

# RAMSeS

Research Administration Management  
System & eSubmission



Office of Sponsored Research  
Office of Research Information Systems



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

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## 1. RAMSeS – Overview/Basic Information

a. The RAMSeS (Research Administration Management System & eSubmission) proposal and award management information system provides a full range of functionalities – from pre-award (creation and electronic routing of proposals, including electronic departmental approval and PI certification) through post-award (PS Project ID set-up and award management) – and also serves as a data repository with a comprehensive reporting functionality.

→ RAMSeS is a custom-designed application developed by the Office of Sponsored Research (OSR) in conjunction with the Office of Research Information Systems (ORIS) and was launched on July 3, 2006. Ongoing improvements and upgrades to RAMSeS are managed by OSR and ORIS in support of the ever-evolving needs and requirements of the research enterprise at Carolina.

→ RAMSeS is also used by the 16 university campuses in the University of North Carolina system, allowing UNC General Administration to track and leverage data about sponsored research being conducted statewide.

→ Internet Explorer (IE) is the browser recommended by ORIS for optimal performance using RAMSeS.

→ Any UNC-Chapel Hill user may log in to RAMSeS at <https://ramses.research.unc.edu/ramses/> using valid ONYEN credentials via the RAMSeS log-in screen:



  
**RESEARCH AT CAROLINA**  
**RAMSeS**  
 Application for Grant, Contract, or Cooperative Agreement  
 Office of Sponsored Research @ UNC-Chapel Hill

The Internal Processing Form (IPF) must be completed and approved by the appropriate UNC-CH personnel prior to the submission of an application or proposal for a grant, contract or cooperative agreement. If you have any questions whether or not you need to complete this document, please contact the Office of Sponsored Research (OSR) at 919.966.3411.

ONYEN:   
 Password:

- b.** Anyone with valid ONYEN credentials may log in to RAMSeS at <https://ramses.research.unc.edu/ramses/> to:
- (1) Create/submit an IPF (via “Start New Proposal” on the RAMSeS Proposal dashboard)
  - (2) Access RAMSeS “Reporting” (to run standard proposal/award reports, e.g., by Investigator, by Department, by School, etc.)
  - (3) Access proposals and awards (as outlined in sections c. and d. below)
  - (4) Approve an IPF via the “Dept Approval Inbox” (IPF Approvers\* only)
  - (5) Certify an IPF via the “PI Certification Inbox” (Lead PI/PI only)
  - (6) Perform actions associated with various Backbone roles (e.g., NOTR Submitter\*, PFG Approver\*, etc.)
- c.** Additionally, individuals may access proposals (via the RAMSeS “Proposal Dashboard” as indicated)
- (1) Via “My Proposals”
    - Proposals for which you were the IPF Creator/Submitter
    - Proposals on which you are named (including Administrative Contact)
    - Proposals on which you were designated as “Primary Award Contact” (via the IPF’s “General Info” screen)
  - (2) Via “Proposals in My Dept”
    - Proposals for which you are an IPF Approver\* (for IPF’s Administering or Approving departments)
    - Individuals assigned Proposal Data Access\* (for IPF’s Administering or Approving departments)
- d.** Individuals may also access awards (via the RAMSeS “Award Dashboard” as indicated)
- (1) Via “My Awards”
    - Awards on which you are named
    - Awards on which you were designated as “Primary Award Contact” (via corresponding IPF’s “General Info” screen)
  - (2) Via “Awards in My Dept”
    - Research Account Manager\* (for the Award’s Administering or Approving departments)
    - Individuals assigned Award Data Access \* (for the Award’s Administering or Approving departments)

\* Backbone-assigned role – **see Sections 13-15 for detailed information about Backbone, including RAMSeS roles assigned in Backbone.**

## 2. RAMSeS User Interface (Menus: Home, My Dashboard, Help, Reporting, Logout)

→ Upon log-in to RAMSeS, users are taken to the Home page which includes the Proposal, Award, and Certification/ Approvals dashboards and related inboxes (hyperlinks).

→ In addition to “My Dashboard,” other dropdown menus include the “Help” and “Reporting” menus. Clicking “Logout” logs the user out of RAMSeS.

→ The “Help” dropdown menu includes “FAQs” and “Help with IPF Questions” (links to the OSR website), as well as “Contact ORIS” (to enter a RAMSeS Help Ticket) and “Contact OSR” (to look up by topic the appropriate individual at OSR to contact for assistance).

→ The “Reporting” menu includes hyperlinks to standard Proposal and Award reports (e.g., By Investigator, By Department, by Sponsor) as well as a keyword search of the Research Abstracts Database (RAD).

→ The Home page also includes brief descriptions for each dashboard inbox, as well as “For Help,” “Other Features,” and “For More Information” sections.

**RAMSeS Home Page**

The screenshot shows the RAMSeS Home Page interface. At the top, there is a navigation bar with links for HOME, MY DASHBOARD, HELP, REPORTING, ADMIN, and LOGOUT. A 'Logout' button is also present. The main content area is divided into several sections: Proposal Dashboard, Award Dashboard, and Certifications/Approvals. Each section contains a list of links to various inboxes and reports. A 'For Help' section provides contact information for technical questions, policy questions, and frequently asked questions. The footer includes the University of North Carolina logo and contact information.

**Dashboards** (points to the left sidebar)

**Menus** (points to the top navigation bar)

**Logout** (points to the 'LOGOUT' link)

**Dashboard Descriptions** (points to the main content area)

**Help and Additional Information** (points to the 'For Help' section)

### 3. RAMSeS – Creating / Preparing / Submitting an IPF (Proposal)

#### a. Initiating an IPF - Overview

Initiate/create an IPF as follows:

- (1) Log in to RAMSeS (<https://ramses.research.unc.edu/ramses/>)
- (2) From the Proposal Dashboard click “Start New Proposal”
- (3) Complete the IPF “General Info” screen -- see Section b. (1) below
- (4) Once the “General Info” screen has been completed and saved, the IPF number\* is generated by RAMSeS, along with a list of IPF screens (“Item List”) on the left side of the screen.
- (5) Click down the Item List and complete each of the IPF Screens -- see Section b. below. A green check must be in place for each screen indicated on the Item List in order for the IPF to be submitted.

**FYI** *\*The IPF number consists of the 2-digit Fiscal Year followed by 4 digits. IPF numbers are assigned in numeric order beginning on July 1<sup>st</sup> of the given fiscal year), e.g., the first IPF created in FY16 would be 16-0001, etc.*

**FYI** *Prior to being submitted, others named on the IPF (e.g., Lead PI, Investigator, etc.) may also access/edit/submit the IPF. In circumstances where multiple users are contributing to the preparation of the IPF, It is recommended that only one individual at a time access the IPF for editing purposes.*

**IMPORTANT!** *IPFs must be received in OSR/SPO/OCT at least five (5) business days prior to the application deadline. Please allow ample time for preparation, submission, and routing of the IPF to accommodate this requirement.*

#### b. Preparing the IPF for submission

Prepare the IPF for submission by completing each IPF screen, as follows:

##### (1) “General Info” IPF screen

- Always indicate both the Funding Agency and the Prime Funding Agency (where applicable)
- Indicate appropriate Proposal Type - New, Supplement, Non-Competing Continuation/Progress Report, Resubmission or Amendment, Renewal (competitive), Revision (competitive) or Recurring Contract

→ The “Primary Award Contact” (required field) is the individual designated to work with OSR on award setup at the time the proposal is funded.

