RESEARCH ADMINISTRATION MANAGEMENT PORTAL
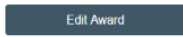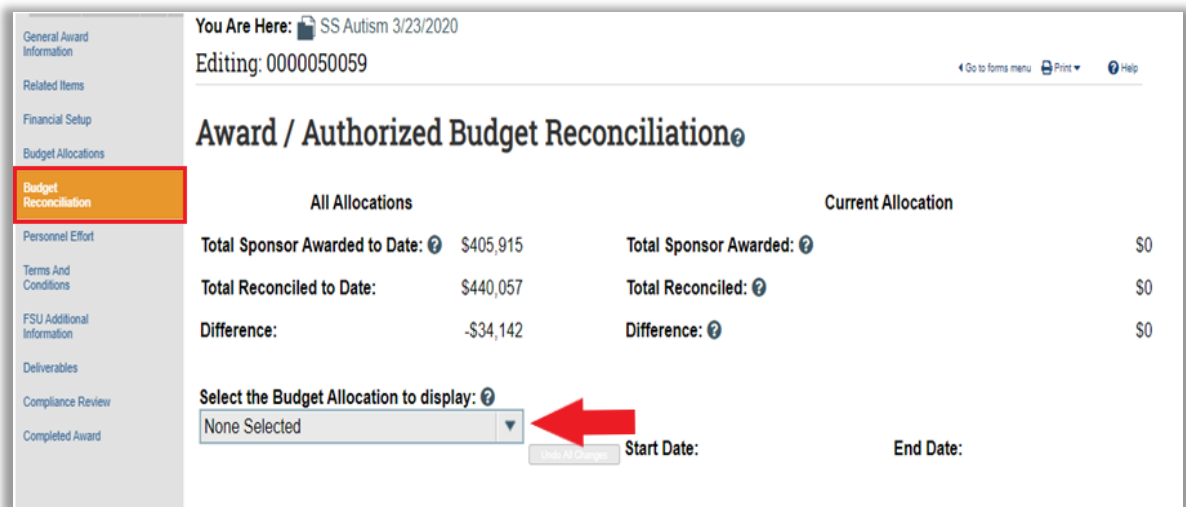
R A M P

RAMP GRANTS: HOW TO COMPLETE DEPARTMENT EDITS ON THE AWARD IN DRAFT STATE

Once the Specialist creates the award record in RAMP, the Specialist will perform the "**send email**" activity to notify the PI/Department that the award record has been created and certain edits are required to activate this award.

Required Department Edits

Budget Reconciliation:

1. Open the award workspace by clicking the link in the notification email or the Grants Awards page.

2. On the award workspace, click [Edit Award] button.

3. Navigate to the Budget Reconciliation form and select the correct "Award Period" from the drop-down list under "Budget Allocation to display" to perform the reconciliation.

SAMPLE BUDGET RECONCILIATION

In this sample budget, the sponsor reduced the award by 10% of the amount requested in the funding proposal. In this sample budget, when the funding proposal is imported, this creates a Difference of -$34,142. The Difference must be reconciled to $0.

Editing: 0000050059

Award / Authorized Budget Reconciliation

All Allocations		Current Allocation	
Total Sponsor Awarded to Date:	$405,915	Total Sponsor Awarded:	$405,915
Total Reconciled to Date:	$440,057	Total Reconciled:	$440,057
Difference:	-$34,142	Difference:	-$34,142

Select the Budget Allocation to display:
National Institutes of Health Award Period 1 ▼

