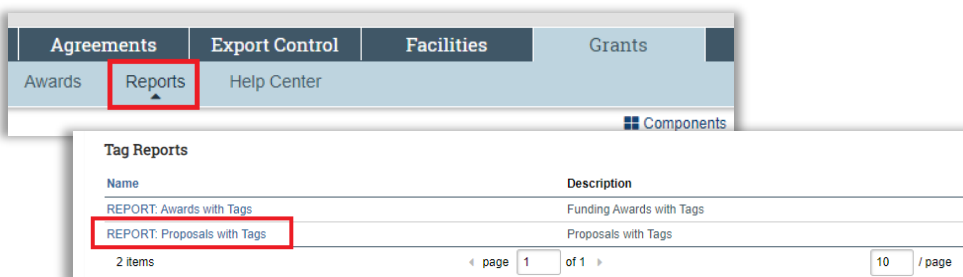


## RAMP GRANTS: HOW TO SUBMIT A PRE-PROPOSAL AND A FULL PROPOSAL

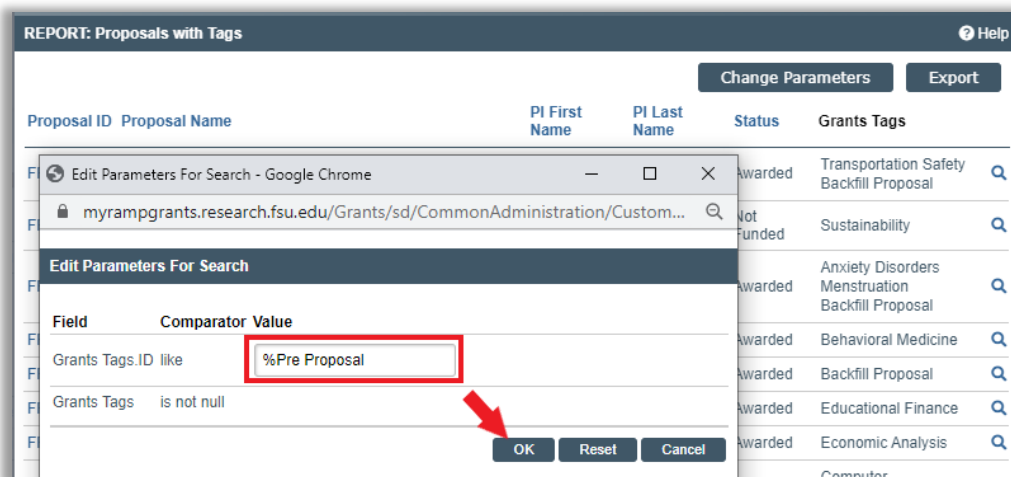
When submitting a pre-proposal and subsequent full proposal, both applications will be captured in RAMP.

The pre-proposal will include the Tag “Pre Proposal” (using the Manage Tags activity) in order to properly identify it as such. When the full proposal is ready to be prepared, the pre-proposal Funding Proposal in RAMP will be copied. This allows the duplicative information to be pre-populated and tracks the relationship between the two proposals.

Once the pre-proposal has reached the Pending Sponsor Review state, the full proposal can be created. To locate the initial pre-proposal in Grants to copy, click the “Reports” tab under the Grants menu. Then at the bottom of the page select the “REPORT: Proposals with Tags” report.



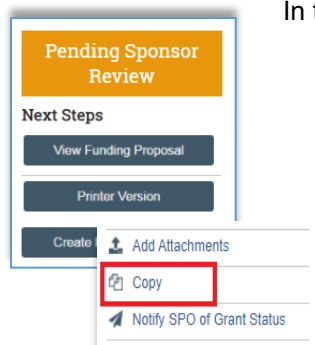
All Pre Proposals in the “Pending Sponsor Review” state will have the “Pre Proposal” tag assigned to them. The report will contain all the funding proposals with tags that you have access to. To locate the pre proposals click the “Change Parameters” button and enter “%Pre Proposal” in the “Grants Tags.ID like” field and click “OK.”



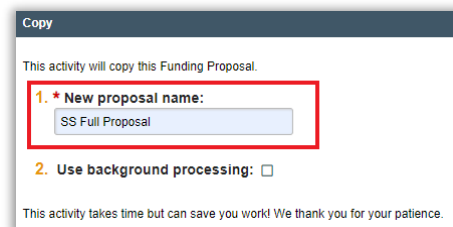
This will show only the Funding Proposals with the “Pre Proposal” tag that you have access to. From the list, select the pre proposal that you want to convert to a full proposal by clicking the [Proposal ID](#) or [Proposal Name](#) link. This will open the Pre Proposal workspace.