**NOTE** *At the time of funding, the Primary Award Contact may be changed if need be by your OSR Program Administrator.*

## (2) “Personnel” IPF screen

All personnel participating in a sponsored project must be listed on the IPF and assigned a role (including both UNC and non-UNC personnel).

### (a) **UNC personnel**

→ completion of a COI disclosure and COI Training is required for the following roles: Lead PI, PI, Investigator, Postdoctoral Research Associate, and Clinical Research Coordinator

→ COI Training is required for all other roles, except Admin Contact

### (b) **Non-UNC Personnel**

→ Effective August 24, 2012 “non-UNC” personnel (Independent Contractors) are required to be added to an IPF via the “Personnel” screen

→ When adding non-UNC personnel, checking “This individual is non-UNC personnel” triggers the display of four (4) “yes/no” questions about the role of the individual:

- Does this person substantially contribute to the design of the study?
- Is this person conducting any experiments or activities?
- Is this person directly involved in or have control over the collection of data?
- Is this person involved in the analysis of the data?

→ Independent Contractors with any “Yes” responses are automatically assigned the role of “Independent Contractor (Investigator)” and will be required to complete a UNC-CH COI disclosure and UNC-Chapel Hill COI Training.

→ Independent Contractors with all “No” responses are automatically assigned the role of “Independent Contractor” and will not be required to complete a UNC-Chapel Hill COI disclosure or UNC-Chapel Hill COI Training.



### (3) **“Research Subjects” IPF screen**

#### (a) **Human Subjects**

- Indicate whether or not human subjects are involved with the research.
- Indicate if human research is being conducted at UNC-Chapel Hill – if yes, indicate IRB protocol, or the reason the protocol has not yet been submitted for IRB approval (JIT or Not Yet Submitted).
- Indicate whether or not human subjects research will be conducted by subcontractor(s). (If so, via the Subcontractors IPF screen it will be required to add at least one subcontractor that will be performing human subjects research – see 3. b. (5) below for more information about Subcontractors screen requirements).

#### (b) **Animal Subjects**

- Indicate whether or not animal subjects are involved with the research.
- Indicate if animal research is being conducted at UNC-Chapel Hill – if yes, indicate the IACUC protocol and the species involved, or the reason the protocol has not yet been submitted for IACUC approval (JIT or Not Yet Submitted)
- Indicate whether or not animal research will be conducted by subcontractor(s). (If so, via the Subcontractors screen it will be required to add at least one subcontractor that will be performing animal subjects research, including details about the research being performed – see 3. b. (5) below for more information about Subcontractors screen requirements).

### (4) **“Research Materials” IPF screen**

- At the request of Environment, Health & Safety (EHS), the former Research Materials section of the Research Subjects screen was replaced effective 3/20/16 with a new Research Materials IPF screen.
- Indicate whether or not the study involves radioactive, hazardous chemical and/or biological research materials. “Yes” responses trigger additional questions to be answered.
- Additional information may be found via EHS website hyperlinks as indicated. Additionally, EHS contact information is available at the bottom of the Research Materials screen – (919) 962-5507 / email [MBKoza@ehs.unc.edu](mailto:MBKoza@ehs.unc.edu).

- Indicate whether the study includes sub-awards for research involving radioactive, hazardous chemical, and/or biological materials. (If yes, via the Subcontractors IPF screen it will be required to add at least one subcontractor with biological, chemical, and/or radiological materials indicated.)
- EHS will be notified at the time of submission for IPFs with “yes” responses in place on the Research Materials IPF screen.

**(5) “Subcontractors” IPF screen**

Effective 3/20/16, if the Research Subjects IPF screen indicates that either animal or human subjects research will be performed by subcontractors, or if the Research Materials IPF screen indicates a sub-award involving radiological, biological or hazardous chemical materials, it will be required to add at least one subcontractor with corresponding information as appropriate.

- When adding a proposed subcontractor, search for/enter the subcontractor name, indicate whether the subcontract will involve human and/or animal subjects, and indicate what (if any) research materials will be involved in the proposed subcontractor’s scope of work. (Check “No” if no research materials are involved).
- If animal research is to be performed by the subcontractor, indicate (1) whether the subcontractor is a domestic or foreign institution, (2) if it is a subcontract, fee-for-service, or collaborating site, and (3) the animal species to be used. For animal research performed at institutions other than UNC-Chapel Hill, for each institution upload the following via the “Attachments” IPF screen:
  - evidence of the institution's IACUC approval;
  - a copy of its most recent AAALAC accreditation letter; and
  - evidence of PHS Assurance
  - If the work involves USDA-covered species, the institution's USDA Registration Number must also be included with the above.

**IMPORTANT!** If the IPF is not subject to "JIT," it is required to attach all of the above documentation at the time of the IPF submission.

- For each subcontractor indicated via the “Subcontractors” IPF screen, the following must be attached via the IPF “Attachments” IPF screen:
  - Statement of Work
  - Budget

- Budget Justification
- Letter of Intent (signed by an authorized official of the proposed subcontractor)

→ If no subcontractors will be involved on the project, click “No Subcontractors” button to complete the Subcontractors IPF screen (receive green check mark on Item List).

**NOTE** *Effective 3/20/16, due to potential subcontractor requirements indicated via either the Research Subjects and/or Research Materials IPF screens, it will no longer be possible to indicate “No Subcontractors” via the Subcontractors IPF screen until both the Research Subjects and Research Materials IPF screens have been completed. The “No Subcontractors” button will only be displayed if required subcontractor information is not indicated on either the Research Subjects or Research Materials IPF screens as outlined above.*

**(6) “Subcontractors” IPF Screen (DHHS/NSF Sponsors only)**

When a DHHS or NSF sponsor has been indicated as either the Funding Agency or the Prime Funding Agency via the “General Info” IPF screen and a subcontractor is being added, an additional Yes/No response must be provided for each proposed subcontractor: “The proposed subcontractor has a conflict of interest policy that complies with Department of Health and Human Services (DHHS) or National Science Foundation (NSF) standards, as applicable to this sub-award.”

*CFR-compliant COI policy question (Subcontractors IPF screen, DHHS/NSF sponsors only)*

Before responding below, for DHHS please check the Letter of Intent **AND** the Federal Demonstration Partnership (FDP) [website](#) to verify that the proposed subcontractor has a compliant conflict of interest policy. For NSF, please check the Letter of Intent to verify that the proposed subcontractor has a compliant conflict of interest policy.

The proposed subcontractor has a conflict of interest policy that complies with [Department of Health and Human Services \(DHHS\)](#) or [National Science Foundation \(NSF\)](#) standards, as applicable to this subaward.

