RESEARCH ADMINISTRATION MANAGEMENT PORTAL

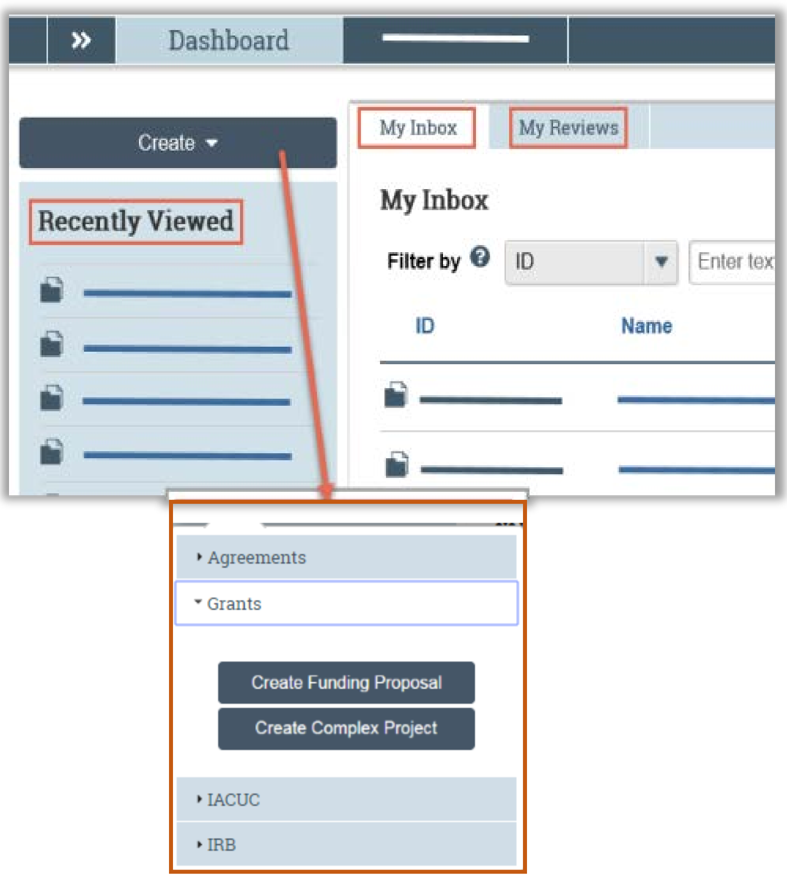
HOW TO NAVIGATE RAMP GRANTS

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.

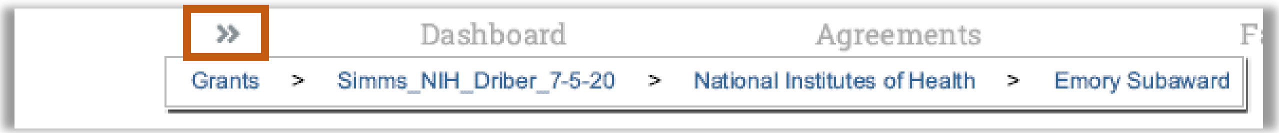
To find key items

From your Dashboard, you will see:

- **My Inbox:** Items that require you to take action.
- **My Reviews:** Items assigned to you to review. These are a subset of the items in My Inbox.
- **Create menu and buttons:** Actions you can perform. The menu will not show if you do not have access to any buttons.
- **Recently Viewed:** The last several items you viewed. Look here for an item you worked on recently.



From a workspace, you can also use the double arrows in the top left corner to navigate within the various levels of workspaces associated with a Funding Proposal.

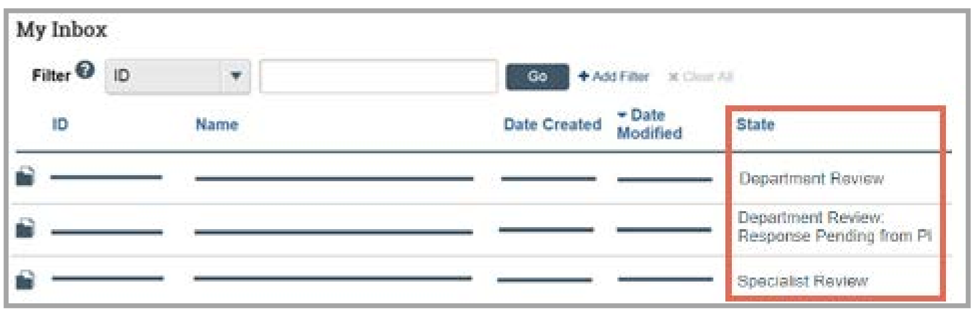


To identify what action is needed

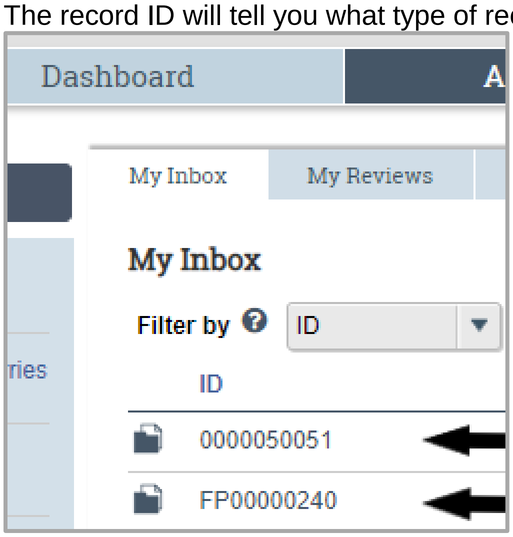
1. From the **Dashboard** you will see **My Inbox** and **Recently Viewed** items.
2. Review the **State** column of records in My Inbox.

