

## RAMP GRANTS: HOW TO RESPOND TO CHANGES REQUESTED

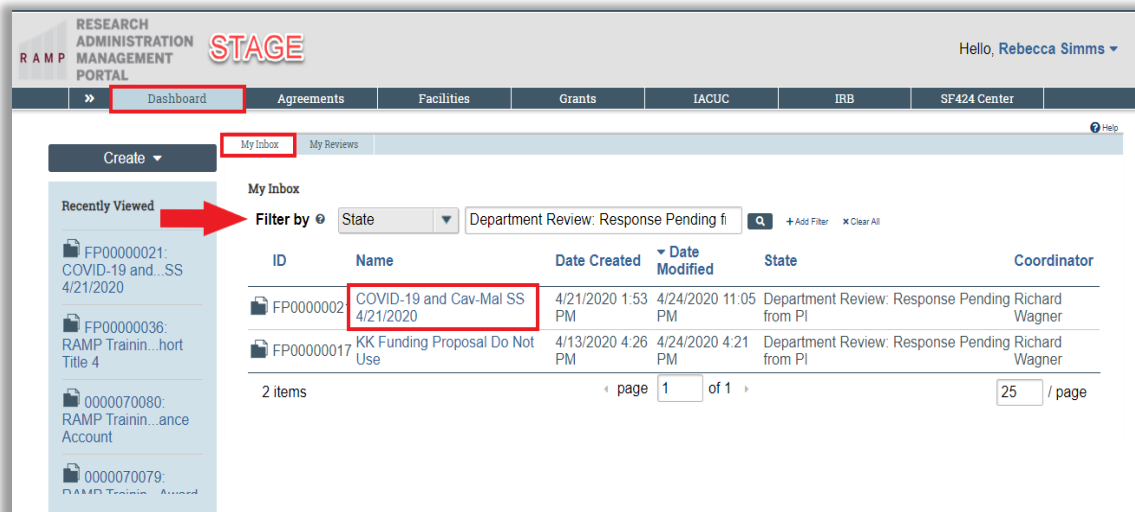
The following review types are subject to a request for changes by the reviewer of a funding proposal.

1. During *Department Review*, the assigned department reviewers review it, and either return it to the PI for changes, or approve it. When the last department reviewer approves the proposal, it advances to Specialist Review.
2. During *Specialist Review*, the assigned pre-award specialist reviews the proposal, and either sends it back to the PI for changes, or approves it; advancing it to Final SPO Review.
3. During *Final SPO Review*, the assigned pre-award specialist responsible for submitting the application to the Sponsor performs a final check of the application materials, and either sends the proposal back to Specialist Review state for changes to be made, or submits the application package to the Sponsor.

When the proposal is sent back for changes, an email notification with a link to the proposal workspace is sent to the PI and an assigned administrative contact. The proposal also appears in My Inbox tab on RAMP Dashboard.

### Department Review – Respond to Changes Requested

Navigate to the proposal workspace by clicking the link in the email notification or clicking the name of the proposal that appears in My Inbox. Filter by the State “Department Review: Response Pending from PI” and click on the name of the proposal that requires a response.



The screenshot shows the RAMP Dashboard interface. At the top, there is a navigation bar with tabs: Dashboard, Agreements, Facilities, Grants, IACUC, IRB, and SF424 Center. The 'Dashboard' tab is selected. Below the navigation bar, there is a 'My Inbox' section. A filter is applied to the 'State' column, showing 'Department Review: Response Pending from PI'. A table lists the proposals in the inbox. The first proposal, 'COVID-19 and Cav-Mail SS 4/21/2020', is highlighted with a red box. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. The second proposal is 'KK Funding Proposal Do Not Use'.

ID	Name	Date Created	Date Modified	State	Coordinator
FP0000002	COVID-19 and Cav-Mail SS 4/21/2020	4/21/2020 1:53 PM	4/24/2020 11:05 PM	Department Review: Response Pending from PI	Richard Wagner
FP00000017	KK Funding Proposal Do Not Use	4/13/2020 4:26 PM	4/24/2020 4:21 PM	Department Review: Response Pending from PI	Richard Wagner

On the proposal workspace, click on the History tab to view the information logged by the department reviewer under the “Changes Requested By Department” link.