Yes  No

**IMPORTANT!** It is recommended that the IPF Creator check with proposed subcontractors to verify that its conflict of interest policy is CFR-compliant. The following website is available to verify if the institution has reported that they are in compliance: [http://sites.nationalacademies.org/PGA/fdp/PGA\\_070596](http://sites.nationalacademies.org/PGA/fdp/PGA_070596). ***Delays may occur in the processing of an IPF if a CFR-compliant policy is not in place and/or cannot be verified.***

**(7) “Subcontractor Personnel” IPF screen (DHHS/NSF IPFs only)**

→ When adding a subcontractor to an IPF with a DHHS/NSF sponsor, a “No” response to the CFR-compliant COI policy question automatically triggers the addition of a “Subcontractor Personnel” screen to the IPF Item List.

→ For each subcontractor added without a compliant COI policy, it is required to add at least one (1) individual from the subcontractor who will be involved with the project via the “Subcontractor Personnel” screen.

- Subcontractor personnel indicated with the following roles will be required to complete a UNC-Chapel Hill COI disclosure: PI, Investigator, Postdoctoral Research Associate, and Clinical Research Coordinator. (It is not possible for the Lead PI role to be assigned to subcontractor personnel.
- Additional personnel added at time of award for subcontractors without a compliant COI policy will also be required to complete a UNC-Chapel Hill COI disclosure.
- **IMPORTANT!** *For COI disclosure and COI Training purposes, subcontractor personnel will be identified by the email address entered via the “Subcontractor Personnel” screen.*
  - The email address cannot be revised once it has been added and saved. The only way to revise an incorrectly added subcontractor personnel email address prior to IPF submission is to remove the individual via the Subcontractor List of Personnel, and re-add him/her with the correct email address.
  - After the IPF has been submitted, subcontractor personnel added with incorrect email addresses will have to be removed and re-added by either the Proposal Specialist or the Program Administrator.
  - When completing COI Training, subcontractor personnel must log in to UNC-Chapel Hill’s COI Training system using the same email address indicated on the “Subcontractor Personnel” IPF screen. If the email address indicated on the Subcontractor Personnel IPF screen and the email address indicated via COI Training system aren’t identical, COI requirements will not be reflected as complete in via the RAMSeS COI grid.

**(8) “Budget” IPF screen**

- Initial and Total Budget
- Cost-Sharing/Cash-Matching information (as appropriate)
- Personnel/Space/Equipment information (as appropriate)
- Budget and Budget Justification must be attached via the “Attachments” IPF screen
- If the IPF’s F&A Rate is not 52.00% and/or cost sharing or cash matching is being requested, please include a note via “Submission Notes” IPF screen stating where to find this in the agency guidelines.

**IMPORTANT!** If the budget includes a reduction in F&A, an F&A waiver request (found on OSR Information Sheet) must be submitted and approved before the IPF is approved.

**(9) “F&A Sharing” IPF screen (if applicable)**

- The “F&A Sharing” screen is triggered only if Lead PI’s department is different than the IPF’s Admin Award department or if PIs/Investigators listed on the “Personnel” screen are from departments other than the Admin Award department.
- **FYI** F&A distribution indicated via the “F&A Sharing” screen represents the intention of the collaborating units to share F&A recoveries from a resulting award. It does not transfer any funds automatically - implementing F&A transfers remains the responsibility of the administering unit. For additional guidance, see the University policy statement at [https://research.unc.edu/files/2012/11/f\\_a\\_implementation.pdf](https://research.unc.edu/files/2012/11/f_a_implementation.pdf)
- If you have special circumstances regarding F&A Sharing on the IPF, a note should be entered via the “Submission Notes” IPF screen detailing the circumstances.

**(10) “Export Control” IPF screen**

- Answer Export Control questions as directed
- Questions may be directed to Judy Culhane Faubert ([faubert@email.unc.edu](mailto:faubert@email.unc.edu)) or visit one of the following export control websites:
  - [http://www.unc.edu/campus/Export\\_Control/](http://www.unc.edu/campus/Export_Control/)
  - <http://www.unc.edu/depts/legal/newlinks.html>

**(11) “Intellectual Property” IPF screen**

- Provide information re: Intellectual Property as indicated:
  - research disclosed to the Office of Technology Development (OTD)
  - filed or issued patents
  - materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material
  - Will this research use any material, patented or otherwise, which is owned by UNC-CH and licensed to a commercial entity?
  - SBIR (Small Business Innovative Research Program)
  - STTR (Small Business Technology Transfer Program)

**(12) “Community Engagement” IPF screen**

- Indicate if some or all of the proposed project activity can be considered community engagement, and if yes, indicate what percentage, and distribution by location (in NC, outside NC but within the US, or internationally-must total 100%)
- Indicate if some or all of the proposed project budget will be used for community engagement, and if yes, indicate what percentage, and distribution by location (in NC, outside NC but within the US, or internationally-must total 100%)

**(13) “Locations of Budget Expenditures” IPF screen**

- Indicate the locations where the research budget will be expended (UNC-CH, In-State/County, Out-of-State and/or Internationally) and assign a percentage of the budget to be expended to each location.
- Percentages should reflect the portion of the total budget which would be expended in that location, and must total 100%

**(14) “Locations Relevant to Your Project” IPF screen**

- Many projects are associated with a particular geographic location. For example, for projects involving or affecting human or animal populations (collecting new data or analyzing existing data), these geographic locations would be where the humans or animals live. For environmental studies, these geographic locations would include the site(s) of the phenomenon under study.
- Indicate geographic location(s) relevant to your project, ensuring that all pertinent locations are reflected.
- This information allows UNC-CH to accurately map the areas relevant to this project and is invaluable in demonstrating the broad reach and impact of UNC’s work, and helping to further UNC’s support and world-class status.

**(15) “Application Abstract” IPF screen**

- Select a Classification of Instructional Programs (CIP) Code and enter Application Abstract. (More information is available at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>)
- The abstract will be used for the UNC-CH Research Abstracts Database (RAD), a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the UNC-CH campus.

- The abstract should be plainly written and in sufficient detail to summarize: (a) the purpose(s) or problem(s), (b) the hypothesis(es) or objective(s), and (c) the method(s) of the project(s).
- All abstracts in the RAD will be available to the public, unless indicated otherwise via the “Application Abstract” IPF screen.

**(16) “Attachments” IPF screen**

- Proposal Announcement Guidelines
- Budget (in Excel)
- Subcontractor documentation (letter of commitment, budget, budget justification, scope of work)
- Representations & Certifications (when applicable)
- For industry-sponsored clinical trials, please attach the following documents:
  - Sponsor Protocol
  - Final Sponsor Budget
  - Final Internal Budget

**(17) “Approving Depts” IPF screen**

- Departments required to review/approve the IPF are automatically added to the routing list (based on information provided on various IPF screens) and may be reviewed via the “Approving Depts” screen.
- If desired, additional departments may be manually added to the routing list via “Add Approving Department” (optional)
- The “Role” column (via “List of Approving Departments”) indicates the reason each department has been added to the routing list, e.g., Award Dept, Lead PI, Rollup from sub-department, etc.
- One of the following offices will authorize the IPF on behalf of the University and will automatically be added to the routing list as appropriate. It is not necessary to add one of these departments to the routing list.
  - Office of Sponsored Research (OSR)
  - Sponsored Programs Office, Medicine (SPO) or
  - Office of Clinical Trials (OCT)

→ Routing Order (via “List of Approving Departments”)

- The Admin Award department is required to be first in the routing order, and cannot be changed. Departmental routing of the IPF does not begin until the Admin Award department has signed off on the IPF.
- Sequential Routing (1, 2, 3, etc.) is the default routing order
  - one department at a time reviews the IPF (in the order designated via the “List of Approving Departments”). Approval by the Admin Award department triggers the approval notification email to the second department on the routing list, approval by the second department on the routing list triggers an email to the third department, etc.
- Concurrent Routing – to expedite the review/approval process, the routing order for departments (other than the Admin Award department) may be designated to be reviewed/approved concurrently (at the same time). For example, indicating “2” for all departments after the Admin Award department will result in all “2” departments being notified at the same time to review/approve (upon approval by the Admin Award department).

