

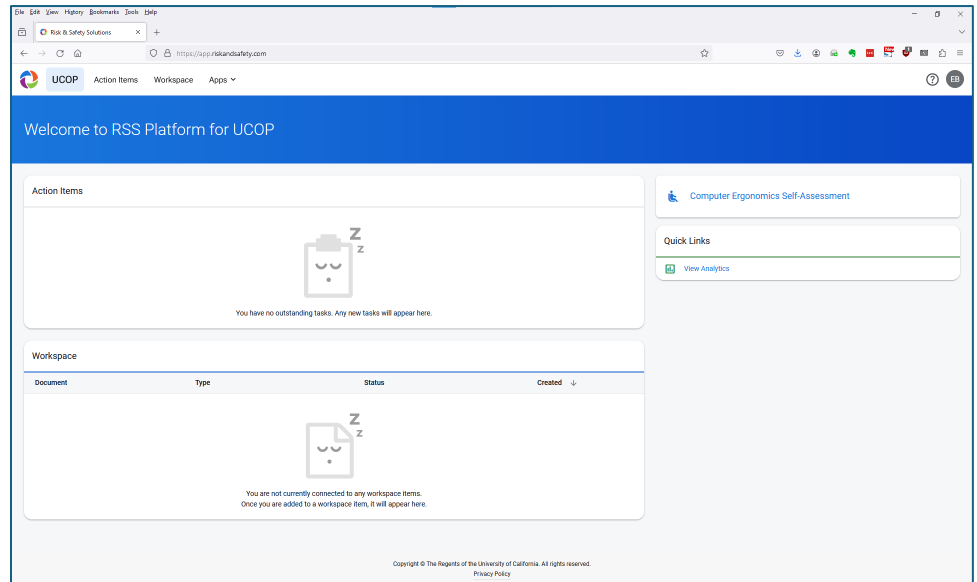
BSAS Portal Applicant Tutorial

Creating a new BSAS application

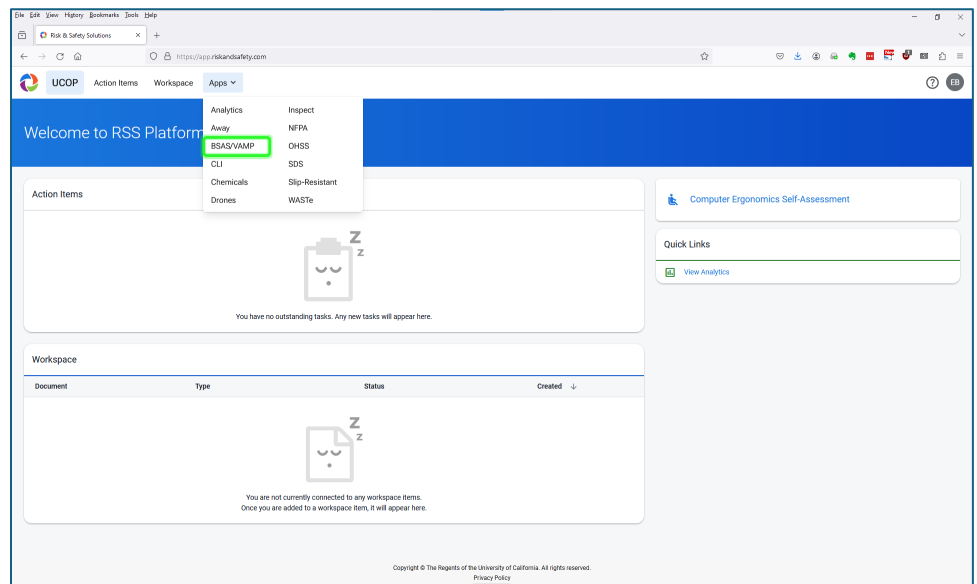
Log on to the RSS platform at

<https://app.riskandsafety.com>.

