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.

![Image of RAMP Dashboard showing My Inbox with proposals filtered by state]

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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.

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.
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.

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.
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.

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 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.

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