→ When indicating Routing Order via “List of Approving Departments,” ensure that sub-departments route ahead of their respective parent departments, and that Colleges/Schools are indicated last in the routing order.

**NOTE** Upon submission of the IPF, the actual routing order may vary somewhat, based on institutional routing requirements.

**(18) “Submission Notes” IPF screen**

→ Add notes related to IPF screens i.e., F&A, cost sharing etc.

→ Indicate if proposal package was prepared in Cayuse

**c. Submitting the IPF**

**(a) IPF Submission Confirmation / Submission**

→ After completion of all screens on the IPF Item List (green check mark on each screen), the IPF may be submitted by clicking the “Submit” button located at the bottom of the IPF Item list.



→ Submission Confirmation statement – the final step of the IPF submission process is clicking “Yes” to confirm you wish to submit the IPF and agree to the terms as described. You must click “Yes” to submit the IPF.

**>> Submission Confirmation**

**Are you sure you wish to submit this eIPF?**

Clicking “YES” will do four things:

1. the eIPF will be “locked” and can no longer be edited (except by the Admin Award Dept);
2. the eIPF will be routed to all affiliated departments for review and concurrence; should any of these departments reject the eIPF you will be notified by email of the rejection and for what reason(s);
3. the PI(s) will be notified by email that they must certify the eIPF in RAMSeS; and
4. ultimately, the eIPF will arrive in OSR/SPO/OCT for final review and approval.

Throughout these steps you, your PI, and any other contributing members listed on the eIPF will be able to track its review and approval status in RAMSeS.

Once all affiliated departments have approved the eIPF, you will receive an email indicating that it was successfully routed and received in OSR/SPO/OCT. If the proposal can be electronically submitted then no further action is required on your part. However, if the Sponsor requires any part of the proposal be submitted in paper copy, then any such copies, with original signatures as required, must be forwarded to OSR/SPO/OCT for a complete submission to be accomplished.

**(b) Emails triggered upon submission of IPF**

- To IPF Creator (confirming submission of the IPF)
- To IPF Approver(s) in Admin Award Dept (notifying them to review/approve)
- To Lead PI and other PI’s (notifying him/her/them to certify)
- **NOTE** In the case of NIH fellowships, individuals designated as “NIH Fellow (Individual Fellowship)” also receive an email certification notification and must certify the IPF.

**(c) Admin Award department review and sign-off, generation of COI Disclosures**

- After the IPF has been submitted and up until the time the Admin Award department signs off on it, only IPF Approvers for the Admin Award Department may edit the IPF. IPF Approvers may remove or upload attachments in conjunction with their IPF edit rights.

→ Once the Admin Award Department signs off on the IPF, departmental routing is triggered and the IPF is locked down for editing (other than by Admin Offices OSR/SPO/OCT).

See Section 4 below for more information about Departmental Routing/PI Certification.

→ Upon authorization of the IPF by the Admin Award department, a COI disclosure is generated for required subcontractor personnel, UNC personnel, and non-UNC Independent Contractor (Investigator)'s, including a COI notification email to each. The email contains a link to a COI disclosure in AIR for that individual. Required individuals will also need to complete UNC-Chapel Hill COI Training (if they have not yet done so).

See Section 5 below for more information about COI/COI Training.

#### 4. IPF - Departmental Routing/PI Certification, Rejection of the IPF

→ Approval by the Admin Award department triggers departmental routing of the IPF (either Sequential or Concurrent, as designated by the IPF Creator via the "Approving Depts" screen prior to submission of the IPF). See Section 3. b. (17) Approving Depts IPF screen, above.

→ In conjunction with their review of the IPF, IPF Approvers have the option of rejecting the IPF if there a serious mistake, however it is recommended only if absolutely necessary and/or if substantive revisions are needed. Any minor changes should be indicated via the approval comments (to be addressed by the OSR/SPO/OCT Proposal Specialist as appropriate).

→ The Lead PI/PI certification process is separate from departmental routing/approvals process, i.e., the IPF proceeds through departmental approvals and on to the Admin Office (OSR/SPO/OCT) irrespective of status of PI certifications. (OSR/SPO/OCT will not submit IPF to sponsor without PI certifications)

→ Rejection of the IPF requires that the IPF Approver provide an explanatory note for his/her rejection. In conjunction with rejection of the IPF, the note of explanation is included in an email rejection notification sent to the IPF Creator and the Lead PI, the IPF status is set back to "Unsubmitted," and is returned to the IPF Creator's "My Proposals" listing to be revised, resubmitted and re-routed for approvals.

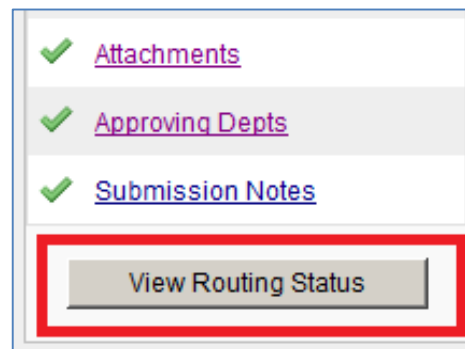
→ **NOTE** *It is not an option for PI's to reject the IPF in conjunction with certification. The assumption is that the IPF has been prepared on behalf of the Lead PI, and that s/he reviewed it prior to submission.*

**5. Conflict of Interest (COI) disclosures, Tracking COI status via the IPF COI grid**

- See Section 3. b. (2) Personnel and (7) Subcontractor Personnel for information about who is required to complete COI disclosures.
- See Section 3. c. (b) Admin Award Department review/signoff for information re: generation of COI disclosures (including email notifications)

**a. “Compliance” Tab / Conflict of Interest grid**

- Anyone with access to the proposal may view the Compliance tab/COI grid via the “Proposal Routing Status” screen. See Section 1. c. (1) and (2) for information about who may access proposals.
- To access the “Proposal Routing Status” screen, after logging in to RAMSeS and accessing the proposal via the Proposal Dashboard, click the “View Routing Status” button (at the bottom of the IPF “Item List”). From the Proposal Routing Status screen, select the Compliance tab to view the COI grid for the proposal.



