

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

<p>Is a Customer the same as a Sponsor?</p>	<p>Sponsors are also called Customers in Rapid. The 'CUSTID' is the same as the Sponsor ID.</p> <p>The customer record is the sponsor record.</p>
<p>Who Creates Sponsors?</p>	<p>Sponsor Records are Created and Maintained by the OSPIP Sponsor Administrator(s)</p> <p>All questions regarding sponsors, new sponsor requests, name changes and updates to the status of a sponsor, etc. should be sent to sponsors@lbl.gov. If a Reqs and Certs is required for a new or existing sponsor, the Sponsor Administrator will ask the OSPIP Contracts Officer, or a division designee, to obtain one.</p>
<p>Sponsor Types</p>	<p>Sponsor records are created only after the type of sponsor is determined.</p> <p>The type of sponsor affects the proposal approval process, the granting (or not) of Federal Administrative Charge (FAC) waivers, and may affect intellectual property terms. The Sponsor Administrator together with the OSPIP CO will determine the sponsor type.</p> <p>Sponsors types are:</p> <ul style="list-style-type: none"> A = Individual Donor C = State of California L = State or local agency (not California) N = U.S. Non-profit P = U.S. Private Company S = U.S. Small Business U = U.S. University Z = Foreign University X = Foreign private/other Y = Foreign Government

<p>Foreign Sponsor Definition</p>	<p>DOE Definition of a Foreign Sponsor.</p> <p>For DOE purposes foreign sponsors include not only sponsors located on foreign soil but also U.S. organizations that are <u>owned or controlled by a foreign entity</u>.</p>
<p>Sponsor Type Changes</p>	<p>Change of Sponsor Type Requires a New Sponsor Record</p> <p>New sponsor records may need to be created for an existing sponsor if they have changed ‘type.’ For example, a new RAPID Sponsor code will need to be created if an existing U.S. company sponsor is subsequently purchased by a foreign company or a small business becomes a ‘large’ business. In those cases send an email to sponsors@lbl.gov notifying the OSPIP Sponsor Administrator of the change.</p> <p>The Sponsor Administrator will mark the ‘old’ record ‘Obsolete’ and create a new sponsor record with a new RAPID Sponsor Code. This means that there will be two records with the same name in the sponsor lists, one obsolete and one active.</p>
<p>Obsolete Sponsor</p>	<p>Obsolete Sponsor</p> <p>If you selected an obsolete sponsor in a proposal header you will see a red OBSOLETE label when the proposal is saved. Please select the ‘active’ sponsor or, if needed, request a new sponsor by email to sponsors@lbl.gov</p>
<p>Name Changes</p>	<p>Change of Sponsor Name <u>MAY</u> Require a New Sponsor Record</p> <p>Changes in a sponsor’s name may indicate that they have become a different legal entity. For example, a company may have merged with another, or perhaps spun off a division into a separate company.</p> <p>Send an email to sponsors@lbl.gov with as much information as possible about the name change. A link to a press release is particularly useful. The Sponsor Administrator will determine if a new sponsor code is required or whether a simple change to the existing record will suffice.</p>
<p>Reps and Certs Form</p>	<p>Representations and Certifications</p> <p>The OSPIP Contracts officer, or designee, sends this form to the sponsor for them to certify the type of organization they are. It includes the question regarding whether or not they are more than 51% foreign owned or controlled by a foreign country, and if so, the country. This form is used to help determine the sponsor type.</p>

Looking up a Sponsor

Any screen where a sponsor can be selected can be used to search for the sponsor name. Click on the magnifying glass to bring up the search screen.

Look Up Sponsor

[Example is from Proposal Maintenance screen]

Find an Existing Value
Add a New Value

Maximum number of rows to return (up to 300):

Business Unit: =

Proposal ID: begins with

Version ID: begins with

PI ID: begins with

Sponsor ID: begins with

Type: =

Department ID: begins with

Short Title: begins with

Award Category: begins with

Contract: begins with

ARRA Type: =

Case Sensitive

Search Screen

Look Up

Look Up Sponsor ID

Change the 'begins with' option to 'contains' or use the % sign as a 'wild card' in the input field.

SetID:

Sponsor ID: begins with

Name 1: contains

Look Up
Clear
Cancel
[Basic Lookup](#)

Search Results

Only the first 300 results of a possible 2524 can be displayed. Enter more search key information and search again to reduce the number of search results.

View 100 First 1-300 of 300 Last

Sponsor ID	Name 1
2600	NAT'L ARCHIVES & RECORDS ADMINISTRATION
2D020	DOE GOLDEN FIELD OFFICE
2F118	FF
AA500	ANONYMOUS
AB110	STEPHEN D. BECHTEL, JR.
&K300	I&F IONN KIM

Use the “**contains**” search key under **Name 1**: and then enter all or part of the Sponsor’s name. Alternatively, use the percent sign % then what you are looking for. It means ‘look for the following anywhere in the field.’ For example to find ‘First Southwest Bank’, you could enter %southwest.

Note that the search is an exact match so using fewer search terms will give you a better chance of success. Also note that due to the short length of the sponsor name field, abbreviations are frequently used.

Requesting a New Sponsor Setup

Step	Action
<p>When</p>	<p>The Division should request a new sponsor be setup when it is first known that a new sponsor code is required.</p> <p>If you cannot find the sponsor in the list when you create a new proposal, the 'VVVV' sponsor code for 'Various Sponsors' can be used as a place holder in the RAPID proposal until the new sponsor has been created. Continue to create the new proposal in RAPID. You will be able to add the newly created sponsor to the RAPID proposal later, once OSPIP creates the sponsor record.</p>
<p>How</p>	<p>Send all new sponsor requests, questions, name changes or status changes regarding sponsors to Sponsors@lbl.gov</p> <p>In your request for a new sponsor please include the name of the sponsor and a link to the sponsor's website if available. If it's a multi-location sponsor, please indicate which location is the one involved in the proposal.</p> <p>Sample Sponsor Request ['NSSR' is an acronym for 'New Sponsor Setup Request']</p> <hr/> <p>To: sponsors@lbl.gov From: Your name Subject: NSSR: Name of New sponsor</p> <p>Complete Sponsor Name: Website: [If available] Optional additional information to help identify the sponsor and type of sponsor.</p>
<p>Proposal Submission</p>	<p>The new sponsor code should be added to the RAPID proposal record prior to printing proposal forms for PI and Division signatures except in exceptional circumstances.</p> <p>Unfunded user agreement proposals are a specific exception. They are often prepared under extraordinary time constraints and do not require the same sponsor-type driven approval processes as funded WFOs. They may be submitted using the Various Sponsors option whenever necessary to expedite OSPIP's preparation of the agreement.</p>