   The State gives a clue as to what to do next. For example, “Department Review: Response Pending from PI” means the department reviewer is waiting for the Study Staff to respond to review comments they made. The Study Staff can open it, and make any needed changes, and then resubmit it to the Department Reviewer.

   Note that the column headers in blue font can be sorted. To organize the list in alphabetical order, click on the column header.



3. The record ID will tell you what type of record it is:



Award record IDs begin with five 0’s

Funding Proposal record IDs being with “FP”

To open a record awaiting your action

1. From My Inbox, click the record Name.
2. The workspace for the record opens.

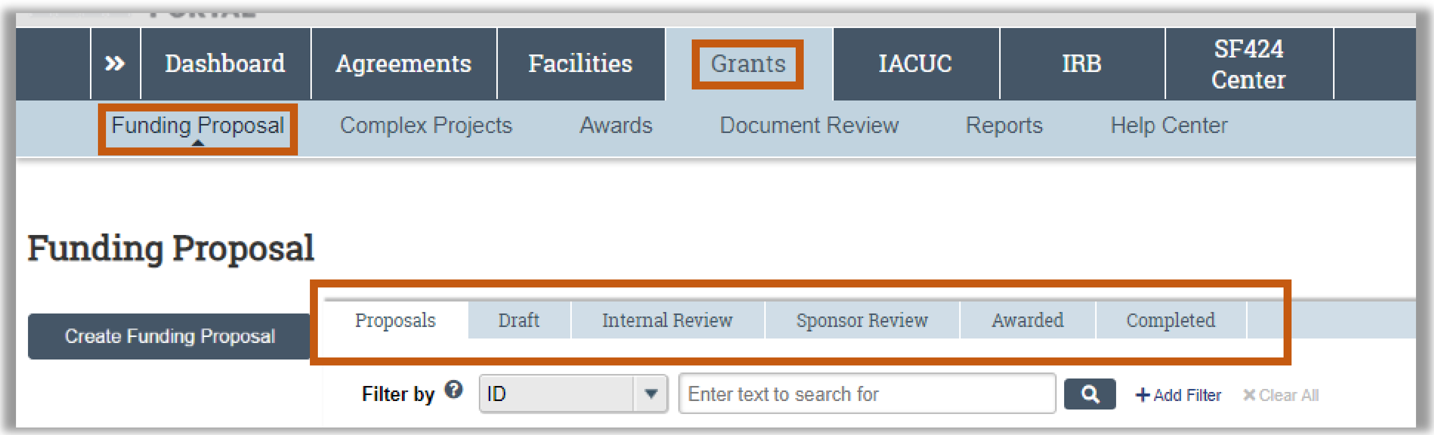
> **Tip:** A list of activities you can perform appears on the left.

To view record history

1. From the record workspace, click the **History** tab.
2. The history lists the actions performed on the record to date, including comments or generated documents added.

To find a record not on the Dashboard

1. In the top navigator, click **Grants**.
2. In the sub navigator, click **Funding Proposal** or **Awards** to select the type of record.



3. To further narrow your search, you can:
   a. Select the tab associated with the State of the funding proposal or award
   b. Sort the records in various ways by clicking the column headings.
   c. Filter the records by name, state, or other attributes, using the filter tool at the top of the list. See Find Data by Filtering in the next section.
4. Click the Name of the desired record to open the proposal workspace.

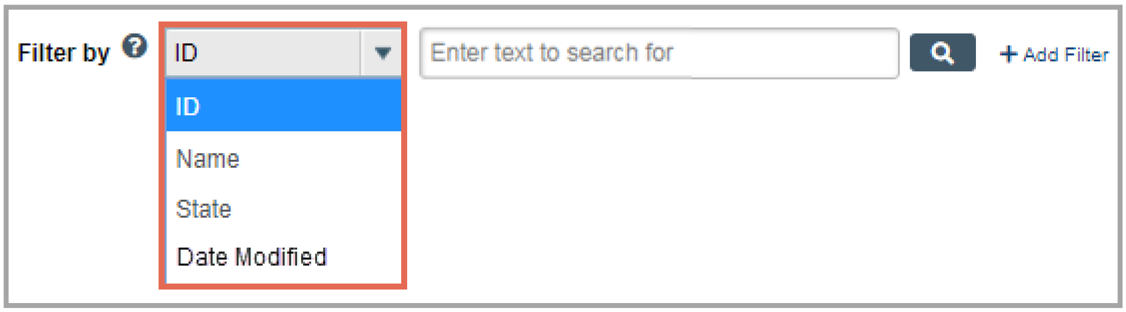
FIND DATA BY FILTERING

Many pages contain tables that you can filter to show only specific records. You may also need to filter a list of selection options, so you can find the correct ones to select.

To filter data

In the Filter by bar:

1. Select the column to filter by.



2. Type the beginning characters for the records you want to find. You can also type a % symbol as a wildcard before the characters. Examples:
   - 71 shows all items beginning with 71
   - %71 shows all items containing 71

Tips:

- For additional symbols you can use to define search criteria, click the Help icon.
- To combine multiple filter criteria, click **Add Filter**.

3. Click the search icon or **Go** to apply the filter.