The screenshot shows the RAMP Grants portal interface. The main heading is "COVID-19 and Cav-Mal SS 4/21/2020". The "History" tab is selected and highlighted with a red box. Below the tabs, a table lists activities with columns for Activity, Author, and Activity Date. One entry is highlighted with a red box:

Activity	Author	Activity Date
SF424 Created or Updated	Simms, Rebecca tests	4/24/2020 11:05 PM
SF424 Created or Updated	Simms, Rebecca tests	4/24/2020 11:01 PM
Budget Created	Simms, Rebecca tests	4/24/2020 10:34 PM
← Changes Requested By Department 2 Reviewer Note(s) Logged. In addition to the funding proposal reviewer notes, please find additional comments on the CS budget history tab.	Amwake, David	4/24/2020 8:31 PM
Submitted for Department Review	Simms, Rebecca tests	4/24/2020 5:43 PM
SF424 Created or Updated	Simms, Rebecca tests	4/23/2020 5:54 PM
SF424 Created or Updated	Simms, Rebecca tests	4/21/2020 2:08 PM
Created	Simms, Rebecca tests	4/21/2020 1:53 PM

If Reviewer Notes are added, click on the Reviewer Notes tab to find more information. On the Reviewer Notes tab, click on the hyperlink to navigate directly to the question where the Reviewer Note is added.

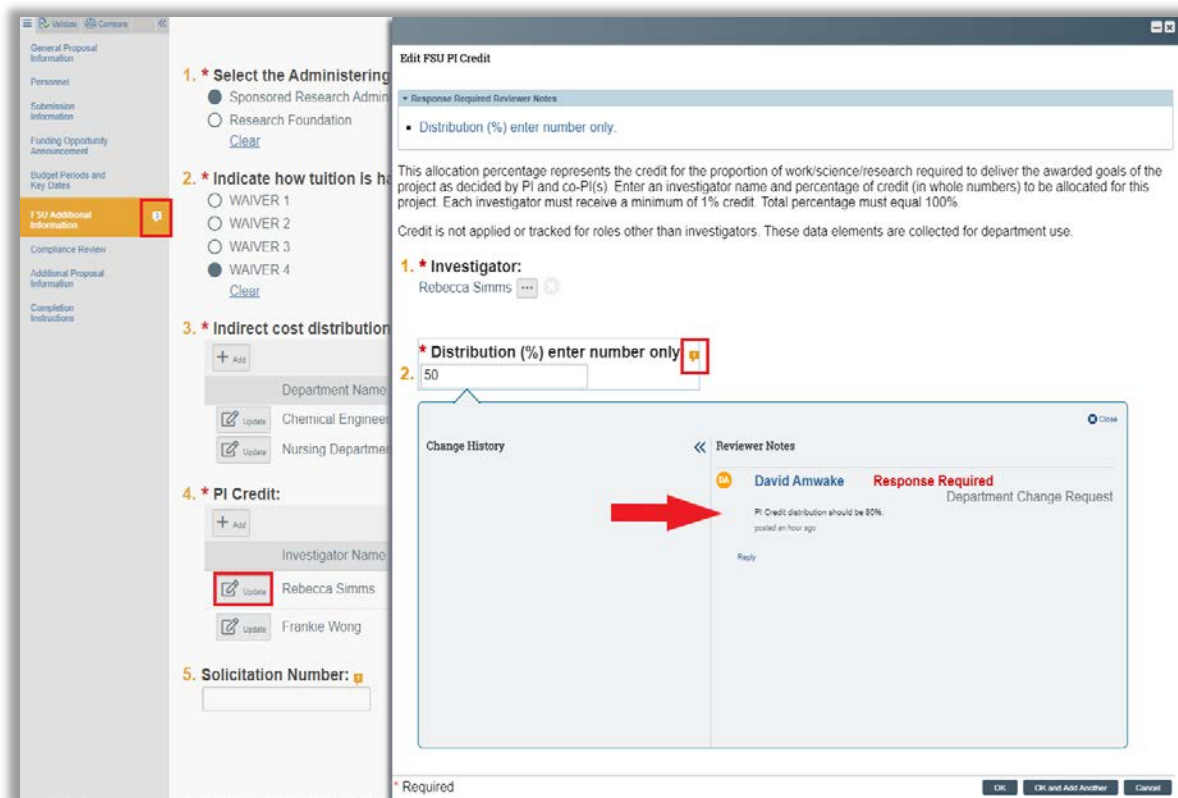
The screenshot shows the RAMP Grants portal interface with the "Reviewer Notes" tab selected and highlighted with a red box. Below the tabs, a search bar is visible, and a reviewer note is displayed:

David Amwake created **Department Change Request** on April 26, 2020 for FSU Additional Information  
**Question:** Distribution (%) enter number only: **Response Required**

A red arrow points to the "Response Required" text.