(cont'd next page)

**“Proposal Routing Status” screen - Compliance Tab, COI grid**

**Proposal Dashboard**

[Start New Proposal](#)

**1 My Proposals**

[Proposals In My Dept](#)

[Financial Guarantee Inbox](#)

**Award Dashboard**

[My Awards](#)

[Awards In My Dept](#)

[NOTR Submissions](#)

[ARRA Submissions](#)

**Certifications/Approvals**

[PI Certification Inbox](#)

[Dept Approval Inbox](#)

Office of Sponsored Research  
104 Airport Drive  
Suite 2200, CB 1350  
Chapel Hill, NC 27599-1350  
Phone: 919.966.3411  
Fax: 919.962.5011

**Proposal Routing Status**

Proposal No: **13-4065** (coversheet) +2+ Sponsor: Duke Integrative Medicine

Lead Investigator: **Tony Waldrop** Deadline: 5/14/2013 New Electronic: No

Primary Award Contact: **Joann Gustafson** Account Manager:

Project Title: TEST ONLY - DUMMY PROPOSAL FOR COI DOCUMENTATION PURPOSES ONLY

Compliance Note:

---

**Human Research**

There are no human research protocols associated with this proposal

No JIT  
No Not Yet Submitted

---

**Animal Research**

There are no animal research protocols associated with this proposal

No JIT  
No Not Yet Submitted

---

**Conflict of Interest**

Viewing 1 - 7 of 7 Records

Entity	Person	Role	COI ID	Disclosure Submitted	Potential Conflict	Review Status	Review Complete	Training
UNC-CH	Tony Waldrop	Lead Principal Investigator	13-05067	✓	Yes	Potential Conflict	✗	✓
Romanian Academy	John Subcontractor-COI Role	Principal Investigator	13-05068	✓	No	Complete	✓	✗
Romanian Academy	Mary Subcontractor-non COI role	Undergraduate Student	n/a	n/a	n/a	n/a	n/a	✗
UNC-CH	Phyllis Daugherty	Technical Staff	n/a	n/a	n/a	n/a	n/a	✓
UNC-CH	A Jeana Nickerson	Administrative Contact	n/a	n/a	n/a	n/a	n/a	n/a
UNC-CH	Susan Non-UNC Investigator-Yes	Independent Contractor (Investigator)		✗	---	---	✗	✗
UNC-CH	Steve Non-UNC non-Investigator	Independent Contractor	n/a	n/a	n/a	n/a	n/a	n/a

**IMPORTANT!** *UNC-Chapel Hill COI disclosures and UNC-Chapel Hill COI Training must be completed by all required personnel before a Project Financial Guarantee (PFG) can be submitted, proposals can be funded, and/or PS Project IDs/awards can be set up.*

- A UNC-Chapel Hill COI disclosure is required for UNC and Subcontractor personnel with the roles of Lead PI, PI, Investigator, Postdoctoral Research Associate, and Clinical Research Coordinator, and for non-UNC personnel Independent Contractor (Investigator)'s . Individuals may access their COI disclosure either via the link included in the COI notification email they receive, or by logging in to AIR directly at <https://apps.research.unc.edu/air/> (UNC personnel only).
- UNC-Chapel Hill COI Training is required for all UNC and Subcontractor personnel (except those with the role of Administrative Contact), and for all non-UNC Independent Contractor (Investigator)'s – Independent Contractors are not required to complete UNC-CH COI training.
- UNC's COI Training system may be accessed via <https://apps.research.unc.edu/coi-training/> or via the "Training" menu in AIR (UNC personnel only).

## 6. Completion of Departmental Routing (IPF arrives at OSR/SPO/OCT)

- Upon completion of departmental routing, an email notification is sent to the IPF Creator and Lead PI notifying him/her routing is complete, and that the IPF has arrived at OSR/SPO/OCT for review/approval.

## 7. OSR/SPO/OCT Review/Approval

- Upon approval by OSR/SPO/OCT, an email is sent to IPF Creator and Lead PI notifying him/her IPF been approved

## 8. "JIT Request Received" or "Not Funded" IPF status

- Anyone with access to the IPF ("Proposal Approved" status only), has the ability to change the status from "Proposal Approved" to "JIT Request Received" or "Not Funded." The department is responsible for updating the proposal status if notified by the sponsor that the proposal has not been funded.

## 9. RAMSeS -- Project Financial Guarantee (PFG)

### a. Submission of a Project Financial Guarantee (PFG)

- The purpose of the PFG is to request pre-award spending
- The proposal must be approved, and all COI requirements completed before a PFG may be submitted
- Anyone with access to the proposal may submit a PFG via the proposal's "Financial Guarantee" tab ("Proposal Routing Status" screen)

### b. Routing /approval of the PFG

- All departmental PFG Approvers receive an email notification when a PFG requires their review/approval.
- PFG Approvers access PFGs to be reviewed/approved via the "Financial Guarantee Inbox" on the RAMSeS Proposal Dashboard.
- Although all PFG Approvers are notified, only one is required to sign off on the PFG. Irrespective of who signs off, all PFG Approvers may view all approved/rejected PFGs via the Financial Guarantee Inbox, Previously Reviewed tab.
- Once the department has signed off on the PFG, PFG Approvers in the next-level-up department are notified, and must also sign off on the PFG, e.g., a PFG in Chemistry would also need to be approved by the College of Arts & Sciences.

### c. Processing of the PFG by OSR

- A PS Project ID number is assigned (as appropriate)
- The "Letter of Guarantee/Preliminary PS Project ID Notification" email is sent to Lead PI and departmental Research Account Managers. The mail includes PS Project ID information and notification of the department's assumption of financial/administrative liability for all costs incurred.

### d. Extension of Preliminary Account

- After 90 days, a PFG Extension must be submitted/approved to extend the preliminary PS Project ID end date.

## 10. RAMSeS – Funding a proposal / Award set up – Overview

At the time a proposal is to be funded:

- (1) OSR Receives the Notice of Award
- (2) OSR Program Administrator establishes budget and reviews compliance requirements
- (3) OSR Program Administrator works with admin award department and PI to verify personnel effort, budget, and compliance
- (4) OSR Data Management establishes PS Project ID(s) and enters financial data into PeopleSoft
- (5) Department is sent a Fund Authority summarizing the PS Project ID information
- (6) The “New PS Project ID Notification” email is sent to Research Account Manager(s) in the Admin Award department and cc’d to the Lead PI

## 11. RAMSeS Project / Award Administration and PS Project ID screens – Overview

Projects and Awards are accessible via “My Awards” and “Awards in My Dept” on the RAMSeS Award dashboard as outlined in Section 1. d. Overviews of the Project and Award Administration interfaces and the PS Project ID screen are provided below.

### a. “Project Administration” screen

- A summary of key project information is displayed at the top of the Project Administration screen, e.g., the Project number and Prime PS Project ID, Project Title, Lead PI, Project begin and end dates, OSR Program Administrator, etc.
- Other project information is grouped via the Project Administration screen by tabs as follows:
  - (1) **General tab** – general project information e.g., sponsor, Admin Award department, project begin and end dates, and departmental Primary Award Contact.
  - (2) **Awards tab** - a listing of current and past awards associated with the project with information including the RAMSeS award number, award amount, Official Report Date and PeopleSoft feed date. Click into the award (via RAMSeS award number hyperlink) to view additional details – see Section 11. b. for more information about the “Award Administration” screen.
  - (3) **PS Project IDs tab** – a listing of prime PS Project ID(s) and subs including basic information e.g., department, Lead PI, Total Budget. Click into the PS Project ID (via PS Project ID number hyperlink) to view additional details.

