

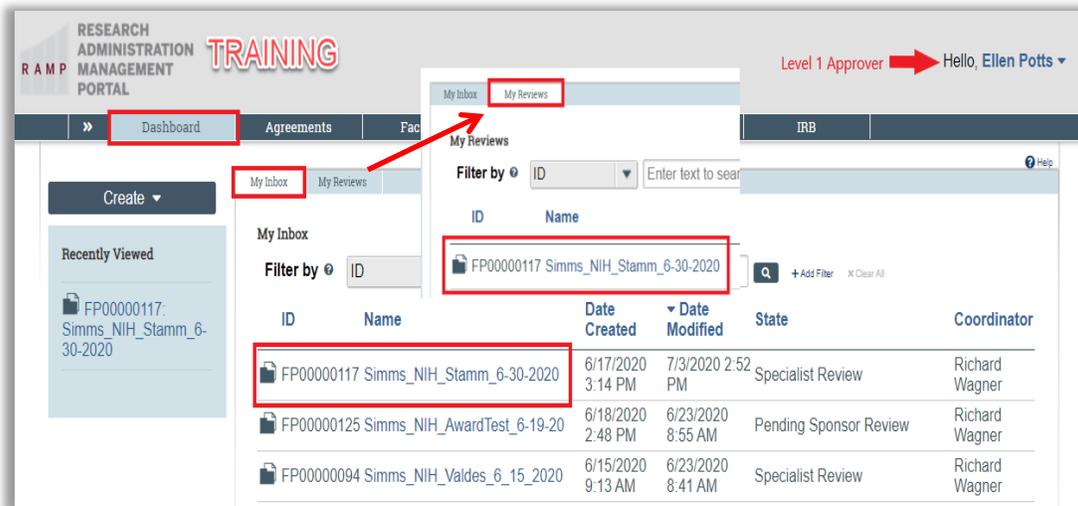
RAMP GRANTS HOW TO RESPOND TO AN ANCILLARY REVIEW REQUEST

If someone assigns you to perform an ancillary review, you will receive an Outlook email notification, the project appears in your RAMP Dashboard My Inbox, and the Submit Ancillary Review activity becomes available in the project workspace. When a request is sent to an “Organization” (academic department), everyone in the ancillary pool will receive the email notification.

This procedure assumes you've finished your review and are ready to document your response.

To respond an ancillary review request

1. From My Inbox or My Reviews tabs on the Dashboard, open the Funding Proposal/Award you've reviewed.



The screenshot shows the RAMP Research Administration Management Portal interface. The 'My Reviews' tab is selected and highlighted with a red box. A red arrow points from this tab to a specific entry in the 'My Reviews' table, which is also highlighted with a red box. The entry is 'FP00000117 Simms_NIH_Stamm_6-30-2020'. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. The entry is in the 'Specialist Review' state, created on 6/17/2020, and modified on 7/3/2020. The coordinator is Richard Wagner.

ID	Name	Date Created	Date Modified	State	Coordinator
FP00000117	Simms_NIH_Stamm_6-30-2020	6/17/2020 3:14 PM	7/3/2020 2:52 PM	Specialist Review	Richard Wagner
FP00000125	Simms_NIH_AwardTest_6-19-20	6/18/2020 2:48 PM	6/23/2020 8:55 AM	Pending Sponsor Review	Richard Wagner
FP00000094	Simms_NIH_Valdes_6_15_2020	6/15/2020 9:13 AM	6/23/2020 8:41 AM	Specialist Review	Richard Wagner

2. From the Funding Proposal/Award workspace, perform the **Submit Ancillary Review** activity.
3. On the Submit Ancillary Review form, select the ancillary review to submit. (Typically, there is only one, which is selected by default.)
4. Select whether the reviewed Funding Proposal/Award request is acceptable.
5. Select whether this ancillary review has been completed. If the review request has been submitted to an organization, and the department has a multi-level approval process in place, the first reviewer will need to select “No” if he or she is not the final approver.

Note: If the ancillary review is required, it must be marked complete for the workflow to proceed to completion.

6. Optionally supply comments and add supporting documents.
7. When satisfied with your selections, click **OK**.

RAMP MANAGEMENT PORTAL

mpckfsustage4.huronclick.com/GrantsUAT/sd/ResourceAdministration/Activity/form?ActivityType=com.webrid

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access returned to your Inbox.

- Select the Review you are submitting:**

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/> Medicine Biomedical Sciences		Collaborative Department	yes
- * Do you accept this submission? ⓘ**
 Yes No [Clear](#)
- * Is the ancillary review complete? ⓘ**
 Yes No [Clear](#)
- Comments:**
- Supporting documents:**

Name
There are no items to display

Specialist Review

Next Steps

- [View Funding Proposal](#)
- [Printer Version](#)
- [Team Disclosure Status](#)
- Submit Ancillary Review**
- [Manage Tags](#)
- [Add Attachments](#)
- [Copy](#)
- [Send Email](#)
- [Add Comment](#)

If the department has a multi-level approval process, the ancillary review appears in each approver's My Inbox and My Reviews. The final approver selects "Yes" for question #3 on the Submit Ancillary Review form indicating the ancillary review is complete.

Once the approval is marked "completed," no one in the ancillary pool will have access to the record unless they have been added as an Editor or Reader in the Funding Proposal/Award smartform.