RESEARCH ADMINISTRATION MANAGEMENT PORTAL

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**.

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.

Required comments for an advance request.

3. Supporting documents:

Name
Sponsor Assurance.pdf(0.01)

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).

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

Activity	**Author**	▾ **Activity Date**
👥 Ancillary Reviews Updated	Wagner, Richard	6/29/2020 12:30 PM

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
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Justification: The award is forthcoming need to be able to set appointments so that work may begin on schedule.
📄 Sponsor Assurance.pdf

Activity Form	Property Changes	Documents	Notifications

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: "FP00000073: 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 Dobek (Dean College of Engineering) email:mdobek@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
Farrukh 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
☑ 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
☑ Ancillary Review Submitted I approve this advance request.	Locke, Bruce	6/29/2020 1:25 PM
☑ 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.

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

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.

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:

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.

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:

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.