- (4) **Personnel tab** – listing of award personnel from the most recent award, including person, department, and role for each.
- (5) **Proposals tab** – proposal(s) associated with award(s) on the project, including proposal number, Lead PI, Title, and initial funds requested for each. Click into the proposal number hyperlink to access the proposal.
- (6) **Subcontracts tab** – listing of subcontracts associated with the project including RAMSeS subcontract number, status, PS Project ID number, organization, and total distribution. Click into the subcontract number hyperlink to view additional details.
- (7) **Attachments tab** – a “master list” of all attachments, including those uploaded on the proposal, project, award, PS Project ID, and subcontract. Attachments are accessible by anyone with access to the project as outlined in Section 1. d. To open an attachment click the attachment name hyperlink. Attachments designated with “Admin Only” access may be viewed via the attachments listing, but may not be opened, e.g., the hyperlink is grayed out.
- (8) **Notes tab** – a “master list” of all notes designated with “All Parties” access, including those added on the proposal, project, award, PS Project ID, and subcontract.

**b. “Award Administration” screen – view of Individual awards associated with the project**

- The “Award Administration” screen may be accessed by clicking into the award number hyperlink via the “Awards” tab of the Project Administration screen, as outlined in Section 11. a. (2).
- A summary of key award information is displayed at the top of the Award Administration screen, e.g., the RAMSeS Award number, Sponsor Award number, Award Amount, Prime PS Project ID, Project Title, Primary Award Contact, and OSR Program Administrator.
- Other award information is grouped via the Award Administration screen by tabs as follows:
  - (1) **General tab** – general award information, e.g., Direct and Indirect Award Amounts, Award amount, sponsor award number, Admin Award department, Official Report Date, Award Notice Received Date, prime PS Project ID Begin and End Dates, etc.
  - (2) **Personnel tab** – listing of personnel affiliated with the award, including person, department and role for each.
  - (3) **Compliance tab** – COI grid of award personnel, their roles, and the status of their COI disclosures and COI Training



- (4) **Distributions tab** – listing by PS Project ID of distributions on the award, including amount, and PeopleSoft feed date and time.
- (5) **Organization tab** – award Organization and Organization COI information, including Status History
- (6) **Proposals tab** – proposal associated with the award, including proposal number, Lead PI, Title, and initial funds requested. Click into the proposal number hyperlink to access the proposal.
- (7) **Attachments tab** – listing of attachments uploaded to the award. Attachments are accessible by anyone with access to the project/award as outlined in Section 1. d. To open an attachment click the attachment name hyperlink. Attachments designated with “Admin Only” access may be viewed via the attachments listing, but may not be opened, e.g., the hyperlink is grayed out. Attachments uploaded to the award are also listed via the Project Administration Attachments tab.
- (8) **Notes tab** – listing of all award notes designated with “All Parties” access. Notes added to the award are also viewable via the Project Administration Notes tab.

**C. “PS Project ID” screen**

- The “PS Project ID” screen may be accessed by clicking into the PS Project ID number hyperlink from the “PS Project IDs” tab of the Project Administration screen, as outlined in Section 11. a. (3).
- PS Project ID information is grouped via the PS Project ID screen by tabs as follows:
- (1) **“PS Project ID Details” tab** – detailed PS Project ID information, e.g., Direct and Indirect Award Amounts, Award amount, sponsor award number, Admin Award department, Official Report Date, Award Notice Received Date, Prime PS Project ID Begin and End Dates, etc.
  - (2) **“NOTRs” tab** – listing of NOTRs associated with PS Project ID (if any), including the NOTR number, Report Due Date, NOTR Type, Status, Submitter, Submission and Certified Dates for.
  - (3) **“Notes” tab** – listing of all award notes designated with “All Parties” access. Notes added to the award are also viewable via the Project Administration Notes tab.
  - (4) **“Attachments” tab** – listing of attachments uploaded to the award. Attachments are accessible by anyone with access to the project/award as outlined in Section 1. d. To open an attachment click the attachment name hyperlink. Attachments designated with “Admin Only” access may be viewed via the attachments listing, but may

not be opened, e.g., the hyperlink is grayed out. Attachments uploaded to the award are also listed via the Project Administration Attachments tab.

## 12. RAMSeS – Notice of Termination Report (NOTR) – Overview

At the time of closeout, an NOTR is the mechanism by which the PS Project ID's final expenses are conveyed by the department/Lead PI to OSR to facilitate preparation of the final report of expenses to the sponsor.

### a. Notification that an NOTR is due on a PS Project ID (including automatic creation of a RAMSeS-generated NOTR Submission record)

- Seven days\* before the PS Project ID end date, an NOTR email notification is sent to the Lead PI, and the department's NOTR Submitters, NOTR Approvers and Research Account Managers. The email indicates:
  - PS Project ID end date
  - Final Report due date to the sponsor
  - date the NOTR is due to OSR (allowing time for processing/submission to the sponsor)
- In conjunction with the email notification, an NOTR Submission record is generated and placed in "NOTR Submissions" on the RAMSeS Award Dashboard.
- NOTR submission records may only be submitted by NOTR Submitters, i.e., the "Submit" button is displayed only for NOTR Submitters.
- An individual NOTR must be submitted for the Prime PS Project ID as well as each sub.

**\*NOTE** *Timing of the NOTR notification and due date to OSR may vary depending on the type of PS Project ID, sponsor requirements, etc.*

### b. Preparing / submitting the NOTR (NOTR Submitters only)

- (1) Log in to RAMSeS (<https://ramses.research.unc.edu/ramses/>)
- (2) Click "NOTR Submissions" on the RAMSeS Award Dashboard.
- (3) At the top of the "Notices of Termination" screen, click "Click here for NOTR template" to access a blank NOTR form (to be completed and uploaded to the NOTR Submission record). Save the completed NOTR form to your computer to be uploaded as outlined below.

- (4) After completing the NOTR form, access the NOTR Submission record for the PS Project ID as appropriate from the list of unsubmitted NOTRs. You may scroll down the Unsubmitted list to locate the NOTR, or NOTR Submitters may search for the NOTR submission record by PS Project ID number, PI or department – see Section 12. e. for more information about the NOTR search feature.
- (5) Click into the NOTR Submission record for the PS Project ID as appropriate via the “<New>” hyperlink (indicating a newly RAMSeS-generated NOTR Submission record)
- (6) Upload the completed NOTR form via the “Attachments” tab on the NOTR Submission record.
- (7) Click “Submit for Processing” (bottom of NOTR submission record) to submit the NOTR for routing.

**NOTE**

If a RAMSeS NOTR notification is received, an NOTR must be submitted as a “formal” response to OSR (even if an NOTR is not due on the PS Project ID). If an NOTR is not due on the PS Project ID, when accessing the NOTR Submission record, click “NOTR Not Required” (bottom of NOTR submission record). You will be asked to indicate the reason an NOTR is not due (either “Extension Expected” or “Other”) and provide supporting documentation or a note of explanation. The NOTR Submission record must be submitted and routed for departmental and PI approval, prior to being received by OSR.