Start Date: 1/1/2021   End Date: 12/31/2021

Budget Categories		Baseline	Rollup Adjustments	Adjustments	Active Allocation Total
Senior Personnel	SRPERS	$88,244	$0	$0	$88,244
Other Personnel	OTPERS	$0	$0	$0	$0
Equipment	EQUIP	$50,000	$0	$0	$50,000
Domestic Travel	DOTRAV	$4,120	$0	$0	$4,120
Foreign Travel	FOTRAV	$5,150	$0	$0	$5,150
Tuition	TUITIO	$0	$0	$0	$0
Supplies	SUPL	$5,000	$0	$0	$5,000
Contractual Services	CONSV	$5,000	$0	$0	$5,000
Patient Care Costs	PCC	$0	$0	$0	$0
Subaward Direct < $25,000	SUB<25	$25,000	$0	$0	$25,000
Subaward Direct > $25,000	SUB>25	$125,288	$0	$0	$125,288
Rent	RENT	$0	$0	$0	$0
Other Expenses	OTHER	$0	$0	$0	$0
Partic. Support Tuition	PTSTUITN	$39,140	$0	$0	$39,140
Partic. Support Stipends	PTSTIP	$10,300	$0	$0	$10,300
Partic. Support Travel	PTTRAV	$0	$0	$0	$0
Partic. Support Subsistence	PTSUBS	$4,120	$0	$0	$4,120
Partic. Support Other	PTOTHR	$4,635	$0	$0	$4,635
Facilities and Administration	FACADM	$74,060	$0	$0	$74,060
Personnel Cost Share Only	PERSON	$0	$0	$0	$0
	Total	$440,057	$0	$0	$440,057

The Department reconciles this budget by reducing the Senior Personnel costs by $12,411 and the Subaward by $15,029, which automatically reduces the F&A by $6,702, and the Difference is now $0 as shown in the adjusted budget below.

Editing: 0000050059

Award / Authorized Budget Reconciliation

All Allocations			Current Allocation	
Total Sponsor Awarded to Date:	$405,915		Total Sponsor Awarded:	$405,915
Total Reconciled to Date:	$405,915		Total Reconciled:	$405,915
Difference:	$0		Difference:	$0

Select the Budget Allocation to display:
National Institutes of Health Award Period 1 ▼   Undo All Changes   Start Date: 1/1/2021   End Date: 12/31/2021

Budget Categories		Baseline	Rollup Adjustments		Adjustments	Active Allocation Total
Senior Personnel	SRPERS	$88,244	$0	†	-$12,411	$75,833
Other Personnel	OTPERS	$0	$0	†	$0	$0
Equipment	EQUIP	$50,000	$0		$0	$50,000
Domestic Travel	DOTRAV	$4,120	$0	†	$0	$4,120
Foreign Travel	FOTRAV	$5,150	$0	†	$0	$5,150
Tuition	TUITIO	$0	$0		$0	$0
Supplies	SUPL	$5,000	$0	†	$0	$5,000
Contractual Services	CONSV	$5,000	$0	†	$0	$5,000
Patient Care Costs	PCC	$0	$0		$0	$0
Subaward Direct < $25,000	SUB<25	$25,000	$0	†	$0	$25,000
Subaward Direct > $25,000	SUB>25	$125,288	$0		-$15,029	$110,259
Rent	RENT	$0	$0		$0	$0
Other Expenses	OTHER	$0	$0	†	$0	$0
Partic. Support Tuition	PTSTUITN	$39,140	$0		$0	$39,140
Partic. Support Stipends	PTSTIP	$10,300	$0		$0	$10,300
Partic. Support Travel	PTTRAV	$0	$0		$0	$0
Partic. Support Subsistence	PTSUBS	$4,120	$0		$0	$4,120
Partic. Support Other	PTOTHR	$4,635	$0	†	$0	$4,635
Facilities and Administration	FACADM	$74,060	$0		-$6,702	$67,358
Personnel Cost Share Only	PERSON	$0	$0	†	$0	$0
	Total	$440,057	$0		-$34,142	$405,915

Once the Department edits have been made and the budget is reconciled with a Difference of $0, click save and navigate to the FSU Additional Information page to complete the required edits.

FSU Additional Information:

1. The PI is required to answer questions #5 and #6 on the FSU Additional Information form.

> **5.** Will this project use or operate a Federal information system or create, collect, use, process, store, mainline, disseminate, disclose, or dispose of Personally Identifiable Information (PII)?❓
> ◯ Yes ◯ No Clear
>
> **6.** Is the PI aware that a participating faculty, staff, student, or partnering entity has an actual, potential, or perceived conflict of interest as described in FSU Policy 7A-21 Financial Conflict of Interest Disclosure?❓
> ◯ Yes ◯ No Clear

2. Then click save and either click exit or navigate to the **General Award Information** form and/or the **Deliverables** form if you wish to perform the optional edits referenced below.

3. Once all edits have been completed, the PI/Department will perform the "**Send Email**" activity to notify the Specialist that department edits have been completed. See pages 8 & 9 of this how to guide for instruction on the "Send Email" activity.