Proposal ID	Proposal Name	PI First Name	PI Last Name	Status	Grants Tags
FP00000556	_NSF-ERC_10/2/2002			Not Funded	Pre Proposal <a href="#">Q</a>
FP00001195	High power density inverter utilizing an integrate			Final SPO Review	Pre Proposal <a href="#">Q</a>
FP00001060	DOE SciDAC Pre-proposal			Pending Sponsor Review	Pre Proposal <a href="#">Q</a>

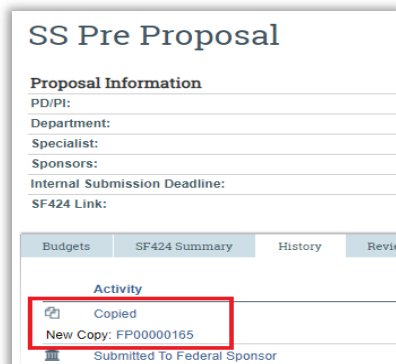
In the Pre Proposal workspace perform the “Copy” activity to create a full funding proposal ID.




In the copy window, you will give the full proposal a name, then click OK.

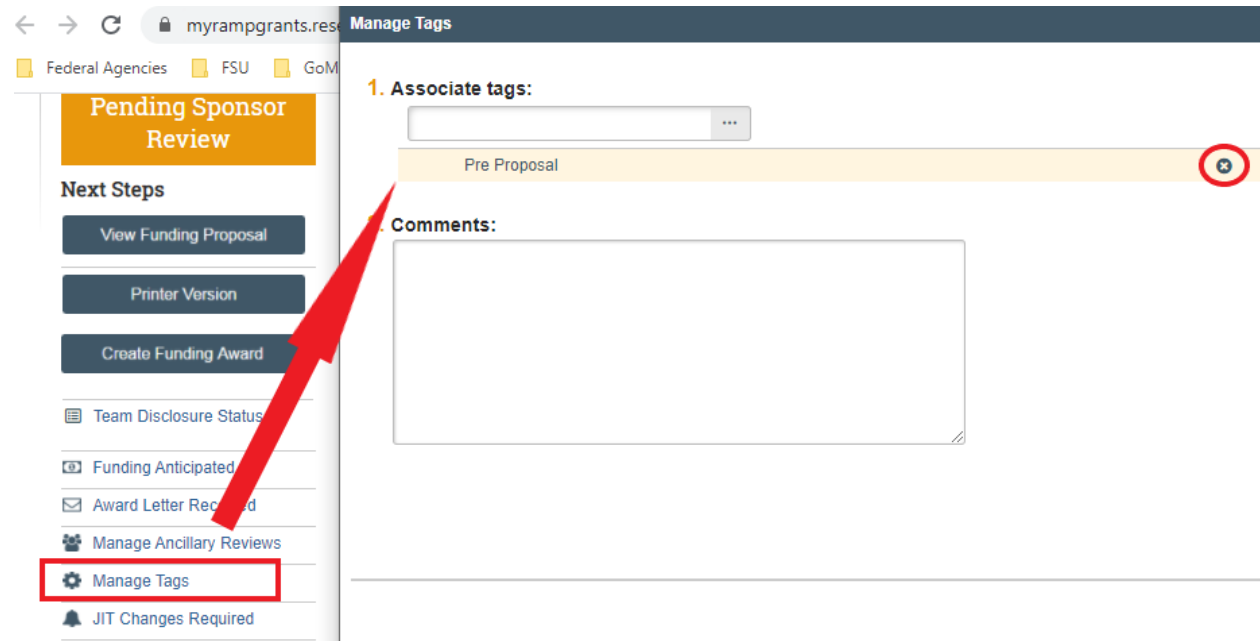


Click the “History” tab, then click the New Copy: FP ID to open the new funding proposal workspace.



All fields and attachments are copied except for the application submission deadline. It is important to review/update all smartform pages as necessary for the completion of the full proposal application.

On the full proposal workspace, click the “Manage Tags” activity and click the  icon to remove the Pre Proposal tag.



The screenshot displays the 'Manage Tags' interface in the RAMP Grants system. The left sidebar contains a list of activities, with 'Manage Tags' highlighted by a red box and a red arrow pointing to it. The main content area shows a tag 'Pre Proposal' with a gear icon circled in red, indicating the removal action.

**Manage Tags**

1. Associate tags:

Pre Proposal

Comments: