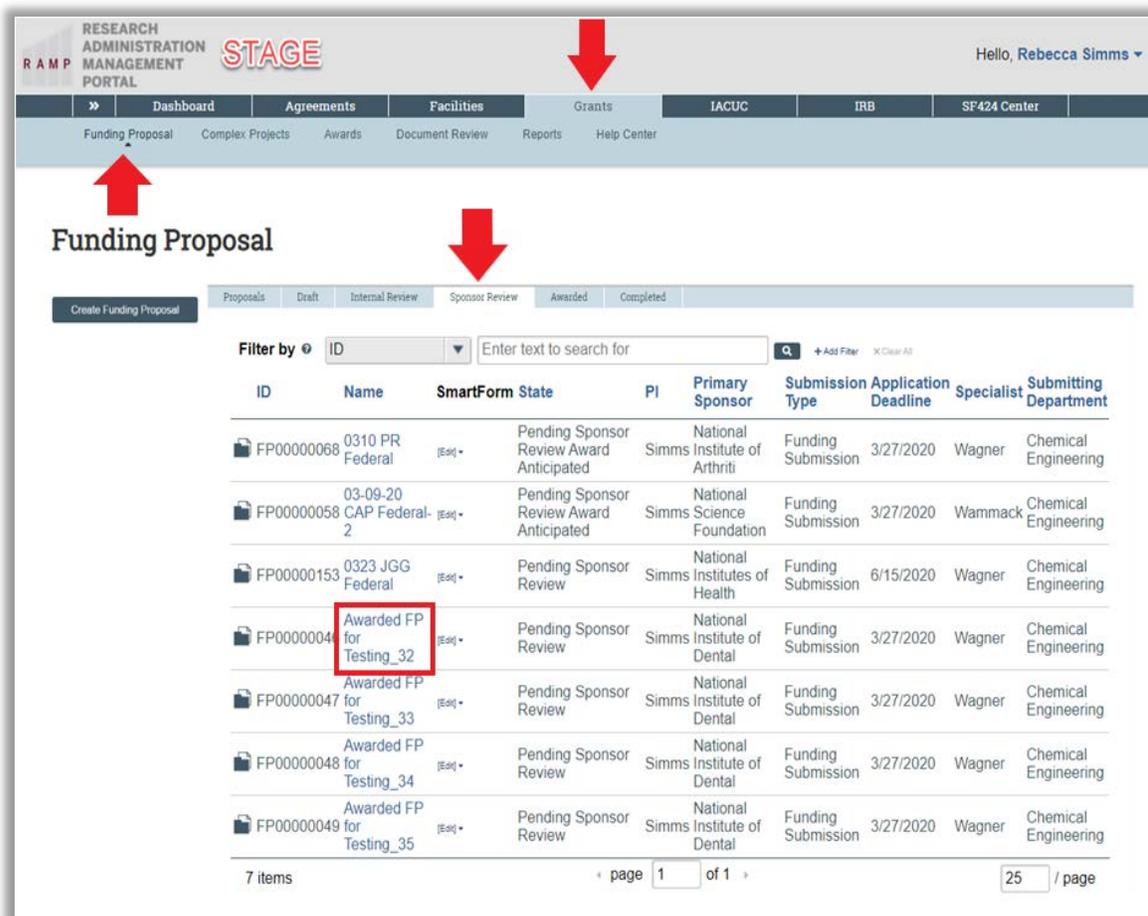


## RAMP GRANTS: HOW TO UPLOAD AWARD DOCUMENTS

### Upload New Award Documents – Study Staff

1. From the Grants page, click the Funding Proposal tab, then click the Sponsor Review tab and click on the name of the Funding Proposal for which a Notice of Award has been received.



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

### Funding Proposal

Create Funding Proposal

Proposals Draft Internal Review **Sponsor Review** Awarded Completed

Filter by ID Enter text to search for +Add Filter X Clear All

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000068	0310 PR Federal	Req	Simms	National Institute of Arthritis	Funding Submission	3/27/2020	Wagner	Chemical Engineering
FP00000058	03-09-20 CAP Federal-2	Req	Simms	National Science Foundation	Funding Submission	3/27/2020	Wammack	Chemical Engineering
FP00000153	0323 JGG Federal	Req	Simms	National Institutes of Health	Funding Submission	6/15/2020	Wagner	Chemical Engineering
FP00000004	Awarded FP for Testing_32	Req	Simms	National Institute of Dental	Funding Submission	3/27/2020	Wagner	Chemical Engineering
FP00000047	Awarded FP for Testing_33	Req	Simms	National Institute of Dental	Funding Submission	3/27/2020	Wagner	Chemical Engineering
FP00000048	Awarded FP for Testing_34	Req	Simms	National Institute of Dental	Funding Submission	3/27/2020	Wagner	Chemical Engineering
FP00000049	Awarded FP for Testing_35	Req	Simms	National Institute of Dental	Funding Submission	3/27/2020	Wagner	Chemical Engineering

7 items page 1 of 1 25 / page

- On the proposal workspace, click **Notify SPO of Grant Status** activity.

**Pending Sponsor Review**

**Awarded FP for Testing\_32** FP00000046 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Rebecca Simms	Starting Date:	4/1/2020
Department:	Chemical Engineering	Number of Periods:	2
Specialist:	Richard Wagner	Total Direct:	\$720,500
Sponsors:	National Institute of Dental	Total Indirect:	\$378,108
Internal Submission Deadline:	3/24/2020	Total:	\$1,098,608

SF424 Link:

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

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Sponsor Budget	Eqg	3/6/2020 4:44 PM	Under Review	Federal	\$1,098,608	yes

1 items | page 1 of 1 | 10 / page

- Team Disclosure Status
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Add Attachments
- Copy
- Notify SPO of Grant Status**
- Send Email
- Manage Guest List
- Add Comment

- On the **Notify SPO of Grant Status** form, select “Award Received,” add any appropriate comments, drag and drop the award documents, and click **OK**.

**Notify SPO of Grant Status**

**1. Grants status:**

- Award Anticipated
- JIT Info Requested
- Not Funded
- Withdraw Submission (Proposal Not Reviewed)
- Award Received
- other

[Clear](#)

**2. Comments:**

Please find attached the Notice of Award from the sponsor.

**3. Documents:**

+ Add

Name
New Award.pdf(0.01) ...

**OK** **Cancel**

The proposal transitions to the **SPO Status Confirmation** state and an email notification is sent to the assigned Specialist.

## Assigned Specialist Response

The assigned Specialist reviews the documents provided by the Study Staff and performs the “**Award Letter Received**” activity.

**Award Letter Received**

- \* Direct sponsor award ID:**
- Expected direct sponsor decision date:**
- \* Actual date of direct sponsor decision:**
- Current proposal grand total:**  
\$1,098,608
- Comments or notes for this award:**  

An award record will be created for this Funding Proposal.
- Direct sponsor award documents:**  

+ Add

Name
<a href="#">New Award.pdf(0.01)</a> <span style="float: right;">...</span>

**Award  
Notification  
Received**

The Funding Proposal moves to the state and an email notification is sent to the PI.

**NOTE:** If the documentation is determined not to be an award notice, the Specialist may return the Funding Proposal to the “Pending Sponsor Review” state.