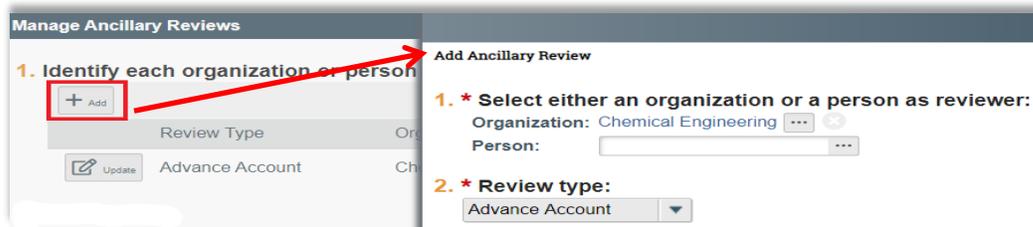
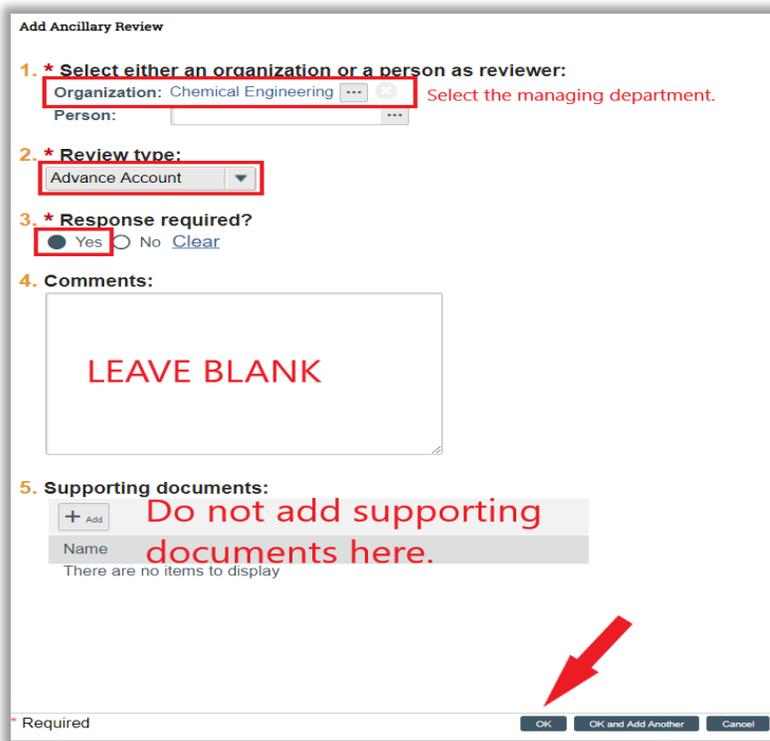


RAMP GRANTS: HOW TO REQUEST AN ADVANCE – AWARD ANTICIPATED

First Request an Ancillary Review

From the Funding Proposal workspace, you will perform the “Manage Ancillary Reviews” activity to obtain departmental approval for the advance. On the “Manage Ancillary Reviews” form click the +Add button, complete only the required fields on the “Add Ancillary Review” form, click **OK**, and complete the “Manage Ancillary Reviews” form by inserting required comments and supporting documents, and then click **OK**.

This screenshot provides a detailed view of the 'Add Ancillary Review' form with several annotations:

- 1. * Select either an organization or a person as reviewer:** The 'Organization' dropdown is highlighted with a red box, and a red note says "Select the managing department." The 'Person' field is also visible.
- 2. * Review type:** The 'Advance Account' dropdown is highlighted with a red box.
- 3. * Response required?** The 'Yes' radio button is selected and highlighted with a red box.
- 4. Comments:** A large text area contains the text "LEAVE BLANK" in red.
- 5. Supporting documents:** A red note says "Do not add supporting documents here." The 'Add' button and the 'Name' field are visible.

At the bottom right, a red arrow points to the 'OK' button. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

Manage Ancillary Reviews

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

Review Type	Organization	Person	Required
Update Advance Account	Chemical Engineering		yes

2. Comments:

Amount requested for advance: \$57,859
 Advance period requested: 1/1/2021 - 3/31/2021
 Backing (Dept, Fund, & Project ID#): 214000-550-006452
 Available Backing Funds: \$271,496
 Existing advance? (Y/N): N
 Cost-share in proposal? (Y/N): N
 Human/Animal Subjects? (Y/N, approval states, if applicable): N
 Justification: The award is forthcoming need to be able to set appointments so that work may begin on schedule.

3. Supporting documents:

Name
Sponsor Assurance.pdf(0.01)

Required comments for an advance request.

Required attachment for an advance request.