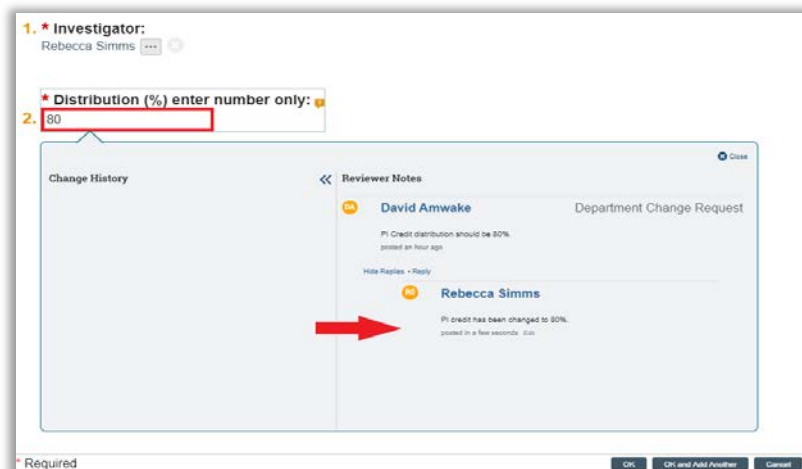
## Viewing and Responding to Reviewer Notes

Reviewer notes appear in an orange callout with a number which indicates the number of reviewer notes added to the thread. To open the reviewer note, click on the orange callout.



You will notice in the above example a response is required. You will make the necessary changes and enter a reply to the reviewer note.

Click the “Reply” link to provide your response. Click close, click OK, then click the Save and Exit buttons to navigate back to the workspace.



Once you have made all of the necessary changes to the proposal, submit the changes to the reviewer by performing the “Submit Changes to Department Reviewer” activity on the proposal workspace.

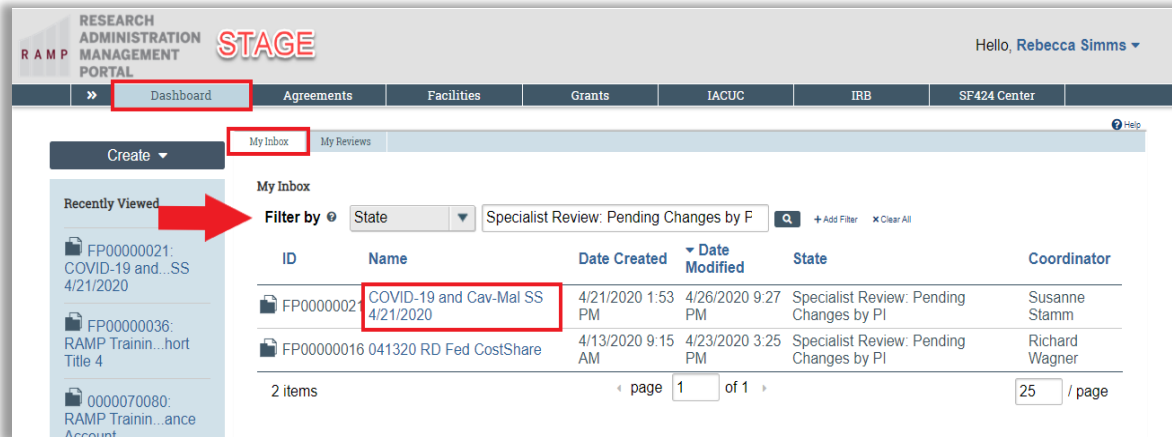
The screenshot shows the RAMP Grants portal interface. At the top, there is a navigation bar with tabs for Dashboard, Agreements, Facilities, Grants, IACUC, IRB, and SF424 Center. Below this is a sub-navigation bar with options like Funding Proposal, Complex Projects, Awards, Document Review, Reports, and Help Center. The main content area displays the proposal title "COVID-19 and Cav-Mal SS 4/21/2020" and a table of proposal and budget information. On the left sidebar, a list of actions is shown, with "Submit Changes To Department Reviewer" highlighted by a red box. Other actions include "Withdraw Proposal", "Manage Ancillary Reviews", "Create-Update SF424", "Update SF424 Research Plan", and "Manage Relationships".