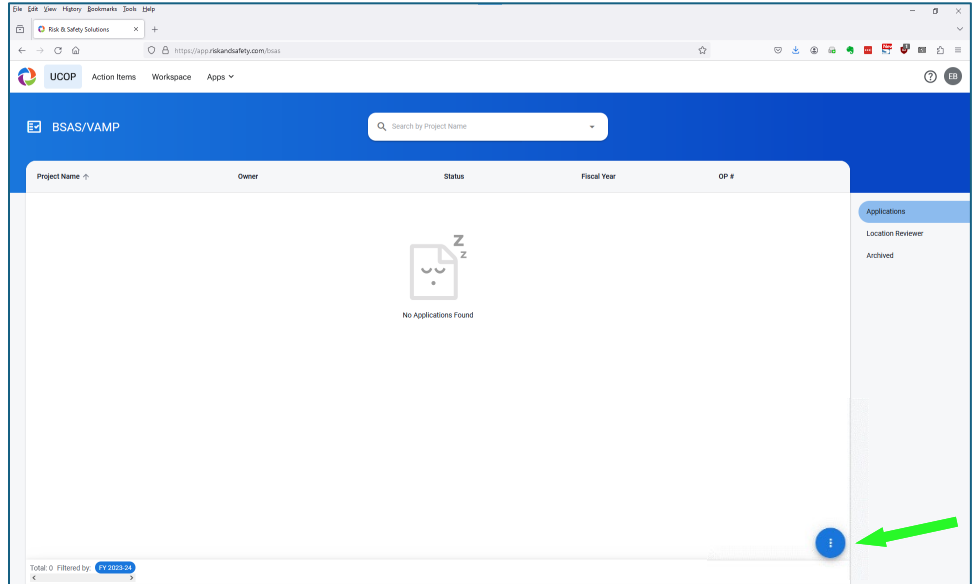
After completing SSO verification, you will see the platform dashboard.



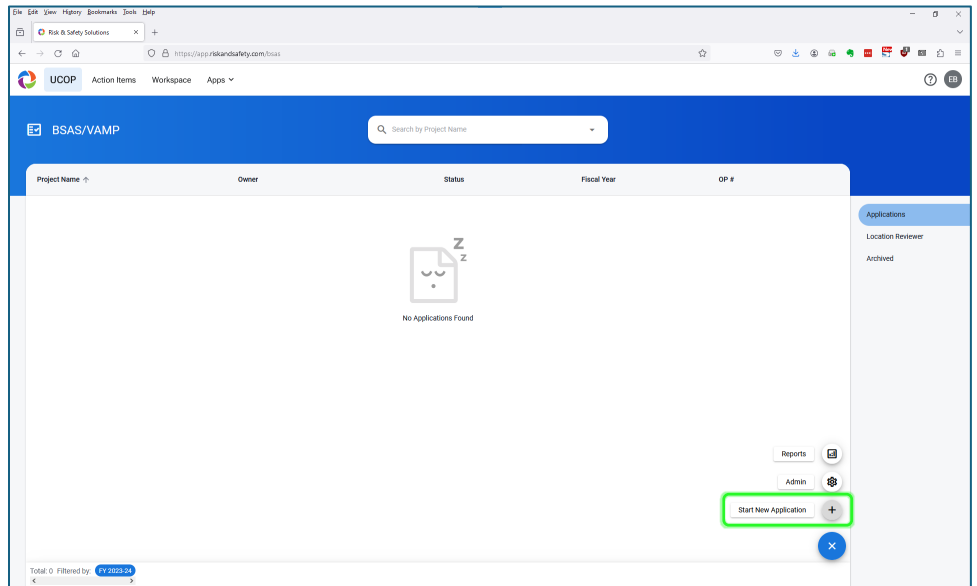
Select “Apps” from the top navigation bar, then select “BSAS/VAMP” from the drop-down menu that appears.



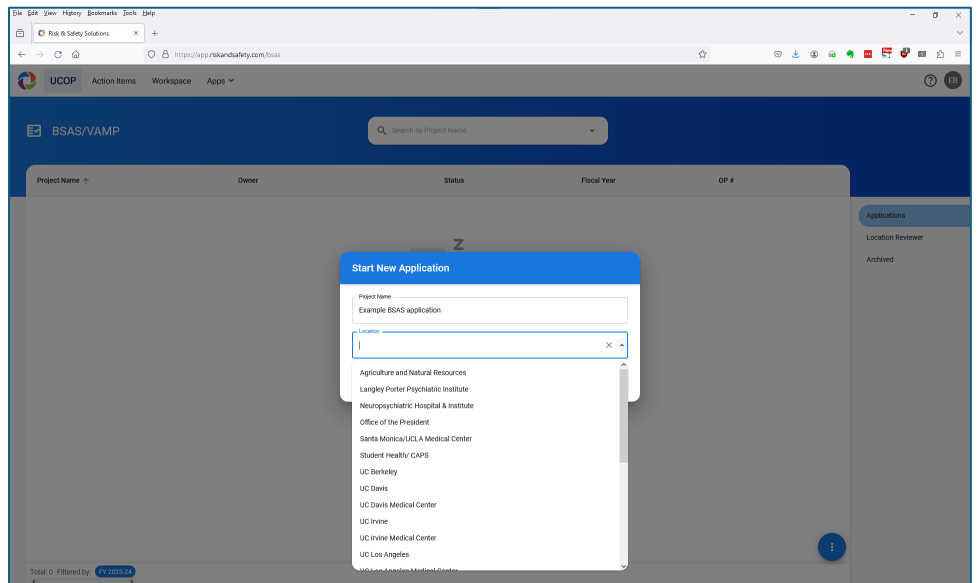
Select the blue circle with three white dots in the lower right corner of the screen to open the context menu.



