

## RAMP GRANTS: HOW TO ASSIGN ANCILLARY REVIEWERS

Ancillary reviews are carried out in parallel with standard review cycles. As a user with edit rights on a proposal/award, you can assign ancillary reviewers who can submit their reviews at any point in the project workflow. Activities causing a state transition display information about all ancillary reviews assigned for the proposal/award; they also warn of any outstanding required ancillary reviews. (See How to Modify an Ancillary Review, How to Submit an Ancillary Review, and How to Check the Progress of an Ancillary Review.)

### To assign ancillary reviewers

1. From My Inbox or one of the tabs on the appropriate Grants page, click the name of the proposal/award for which to assign an ancillary reviewer.
2. In the Workspace, click **Manage Ancillary Reviews**.



The screenshot shows the RAMP STAGE interface. At the top, the RAMP logo and 'STAGE' are visible. Below the navigation bar, the 'Draft' workspace is active for a 'Test Proposal'. The left-hand menu includes options like 'View Funding Proposal', 'Printer Version', 'Create Document Review', and 'Manage Ancillary Reviews', which is highlighted with a red box. The right-hand panel displays 'Proposal Information' fields and a 'Working Budgets' table with one item: 'National Institutes of Health'.

3. In the Manage Ancillary Reviews form, click **Add**.

**Manage Ancillary Reviews**

**1. Identify each organization or person who should provide additional review.**

Review Type	Organization	Person	Required
There are no items to display			

**2. Comments:**

4. On the Add Ancillary Review form, select an organization or person to perform the review. Organization refers to the internal FSU department to which the review will be routed.

**Note:** Either an Organization or Person(s) should be selected, but not both. Ancillary reviewers must be assigned to an organization for the Organization option to be available.

5. Select the Review Type.
6. Select whether this ancillary review requires a response.
7. Click **OK** or **OK and Add Another**.

**Add Ancillary Review**

1. \* Select either an organization or a person as reviewer:

Organization:  ...

Person:  ...

2. \* Review type:

3. \* Response required?  Yes  No [Clear](#)

4. Comments:

5. Supporting documents:

Name
There are no items to display

Required

The screenshot shows a form titled "Add Ancillary Review" with five numbered sections. Red arrows point to the "Organization" and "Person" input fields in section 1, the "Review type" dropdown in section 2, the "Response required?" radio buttons in section 3, and the "OK" button in section 5.

8. When all reviewers have been selected, add comments or supporting documents as necessary, then click **OK** on the Manage Ancillary Reviewers form.

You are returned to the proposal/award workspace. The assigned ancillary reviewers will receive email notifications and the proposal/award will appear in their My Inbox.

**Note:** Required ancillary reviews do not need to be completed in order for the proposal to be routed to the Specialist, but do need to be completed for the Specialist to submit to the sponsor. Site Managers can specify a state in which outstanding required ancillary reviews block the workflow and hide the Create Award activity. If a block point is set at Designated Review and a required ancillary review is outstanding, the designated reviewer can still initiate the Request Changes activity, but is blocked from completing the Submit for Final Review activity.