Amount requested for advance:
 Advance period requested:
 Backing (Dept, Fund, & Project ID#):
 Available Backing Funds:
 Existing advance? (Y/N):
 Cost-share in proposal? (Y/N):
 Human/Animal Subjects? (Y/N, approval status if applicable):
 Justification:

OK Cancel

The “Ancillary Reviews Update” activity appears on the History tab, and an Outlook email notification is sent to all assigned department approver(s).

Activity	Author	Activity Date
Ancillary Reviews Updated Amount requested for advance: \$57,859 Advance period requested: 1/1/2021 - 3/31/2021 Backing (Dept, Fund, & Project ID#): 214000-550-006452 Available Backing Funds: \$271,496 Existing advance? (Y/N): N Cost-share in proposal? (Y/N): N Human/Animal Subjects? (Y/N, approval states, if applicable): N Justification: The award is forthcoming need to be able to set appointments so that work may begin on schedule. Sponsor Assurance.pdf	Wagner, Richard	6/29/2020 12:30 PM

Job Name	Subject	Recipients	CC Recipients
[ID] Notification of Ancillary Review	This subject was generated by script and therefore could be different for each recipient. Here is an example rendering for recipient Bruce Locke: "EP00000073: Notification of Ancillary Review"	Bruce Locke (Chemical Engineering) email blocke@fsu.edu David Amwake (Chemical Engineering) email damwake@fsu.edu Farrukh Alvi (Dean College of Engineering) email falvi@fsu.edu Mark Dobeik (Dean College of Engineering) email mdobeik@eng.famu.fsu.edu Michelle Claycomb (Chemical Engineering) email.mclaycomb@fsu.edu	

The departmental ancillary reviews are performed in parallel to the Specialist’s review of the request and award setup; however, the Specialist will not submit for Central Office approval until the departmental ancillary review has been accepted and completed.

Example of a Level 1 Approval

Note the Level 1 Approver has accepted the review and performed the “Submit Ancillary Review” with comments. Status of the ancillary review may be viewed on the Funding Proposal workspace Reviewers tab. Comments may be viewed on the History tab.

Approval Step 1						Level 1 Approvers
Michelle Claycomb						
David Amwake						
Approval Step 2						Level 2 Approvers
Bruce Locke						
David Amwake						
Mark Dobek						
Farukh Alvi						
Ancillary Review						
Review Type	Person	Organization	Required	Completed	Accepted	
Advance Account		214000	yes	no	yes	

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity			Author		Activity Date			
<input checked="" type="checkbox"/> Ancillary Review Submitted I approve this advance request.			Claycomb, Michelle		6/29/2020 1:11 PM			

Example of a Level 2 Approval

Notice the Level 2 Approver has accepted the review and marked the review as completed. The Level 2 Approver’s comments may be viewed on the Funding Proposal workspace History tab.

Ancillary Review						
Review Type	Person	Organization	Required	Completed	Accepted	
Advance Account		214000	yes	yes	yes	

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity			Author		Activity Date			
<input checked="" type="checkbox"/> Ancillary Review Submitted I approve this advance request.			Locke, Bruce		6/29/2020 1:25 PM			
<input checked="" type="checkbox"/> Ancillary Review Submitted I approve this advance request.			Claycomb, Michelle		6/29/2020 1:11 PM			

Notify SPO of Grant Status

The Study Staff notifies the central research administration office that the PI wishes to request an advance by performing the “**Notify SPO of Grant Status**” activity. The Study Staff will click on the Grants tab and select the Funding Proposal menu, then click on the Sponsor Review tab to open the Funding Proposal workspace for the anticipated award.

The screenshot displays the RAMP Grants How-To Guide interface. At the top, the header reads "RESEARCH ADMINISTRATION MANAGEMENT PORTAL" with a "STAGE" logo and a user greeting "Hello, Rebecca Simms". The navigation menu includes "Dashboard", "Agreements", "Facilities", "Grants", "IACUC", "IRB", and "SF424 Center". The "Grants" tab is selected, and the "Funding Proposal" sub-tab is highlighted. Below the navigation, the "Funding Proposal" workspace is shown, with a "Create Funding Proposal" button and a tabbed interface. The "Sponsor Review" tab is active. A search filter is present, and a table of proposals is displayed. The first row, "SS Award Anticipated Sample", is highlighted. The table columns are: ID, Name, SmartForm State, PI, Primary Sponsor, Submission Type, Application Deadline, Specialist, and Submitting Department.