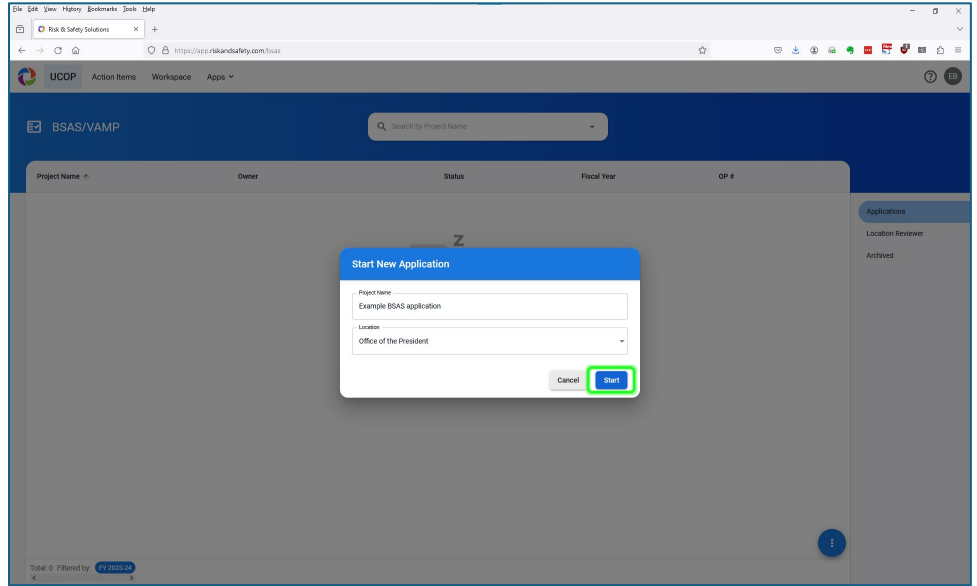
Click the + button on the context menu to start a new application.



Enter the name of your project in the Project Name field and select the appropriate location from the drop-down menu that appears.



Select Start.



Funding Application

Enter the following information:

- Applicant Name and Title
- Applicant's Department Name
- Phone Number
- Short Project Description (500-character limit)
- Select whether request is specific to the department
- Upload a detailed project proposal as an attachment (optional)

Select **Save & Continue**.

UCOP Action Items Workspace Apps

← Applications

Example BSAS application
Office of the President - FY 2023-24

Save & Continue

Be Smart About Safety (BSAS) funding is available for project that seek to reduce the frequency and / or severity of loss at the University of California. Loss prevention focuses proactive measures, loss frequency is controlled by focusing on the cause of loss, and the loss of severity is reduced by focusing on the effects of the loss. [Read More](#)

Violent Acts Mitigation and Prevention (VAMP) funding is specifically intended to fund projects to reduce the frequency and/or severity of risks related to potential violent acts at University of California locations. Loss prevention is the act of taking proactive measures to prevent or abate an identified risk exposure. Loss frequency is controlled by focusing on the cause of loss. Loss severity is reduced by identifying and minimizing the factors that magnify or prolong a loss. [Read More](#)

Applicant Name, Title *
Firstname Lastname, Job Title

Applicant's Department Name *
Department Name

Phone *
(555) 555-1212

The process of identifying, analyzing, and selecting BSAS/VAMP projects, must include a review of your location loss history and hazards. Projects should be solidly based on statistical loss records or a defensible risk assessment.

Short Project Description (389 of 500 characters left.)
Project Description
This project will solve the problem of [describe problem] at [location] by [give short description of project].

Please either provide project description or attachment

A detailed project proposal can be added in attachments.