**IMPORTANT!**

*If you have been assigned the role of "NOTR Submitter" for the admin award department for a particular PS Project ID, believe that an NOTR is due on that PS Project ID, but don't see an NOTR submission record for the PS Project ID listed in your RAMSeS NOTR Submissions inbox, please contact the appropriate OSR Reporter (who will make a determination, and create an NOTR Submission record as appropriate).*

**c. NOTR Attachments**

- Attachments may be deleted from NOTRs in Unsubmitted or Recalled status, i.e., the NOTR Submitter may remove attachments if need be any time prior to submitting the NOTR.
- NOTR Submitters, NOTR Approvers, and PIs may not upload attachments to NOTRs once they've been submitted/are in process.
- NOTR Submitters, NOTR Approvers, PIs may not add a note to NOTRs once approved/certified (e.g., Awaiting Reporter, FROE Complete).

**d. Routing of NOTR (Departmental Approval and PI Certification)**

- Upon submission of the NOTR an email is triggered to departmental NOTR Approvers notifying them that the NOTR is awaiting their review/approval.

- Any NOTR Approver may access/review/approve the NOTR via the “To Be Authorized” tab of the “Dept Approval Inbox” on the RAMSeS dashboard. Although all NOTR Approvers receive the notification, only one is required to authorize the NOTR on behalf of the department.
- Upon approval by the departmental approver, an email is triggered to the PI notifying him/her the NOTR is awaiting review/certification.
- Rejecting the NOTR -- departmental approver or PI has the ability to reject the NOTR if necessary, which initiates an email to all parties informing them of the rejection, and the NOTR is returned to NOTR Submissions, “Unsubmitted” listing.

**e. NOTR search feature (NOTR Submissions Inbox, NOTR Submitters only)**

- The NOTR search feature is currently available to NOTR Submitters only. NOTR Approvers (who aren’t also Submitters) are unable to access NOTRs via NOTR Submissions Inbox. NOTR Approvers may access NOTRs via Dept Approval Inbox, “Previously Reviewed” tab. Access to NOTR Submissions inbox will be given to NOTR Approvers in a future rollout (date TBD).
- NOTR Submitters only may search all departmental NOTRs by PS Project ID number, Department, or PI via the NOTR Submissions Inbox (RAMSeS Award Dashboard).
- NOTR listings may also be filtered by: All NOTRs, Unsubmitted, Submitted, Completed, or Voided by OSR. See Section 12. h. for more information about “Voided by OSR” NOTR status.
- The default NOTR listing is Unsubmitted NOTRs, and all listings are now sorted numerically by account number from lowest to highest.
- A “Department” column has been added to the NOTR listings, and all NOTR listings may be sorted by column headings (click on column name to sort in ascending order, click again to sort in descending order).

**f. NOTR “Email Logs” tab**

- NOTR records include an “Email Logs” tab where sent NOTR emails are listed, and may be viewed by anyone with access to the NOTR.
- Emails include date/time sent, recipients, and email text.

### **g. “Recall” NOTR feature**

- Any departmental NOTR Submitter can “recall” a submitted NOTR while it’s in “Awaiting Approval” status (not yet approved by both the department and the PI).
- Upon being recalled, an email notification is sent to the NOTR Submitter, NOTR Approver and PI as appropriate, indicating that the NOTR has been recalled.
- “Recalled” NOTRs are returned to the “Unsubmitted” NOTRs listing, and may be resubmitted by any departmental NOTR Submitter.

### **h. “Voided by OSR” NOTR status**

- To facilitate clean-up of NOTR data, OSR now has the ability to “void” unneeded NOTR records.
- In conjunction with voiding an NOTR, OSR is required to add a “note” indicating the reason the NOTR has been voided. This note may be viewed via the NOTR’s “Notes” tab by anyone with access to the NOTR record.
- “Voided by OSR” NOTRs may be viewed by NOTR Submitters via the NOTR Submissions Inbox.
- **IMPORTANT:** At the time the “Voided by OSR” status was implemented (April 2013), all Unsubmitted NOTR records more than a year old were voided. Voided NOTRs (including any attachments associated with them) are accessible to NOTR Submitters via the NOTR Submissions inbox. Voided NOTRs may be reopened by OSR for submission if need be.

### **i. “OSR Administrative Bypass”**

- On occasions when OSR needs to process NOTRs that may not yet be fully approved by the department and/or PI, “OSR Administrative Bypass” will be displayed in lieu of the NOTR Approver’s and/or PI’s certification via the NOTR’s “Approvals” tab.
- NOTRs processed by OSR prior to approval/certification (“OSR Administrative Bypass” displayed) may be viewed respectively by NOTR Approvers and PI’s via the Departmental Approval Inbox and the PI Certification Inbox’s “Previously Reviewed” tab.

### **j. System-generated NOTR submission records**

- NOTR submission records are automatically generated by RAMSeS in conjunction with the email sent informing departments when an NOTR is due.
- Effective April 2013, the ability for departmental personnel to manually create NOTRs was discontinued. OSR has the ability to manually generate an NOTR submission record in circumstances where RAMSeS did not automatically create one.

### 13. **Backbone – Overview/Basic Information**

Backbone is an ORIS-maintained repository of person and department data, with built-in functionality enabling individuals designated as Backbone Role Managers to assign roles for departmental personnel. These roles facilitate various functionalities and data access within systems designed and maintained by the Office of Research Information Systems (ORIS). Data contained in Backbone populates “Person” and “Department” searches within ORIS systems, e.g., RAMSeS. Additional Information and instructions on Backbone functionality are available at <http://research.unc.edu/offices/oris/apps/backbone/>.

#### a. Backbone “Role Manager”

- Backbone Role Manager(s) manage (assign/remove) various roles for departmental personnel via Backbone.
- Role Managers are designated by Dean/Dept Head with responsibility for managing departmental roles.
- A “Role Manager Authorization Form” must be completed, signed by the Dean/Dept Head, and returned to ORIS (who assigns the “Role Manager” in Backbone). (Form available via Backbone home page, and OSR and ORIS websites.)