Optional Department Edits

ADMINISTRATIVE CONTACT AND SELECTING TEAM MEMBERS

On the **General Award Information** form, if the administrative contact or the team members with edit/read-only rights need to be updated, it is recommended that you make these changes when you perform the required department edits.

15. Administrative contact:
Aaron Wagner

21. Select team members who have edit rights:

First Name	Last Name	Employer Name	Title	
Rebecca	Simms	Chemical Engineering		
Aaron	Wagner	Civil & Environmental Engineer	Technicians	
Wright	Finney	Chemical Engineering	Volunteer_OPS Courtesy	

22. Select team members who have read-only rights:

First Name	Last Name	Employer Name	Title	
Callie	Burch	Nursing Department	Graduate Asst in Professional	

DELIVERABLES

To define deliverables when the award is still in the Draft state

1. Navigate to the Deliverables form.

You Are Here: SS Social Distancing 3/23/2020...
Editing: 0000050058

Deliverables

1. Add deliverables:
+ Add
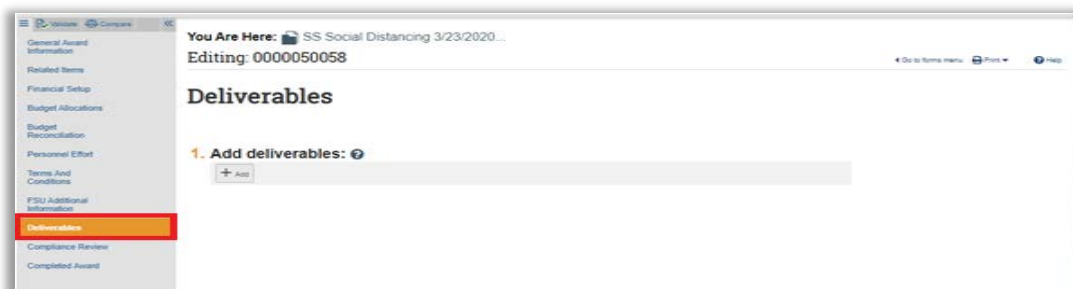
2. On the Deliverables form, click **Add**. The Add Deliverable form appears.

3. Enter a descriptive name for the deliverable. Don't use period-specific descriptors, such as "Progress Report <u>for Period 1</u>;" if you select multiple occurrences of the deliverable, Grants automatically suffixes the name with a numeral indicating its place in the series.

4. Set the number of occurrences. For example, if there are five budget periods and the sponsor requires this deliverable at the end of every period, select 5.

5. Select the frequency with which the deliverable must be produced. If you select Final or On Demand, Grants will create only one occurrence, even if you specified more than one occurrence above.

6. Supply the date the deliverable is due. If there will be multiple occurrences of the deliverable, specify the date the first occurrence is due. Grants will calculate the due dates for the other occurrences based on this date and the frequency.

7. Reassign the Responsible Party if needed.

8. Complete any optional fields you choose then click **OK**.

9. If necessary, click a Deliverable name to re-open it for further editing, or click the **Delete** button to remove it.
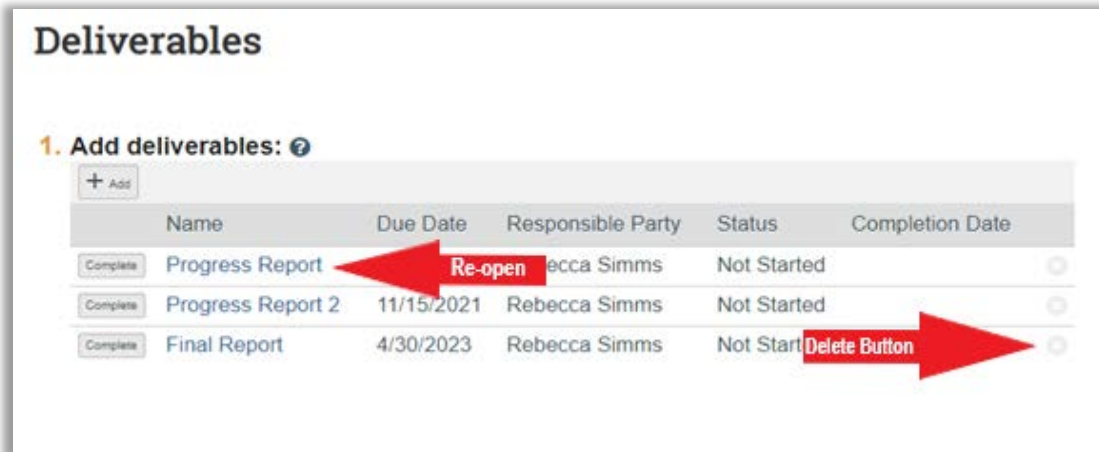
10. When satisfied with the deliverables defined for the award, click **Save** or **Continue**.