UPLOAD
Drop here/click upload button to upload files
(Allowed extensions: png, jpg, jpeg, pdf, docx, doc)
(Allowed size: 10MB)

Attachment List

Example supporting document.docx	🗑️
Example supporting graphic.png	🗑️
Additional supporting graphic example.jpg	🗑️

Is this department specific?
 Yes No

1 Funding Application
2 Loss Prevention
3 Funding Program
4 Proposal Status

Loss Prevention

Click the arrow at the right of the “Unsafe Conditions” field to display the dropdown list and select the unsafe condition(s) this project will address. Note: more than one condition can be selected. If more than one condition applies, click the down arrow to display the dropdown list again and select the additional condition. Repeat if needed until all applicable conditions are indicated.

For quicker entry, you can begin typing the name of a condition and the entry box will filter the possibilities to show only the ones that match what you enter.

Select the unsafe condition to be reduced or eliminated and / or the high potential for loss that will be abated:

Unsafe Conditions

Administration/Management Issues × Automatic Door × ADA Complaint ×

Select the unsafe condition to be reduced or eliminated and / or the high potential for loss that will be abated:

Unsafe Conditions

Administration/Management Issues × Automatic Door × compl

- ADA Complaint
- Absent/Delayed/Incomplete/Incorrect Diagnostic/Tst
- Anesthesia Complication
- Completed Operations
- Incomplete Test Performed
- Infection Control - Non-Compliance
- With Continued Symptoms/Complaints

Click the arrow at the right of the “Prior Losses” field to display the dropdown list and indicate what kind of prior loss(es) have occurred that this project will address. Note: multiple kinds of prior losses can be selected. If there is more than one kind of prior loss, click the down arrow to display the dropdown list again and select the additional kind of loss. Repeat if needed until all applicable kinds of prior loss are indicated.

Identify prior losses or injuries that have occurred as a result of this condition:

Prior Losses

Bruise x cont|

- Contagious Disease All Other - Active
- Contagious Disease All Other - Exposure
- Contagious/Infectious Disease
- Contusion
- Non-Contagious Disease or Condition Other - Active
- Non-Contagious Disease or Condition Other - Exposure
- Physical Contact

For quicker entry, you can begin typing the name of a kind of prior loss and the entry box will filter the possibilities to show only the ones that match what you enter.

For VAMP applications only, use the “VAMP application only” field to describe the unsafe conditions to be reduced or eliminated (6000-character limit).

(VAMP application only) Unsafe Conditions to be Reduced or Eliminated (5911 of 6000 characters left.)

Unsafe Conditions Description

Here is a brief description of the conditions, explaining the key issues to be addressed.

In the “Prior Loss or Injury Description” field describe prior losses or injuries (6000-character limit).


Prior Loss or Injury Description (5834 of 6000 characters left.)

Injury Description

Here is a description of prior losses or injuries and an explanation of how similar losses could be avoided or mitigated in the future if this project is implemented.



Please either provide losses or injuries description or attachment

Add attachments (optional).

 **UPLOAD**

Drop here/click upload button to upload files
(Allowed extensions: png, jpg, jpeg, pdf, docx, doc)
(Allowed size: 10MB)

Attachment List

Additional supporting graphic example.jpg	
Example supporting graphic.png	

Select probability of future loss if not addressed.

Level of Probability of Future Loss or Injury if Condition is not Addressed


Slight - 30% or less Moderate - 30 to 60% High - 60% or greater

Enter funding information.

Funding Information

Funding requested/estimated cost of project *


Estimate direct or indirect savings to be realized *

Estimated date to actually begin spending? 

Select whether the application is a continuation from prior year(s). If yes, use the dropdown to select the first year the program began and enter the amount of funds spent from prior year's proposal.

Continuation from prior year(s)?

Yes No

First year program started 

Amount of funds spent from prior year's proposal

Select whether the request is for salary funding.

Is this request asking for salary funding? (Either partial or in full)

Yes No

Total cost of salary and benefits being requested *

Enter Measurable Goal information (6000-character limit). Use SMART goals – Specific, Measurable, Achievable, Relevant, and Time-Bound. Upload any additional supporting documents (optional).

Select **Save & Continue**.

Measurable Goal


Measurable Goal(s) (5906 of 6000 characters left.)


Measurable Goal(s)

Description of goal(s) including details such as target dates, locations, people involved, etc

Please either provide measurable goals or attachment

Add one or more measurable goals for your proposal that meet the SMART criteria (S - specific, M - measurable, A - achievable R- realistic, and T - time-bound). These goals will be used to measure the success of your initiative.