On the “Submit Changes to Department Reviewer” activity form, you may include any appropriate comments/attachments associated with the requested changes and click **OK**. The state returns to Department Review.

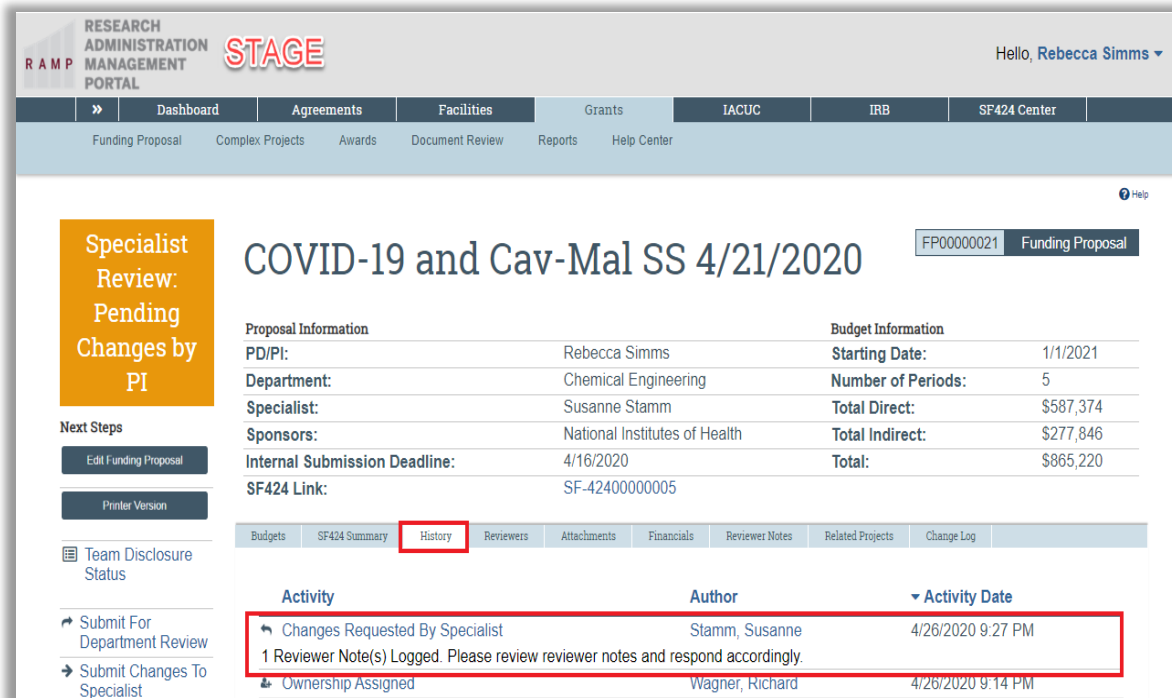
The screenshot shows the "Submit Changes To Department Reviewer" form. It has two main sections: "1. Comments:" and "2. Attachments:". The "Comments:" section contains a text area with the text "All requested changes have been addressed." The "Attachments:" section has a "+ Add" button and a table with a "Name" header. Below the table, it says "There are no items to display". At the bottom right of the form, there are "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button.

### Specialist Review – Respond to Changes Requested

Navigate to the proposal workspace by clicking the link in the email notification or clicking the name of the proposal that appears in My Inbox. Filter by the State “Specialist Review: Pending Changes by PI” and click on the name of the proposal that requires a response.



On the proposal workspace, click on the History tab to view the information logged by the assigned specialist under the “Changes Requested By Specialist” link.



If Reviewer Notes are added, click on the Reviewer Notes tab to find more information. On the Reviewer Notes tab, click on the hyperlink to navigate directly to the question where the Reviewer Note is added.