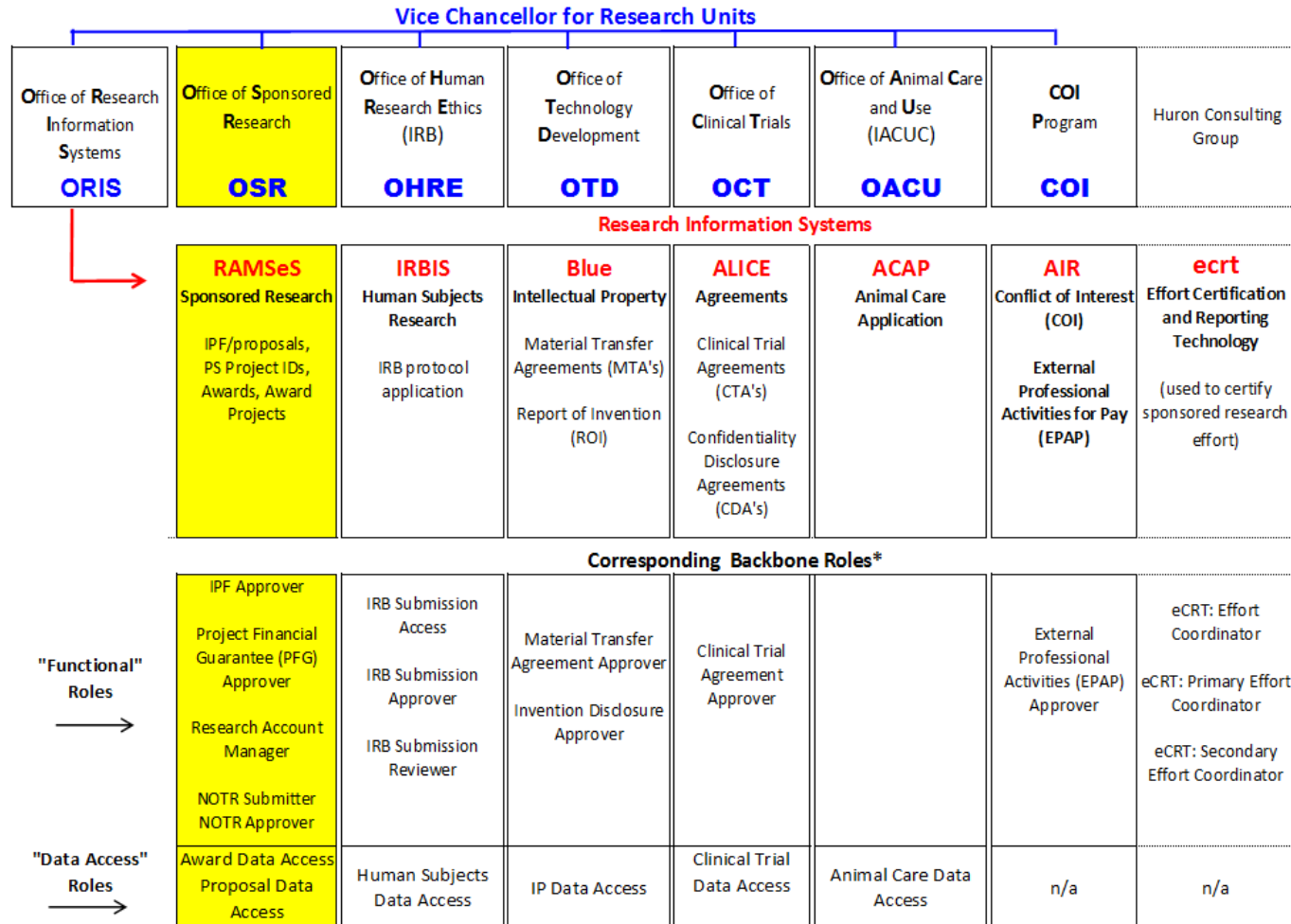
#### b. Anyone with valid ONYEN credentials may log in to Backbone and search for departments to determine who the Role Manager is for any department (and/or who has been assigned other roles, e.g., IPF Approver). Individuals would then contact the Role Manager to request, e.g., Proposal Data Access (allowing them to view that department’s proposals), or Award Data Access (allowing them to view that department’s awards).

- (1) Log in to Backbone at <https://apps.research.unc.edu/backbone/>
- (2) Search department via “Dept Name/Code” field, click “Search”
- (3) Click into the department record/listing via the department “Code” (hyperlink number to the left of the department name)
- (4) Click “Assigned Roles” tab to view roles for that department, e.g., the Role Manager, IPF Approvers, etc.

**FYI** Backbone may also be accessed directly from RAMSeS (via the “Help” menu). There is also a link to Backbone, including the link to additional information about Backbone <http://research.unc.edu/offices/oris/apps/backbone/> on the RAMSeS “Home” page (“For More Information” section).

**14. Backbone Overview: VC for Research Units, ORIS Systems, and Corresponding Backbone Roles**

Departmental Backbone Role Managers assign roles related to ORIS information systems (e.g., RAMSeS) as illustrated below. Also, data contained in Backbone populates the “Person” and “Department” searches within these systems.



*\* Assigned via Backbone by departmental Backbone "Role Manager." Role Managers are assigned by ORIS (at Dean/Dept Head's request-a signed Role Manager Authorization Form is required)*

## 15. Backbone – RAMSeS Roles

RAMSeS roles assigned by departmental Backbone Role Managers are as follows:

### a. IPF Approver - designated to approve IPFs for a given department.

- All departmental IPF Approvers receive an email notification when an IPF requires their review/approval.
- IPF Approvers access proposals to be reviewed/approved via the Dept Approval Inbox / "To Be Authorized" tab on the RAMSeS dashboard.
- IPF Approvers may also access/ view proposals via "Proposals in My Dept" on the RAMSeS Proposal Dashboard or via the Dept Approval Inbox / "Previously Reviewed" tab. **NOTE** This includes proposals for which their department is either an administering or an approving department.
- Although all departmental IPF Approvers are notified, it is only required that one sign off on a proposal. Irrespective of which IPF Approver approves the proposal, it may be viewed by all IPF Approvers via the "Previously Reviewed" tab.

### b. Project Financial Guarantee (PFG) Approver - designated to approve PFGs on behalf of the department or school.

- All departmental PFG Approvers receive an email notification when a PFG requires their review/approval.
- PFG Approvers access PFGs to be reviewed/approved via the "Financial Guarantee Inbox" on the RAMSeS Proposal Dashboard.
- Although all PFG Approvers are notified, only one is required to sign off on the PFG. Irrespective of who signs off, all PFG Approvers may view all approved/rejected PFGs via the Financial Guarantee Inbox, Previously Reviewed tab.
- Once the department has signed off on the PFG, PFG Approvers in the next-level-up department are notified, and must also sign off on the PFG, e.g., a PFG in Chemistry would also need to be approved by the College of Arts & Sciences.



**c. Research Account Manager – designated to receive various electronic notifications pertaining to the PS Project ID/Award**

- Research Account Managers receive or are cc'd on: New and Preliminary PS Project ID email notifications, COI Reminder emails, NOTR notifications and certain Export Control notifications .
- Research Account Managers may access departmental awards via “Awards in My Dept” on the RAMSeS Award Dashboard. **NOTE** This includes awards for which their department is either an administering or an approving department.

**d. NOTR Submitter – designated to access/prepare/submit departmental NOTRs**

- RAMSeS-generated NOTR Submission records are accessible by NOTR Submitters via “NOTR Submissions” on the RAMSeS Award Dashboard.
- **NOTE** *You must be assigned as an NOTR Submitter to access and submit NOTRs on behalf of your department.*

**e. NOTR Approver – designated to review/approve departmental NOTRs**

- Departmental NOTR Approvers receive an email notification when an NOTR requires their review/approval. Although all NOTR Approvers receive the email, only one is required to sign off on behalf of the department.
- Upon sign-off by the NOTR Approver, an email to the Lead PI is triggered notifying him/her that the NOTR is awaiting review/certification

**f. Proposal Data Access**

- access proposals for which the department is either the administering or an approving department (via “Proposals in My Dept” on the RAMSeS Proposal Dashboard)

**g. Award Data Access**

- access awards for which the department is either the administering or an approving department (via “Awards in My Dept” on the RAMSeS Award Dashboard). **FYI** Proposal Data Access does not automatically allow access to awards associated with proposals. Award Data Access must also be assigned in order to access awards associated with proposals in the department.