 **UPLOAD**

Drop here/click upload button to upload files

(Allowed extensions: png, jpg, jpeg, pdf, docx, doc)

(Allowed size: 10MB)

Attachment List

Example supporting graphic.png	
Additional supporting graphic example.jpg	

Funding Program

Indicate funding sources and amounts.

Indicate Funding Sources and Amounts

Auto <input style="width: 95%;" type="text" value="0"/>	Employment <input style="width: 95%;" type="text" value="0"/>
General Liability <input style="width: 95%;" type="text" value="\$2,500"/>	Worker's Comp <input style="width: 95%;" type="text" value="0"/>
Property <input style="width: 95%; border: 2px solid blue;" type="text" value="\$2,500"/>	Professional Liability <input style="width: 95%;" type="text" value="0"/>
VAMP <input style="width: 95%;" type="text" value="0"/>	Cyber <input style="width: 95%;" type="text" value="0"/>

\$0 left, it all adds up!

Indicate funding types and amounts.

Indicate Funding Types and Amounts

BSAS <input style="width: 95%; border: 2px solid blue;" type="text" value="\$5,000"/>	Internal Carryover <input style="width: 95%;" type="text" value="0"/>
VAMP <input style="width: 95%;" type="text" value="0"/>	Other <input style="width: 95%;" type="text" value="0"/>

Enter Destination Account Number.

Fund Location

Destination Account Number

Projects submitted for BSAS funding must obtain all required local approvals before submission. Enter the contact information for local approver in the "Approved Party information" field.

If more information needs to be added, select **Save** to save the application as a draft to complete and submit later. Draft applications can be accessed from your application dashboard.

Or select **Submit** when all sections are completed.

Approved Party Information

First Name <input style="width: 95%;" type="text" value="G. Olden"/>	Email <input style="width: 95%;" type="text" value="golden.bear@ucop.edu"/>
Last Name <input style="width: 95%;" type="text" value="Bear"/>	Physical Address <input style="width: 95%;" type="text" value="1111 Franklin Street, Oakland"/>
Title <input style="width: 95%;" type="text" value="Facility Manager"/>	Phone Number <input style="text-decoration: underline dotted;" type="text" value="(555) 555-1212"/>

Depending on the type of program, these are the suggested approvals for your locations

<ul style="list-style-type: none"> EH & S Risk Management Budget 	<ul style="list-style-type: none"> Workers Compensation Administration UCPD & Emergency Management (VAMP only)
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When you have secured the appropriate approvals required by your location, please click the Submit for approval button below to send your application to OPRS for consideration.

Note: Approved projects are funded by UCOP after receipt of appropriate documentation. Applications not approved by campus or medical centers will also be archived in OPRS.

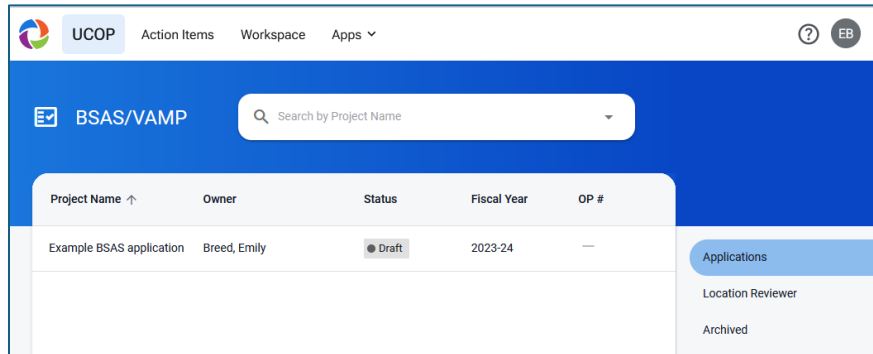
Reviewing the Application Status

To review the current status of an application, login to the RSS Platform at <https://app.riskandsafety.com/>, select “Apps” from the top navigation bar and then select “BSAS/VAMP”.