The deliverables listed on the Deliverables form of the award also appear on the **Deliverables** tab in the award workspace for the Responsible Party and other personnel you designated to receive notifications.
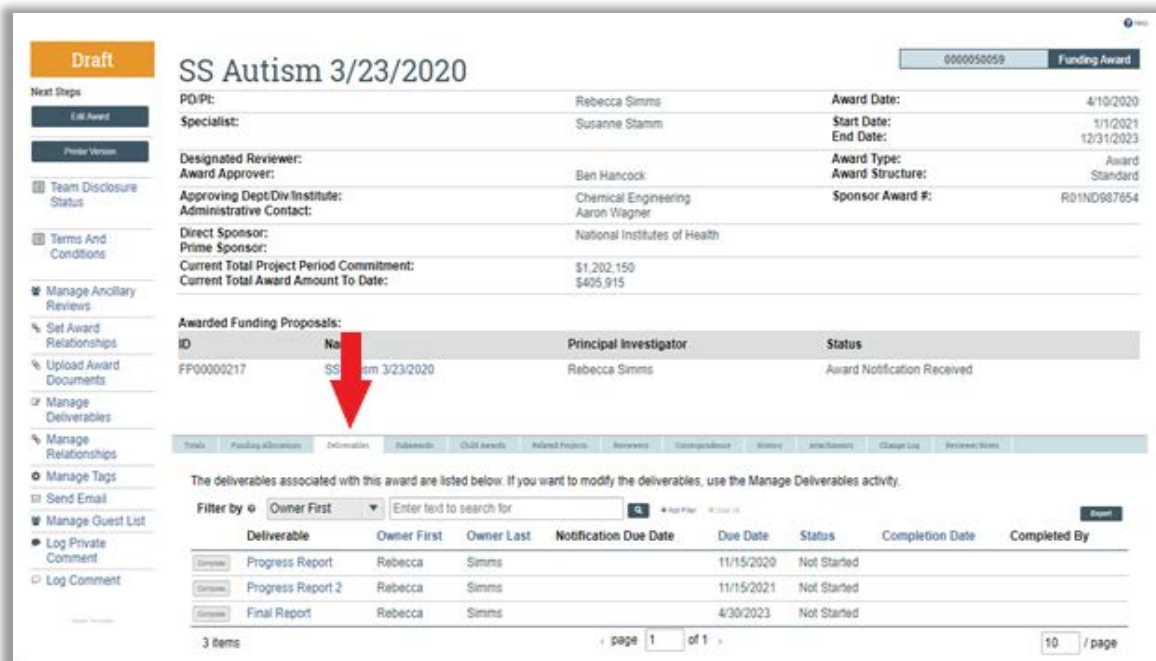
The PI and other personnel with edit rights on the award can modify deliverables using the **Manage Deliverables** activity in the award workspace. (See the "How to Manage Deliverables" guide)

Send Email

How to Notify the assigned Specialist that all the edits have been completed using the "Send Email" activity.

On the award workspace, click the "Send Email" activity link.

On the Send Email form, complete questions 1, 2, & 3 and upload any relevant supporting documents, then click OK.

Send Email

1. * **Email subject line:**
department edits complete

2. * **Select at least one group of recipients:**
☐ All team members
☐ All editors
☐ All readers
☑ Specialist

Select any other recipient for this email: (Only editors and readers have access to the award.)

First Name	Last Name	E-Mail
There are no items to display		

3. * **Comments to be included in the email:**
The budget has been reconciled.

A response has been entered for Questions 5 & 6 on the FSU Additional Information form.

4. **Supporting documents:**
+ Add
Name
There are no items to display

OK Cancel

An email notification is sent to the assigned Specialist.