**RESEARCH ADMINISTRATION MANAGEMENT PORTAL STAGE** Hello, Rebecca Simms

Dashboard | Agreements | Facilities | Grants | IACUC | IRB | SF424 Center

Funding Proposal | Complex Projects | Awards | Document Review | Reports | Help Center

**Specialist Review: Pending Changes by PI**

**COVID-19 and Cav-Mal SS 4/21/2020** FP00000021 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Rebecca Simms	Starting Date:	1/1/2021
Department:	Chemical Engineering	Number of Periods:	5
Specialist:	Susanne Stamm	Total Direct:	\$587,374
Sponsors:	National Institutes of Health	Total Indirect:	\$277,846
Internal Submission Deadline:	4/16/2020	Total:	\$865,220
SF424 Link:	SF-42400000005		

Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | **Reviewer Notes** | Related Projects | Change Log

Enter search terms to filter list

**5** Susanne Stamm created **Specialist Change Request** on April 26, 2020 for **General Proposal Information**  
**Question: Type of research: Response Required**  
 Please change type of research to Applied

### Viewing and Responding to Reviewer Notes

Reviewer notes appear in an orange callout with a number which indicates the number of reviewer notes added to the thread. To open the reviewer note, click on the orange callout.

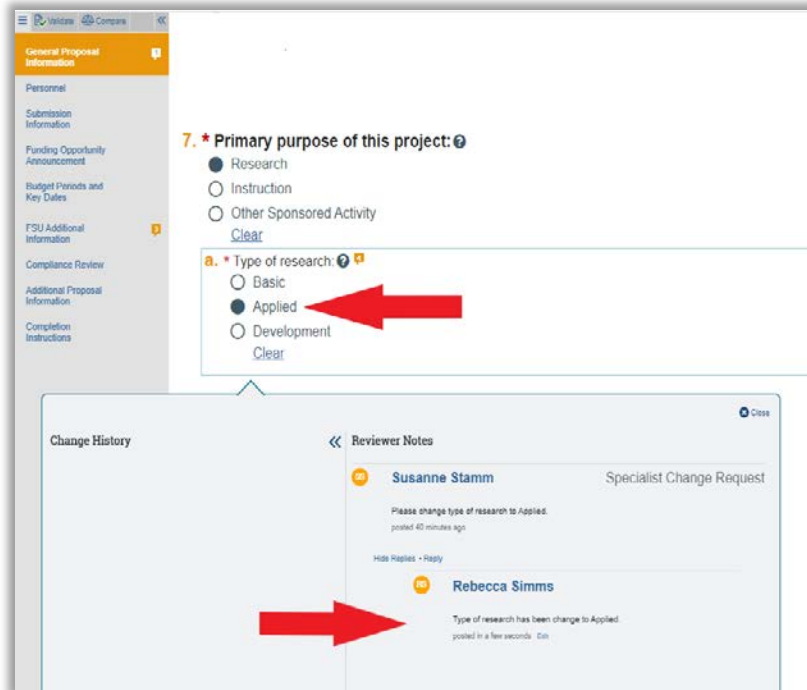
7. \* Primary purpose of this project:  Research  Instruction  Other Sponsored Activity

8. \* Type of research:  Basic  Applied  Development

**5** Susanne Stamm **Response Required**  
 Specialist Change Request  
 Please change type of research to Applied.  
 posted 30 minutes ago

You will notice in the above example a response is required. You will make the necessary changes and enter a reply to the reviewer note.

Click the “Reply” link to provide your response. Click close, click OK, then click the Save and Exit buttons to navigate back to the workspace.



Once you have made all of the necessary changes to the proposal, submit the changes to the reviewer by performing the “Submit Changes to Specialist” activity on the proposal workspace.



On the “Submit Changes to Specialist” activity form, you may include any appropriate comments/attachments associated with the requested changes and click **OK**. The state returns to Specialist Review.

**Submit Changes To Specialist**

Enter any additional comments or documents that you have below.

**1. Comments:**

All requested changes have been addressed.

**2. Attachments: (Optional)**

+ Add

Name

There are no items to display

OK Cancel

**Note:** If Department Review is required, RAMP will automatically route the proposal to Department Review.