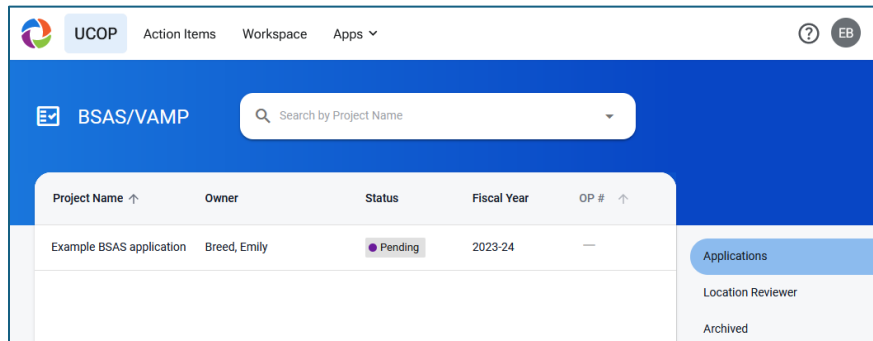
Applications you have submitted will be listed on the BSAS/VAMP app dashboard. The application status will display to the right of the Project Name and Owner.

Application Statuses

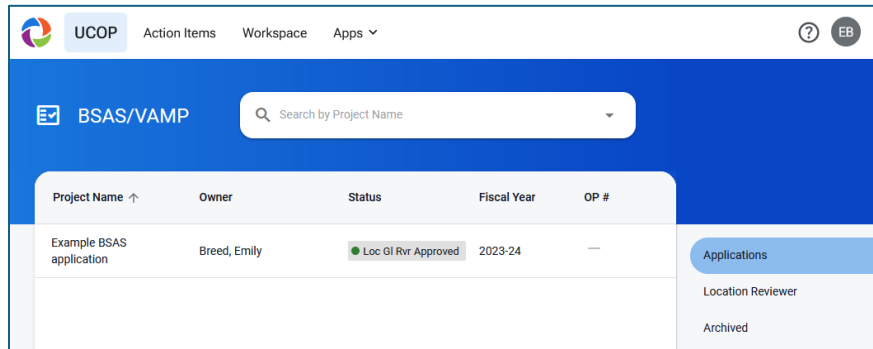
Draft: the application has been freshly created and/or saved.



Pending: the application was submitted to the location review for the first review.



Loc [program abbreviation] Rvr Approved: the application was approved by the location reviewer.



revApproved: the application was approved by the first reviewer.

deptApproved: the application was approved by the program reviewer.

sndrevApproved: the application was approved by the second reviewer.

Returned: the application was returned by a reviewer.

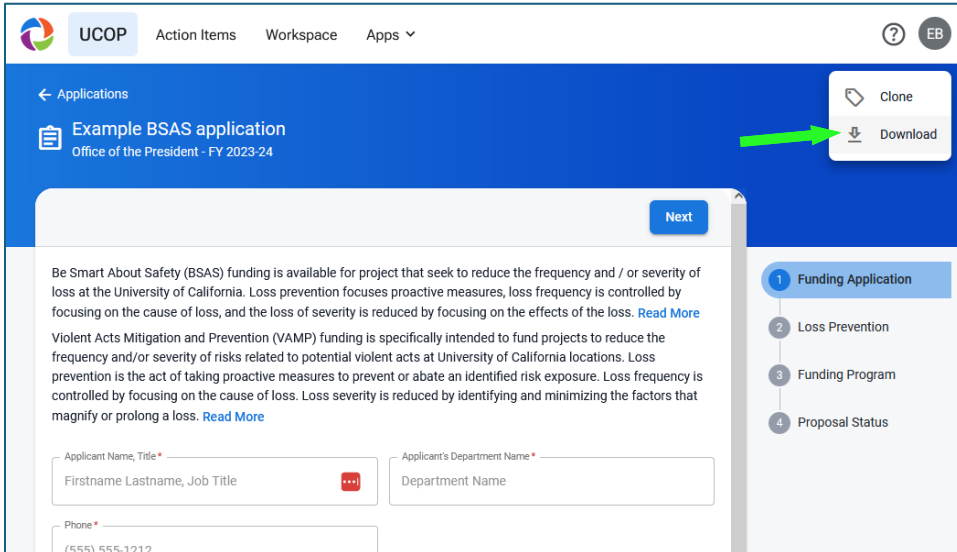
approved: the application was approved by the final reviewer.

not approved: the application was rejected at any stage and returned to the end user.

Downloading an Application

Login to BSAS/VAMP directly at <https://app.riskandsafety.com/bsas>. Select the desired application.

When the application opens, select the three dots at the top right of the page to display the drop-down menu, then select **Download**.



Creating a New Application from a Prior Application

Login to BSAS/VAMP directly at <https://app.riskandsafety.com/bsas>. Select the desired application.

When the application opens, select the three dots at the top right of the page to display the drop-down menu, then select **Clone**. Complete or amend the cloned application using the steps above.

