FMS/BAR Customer Table are a shared Table, so they may be referred to by either name in the FMS System.
2.	From the Menu Navigation Pages, select the RAPID/BAR Sponsor Setup. The RAPID/BAR Sponsor Page appears. Then select the Cust Accounting Table Inquiry. You can search



Cust Accounting TBL Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = ▾ LBNL 🔍

Customer ID: begins with ▾ 🔍

Bill Type Identifier: begins with ▾ 🔍

Include History

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	The Cust Accounting TBL Inq appears. To search on the Sponsor Name, click on the Customer (Sponsor) ID. This will take you to the Look Up Customer ID Table (see below)

Look Up Customer ID

SetID: LBNL

Customer ID: begins with ▾ 🔍

Name 1: contains ▾ Lawrence 🔍

Contact Sequence Number: = ▾ 🔍

Look Up **Clear** **Cancel** [Basic Lookup](#)

Search Results

View All First ◀ 1-5 of 5 ▶ Last

Customer ID	Name 1	Contact Sequence Number
I0403	*LAWRENCE LIVERMORE NATIONAL LABORATORY	9
MLLNL	*LAWRENCE LIVERMORE NATL. LABORATORY	1
I1400	LAWRENCE ALLISON ASSOC NAVAL..	0
I0402	LAWRENCE BERKELEY NATIONAL LABORATORY	0
I0404	LAWRENCE LIVERMORE NATIONAL SECURITY LLC	1

Step	Action
4.	It is recommended that you use the " contains " search key under Name 1 : and then enter all or part of the Sponsor's name. In this example we used Lawrence, and we had a number of sponsors to review and choose from. Remember, Sponsors that have an asterisk (*) preceding the name are retired and cannot be sued.
5.	If you cannot find your Sponsor, please follow the instructions which follow on how to request a new sponsor setup.

How do I request a New Sponsor Setup?

New Sponsors should be requested by the Division when it is first known that a new Sponsor code is required and long before the proposal is sent to OSPIP. The request for a new sponsor is sent to the OSPIP Contracts Officer. The Sponsor Contracts Officer will research the request and provide the Sponsor Setup Package to the OSPIP Administrator for final action. The OSPIP Administrator works with the Controller/ Accounts Receivable Group to setup the Sponsor in RAPID (and the Customer in FMS).

Sample Sponsor Request from Division to OSPIP Contracts Officer:

To: Name of OSPIP Contracts Officer
From: Your name
Subject: New Sponsor Setup Request

The Life Sciences Division is working with a new sponsor on a proposal. I request that this Sponsor be setup in RAPID so we can create and save a proposal. The new sponsor is:

Complete Sponsor Name:
Contact Name:
Address:

Phone:
Fax:
Email:
Website.

We expect to submit the completed proposal to OSPIP on Date to meet the Date deadline. Please let me know if you have any questions.

After the Sponsor setup has been completed by OSPIP, the OSPIP Contracts Officer will notify you that it is ready in RAPID so the proposal can be updated with the new Sponsor Code so that the Sponsor Name appears in the proposal.

REMEMBER: The Sponsor Setup process must be completed prior to the submission of the proposal to OSPIP.