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000037	SS Award Anticipated Sample	[Edit]	Simms	University at Buffalo	Funding Submission	5/1/2020	Stamm	Chemical Engineering
FP00000020	041620 RD Federal	[Edit]	Simms	National Science Foundation	Funding Submission	4/30/2020	Wagner	Chemical Engineering
FP00000035	RAMP Training: Do Not Use - Short Title 3	[Edit]	Simms	National Institutes of Health	Funding Submission	5/1/2020	Wagner	Chemical Engineering

3 items | page 1 of 1 | 25 / page

Open the Funding Proposal workspace, click the “**Notify SPO of Grant Status**” activity.

Pending Sponsor Review

Next Steps

View Funding Proposal

Printer Version

Team Disclosure Status

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Export Budget to Subaward PDF

Notify SPO of Grant Status

Send Email

Manage Guest List

Add Comment

SS Award Anticipated Sample

Proposal Information

PD/PI:	Rebecca Simms
Department:	Chemical Engineering
Specialist:	Susanne Stamm
Sponsors:	University at Buffalo
Internal Submission Deadline:	4/28/2020
SF424 Link:	

Budgets SF424 Summary History Reviewers Attachments Financials Reviewer

Working Budgets

Name	SmartForm	Date Modified	State	Funding
University at Buffalo	[Edit]	4/28/2020 1:49 PM	Under Review	Pass-through/S

1 items < page 1 of 1 >

1. In the “**Notify SPO of Grant Status**” window, select “**Award Anticipated**” as the Grants status.
2. In the Comments field, enter a brief comment indicating the PI is requesting an Advance.

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:

Advance request. Ancillary Review requested for departmental approval.

Once you click **OK**, the state of the Funding Proposal changes to “**SPO Status Confirmation.**” The Specialist receives an Outlook email notification of the status.

Note: The Specialist may need to request clarifications. (See How to Respond to a Clarification Request) The Specialist may also decline the request.

If clarification is not requested the Specialist will initiate the “Create Funding Award.”

Once the Specialist has established the award record in RAMP Grants, the Specialist will perform the “Send Email” activity requesting department edits.

Example of “Send Email” from Specialist to Study Staff:

Send Email

1. * **Email subject line:**
Department Edits for New Advanc

2. * **Select at least one group of recipients:**

- All team members
- All editors
- All readers
- Specialist

Select any other recipient for this email: (Only editors and readers have access to the award.)

...

First Name	Last Name	E-Mail
There are no items to display		

3. * **Comments to be included in the email:**

Click the link in the Outlook email notification to be directed to the newly created award workspace. Click the “Edit Award” button, navigate to the Budget Reconciliation form, and select the budget allocation to display. Make adjustments to the budget to reflect the amount of funds to be advanced.

You Are Here: SS Award Anticipated Sample
 Editing: SS Award Anticipated Sample

Award / Authorized Budget Reconciliation

All Allocations

Total Sponsor Awarded to Date: \$154,000

Total Reconciled to Date: \$153,999

Difference: \$1

Select the Budget Allocation to display: 100116 214000 524

Current Allocation

Total Sponsor Awarded: \$154,000

Total Reconciled: \$153,999

Difference: \$1

Start Date: 1/1/2021 End Date: 6/30/2021

Budget Categories	Baseline	Import (\$)	Clear	Rollup Adjustments	Adjustments	Active Allocation Total
Senior Personnel	SRPERS	\$78,940		\$0	\$0	\$78,940
Other Personnel	OTPERS	\$0		\$0	\$0	\$0
Equipment	EQUIP	\$50,000		\$0	-\$50,000	\$0
Domestic Travel	DOTRAV	\$5,000		\$0	\$0	\$5,000
Foreign Travel	FOTRAV	\$0		\$0	\$0	\$0
Tuition	TUITIO	\$0		\$0	\$0	\$0
Supplies	SUPL	\$5,000		\$0	-\$1,941	\$3,059
Contractual Services	CONSV	\$13,000		\$0	\$0	\$13,000

Complete the rest of the requested edits, and then perform the “Send Email” activity to notify the Specialist that the edits are complete.

Example of “Send Email” from Study Staff to Specialist:

Send Email

1. * **Email subject line:**

2. * **Select at least one group of recipients:**

- All team members
- All editors
- All readers
- Specialist

Select any other recipient for this email: (Only editors and readers have access to the award.)

First Name	Last Name	E-Mail
There are no items to display		

3. * **Comments to be included in the email:**

All required departmental edits have been completed. IRB protocol has been updated.]

4. **Supporting documents:**

Name
There are no items to display

Once the departmental ancillary review and departmental edits are complete, the Specialist will perform the “Manage Ancillary Reviews” activity to obtain Central Office approval of the advance request. Once the Central Office marks the ancillary review as completed, approving the advance request, the Specialist will perform the “Funding Anticipated” activity in the Funding Proposal workspace. The state of the Funding Proposal changes to “**Pending Sponsor Review Award Anticipated.**” The Specialist sends the award to final review.