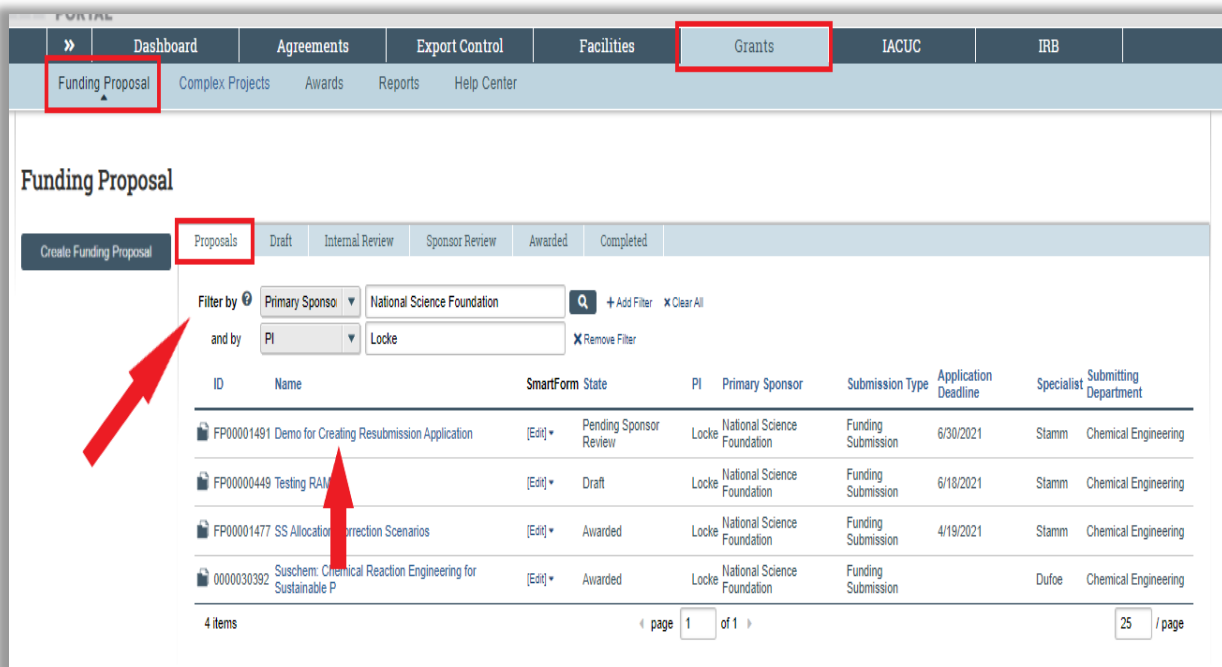


HOW TO CREATE A RESUBMISSION PROPOSAL

Creating a Resubmission Proposal

Resubmission funding proposals can only be created from the workspace of a previously submitted proposal. To locate the previously submitted funding proposal, navigate to the “Grants” tab, then the “Funding Proposal” tab (this is a default tab); then the “Proposals” tab (also a default tab). All the proposals that you have access to will be displayed here. On the “Proposals” tab use the “Filter By” search feature and filter by one or more of the searchable fields listed in the drop-down menu to locate the previously submitted funding proposal that you wish to resubmit and click on the **Name** hyperlink to open the workspace.



The screenshot shows the RAMP Grants portal interface. The top navigation bar includes tabs for Dashboard, Agreements, Export Control, Facilities, Grants (highlighted), IACUC, and IRB. Below this, the 'Funding Proposal' section is active, showing a 'Proposals' tab. A filter is applied: 'Primary Sponsor' is 'National Science Foundation' and 'PI' is 'Locke'. The table below lists four proposals. A red arrow points to the 'Name' column of the first proposal, 'Demo for Creating Resubmission Application'.

| ID | Name | SmartForm | State | PI | Primary Sponsor | Submission Type | Application Deadline | Specialist | Submitting Department |
|------------|--|-----------|------------------------|-------|-----------------------------|--------------------|----------------------|------------|-----------------------|
| FP00001491 | Demo for Creating Resubmission Application | [Edit] | Pending Sponsor Review | Locke | National Science Foundation | Funding Submission | 6/30/2021 | Stamm | Chemical Engineering |
| FP00000449 | Testing RAM | [Edit] | Draft | Locke | National Science Foundation | Funding Submission | 6/18/2021 | Stamm | Chemical Engineering |
| FP00001477 | SS Allocation Correction Scenarios | [Edit] | Awarded | Locke | National Science Foundation | Funding Submission | 4/19/2021 | Stamm | Chemical Engineering |
| 0000030392 | Suschem: Chemical Reaction Engineering for Sustainable P | [Edit] | Awarded | Locke | National Science Foundation | Funding Submission | | Dufoe | Chemical Engineering |

4 items | page 1 of 1 | 25 / page

To perform the “Create Resubmission” activity, the previously submitted funding proposal must be in the “Not Funded” state. If the previously submitted funding proposal is still in the “Pending Sponsor Review” state, you will first have to perform the “Notify SPO of Grant Status” activity to request that it be moved to the “Not Funded” state.

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
- Notify SPO of Grant Status**
- Send Email
- Manage Guest List
- Add Comment

Demo for Creating Resubmission Application

Execute "Notify SPO of Grant Status" on FP00001491 - Google Chrome

mpclksustage4.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?Acti...

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:**

3. **Documents:**

[+ Add](#)

| Name |
|-------------------------------|
| There are no items to display |

OK **Cancel**

After you click "OK" the previously submitted funding proposal moves to the "SPO Status Confirmation" state and sends an email notification to the Specialist informing the Specialist that you wish to submit a resubmission of this proposal. The Specialist will confirm the "Not Funded" status and the proposal will move to the "Not Funded" state. The system does not send a notification when the proposal is moved to the "Not Funded" state, so the Specialist should send an email in RAMP to notify you that the proposal has been moved to the "Not Funded" state so that you may move forward with your resubmission proposal.

To create the resubmission proposal, navigate to the previously submitted funding proposal workspace and perform the "Create Resubmission" activity.

Not Funded

Next Steps

- View Funding Proposal
- Printer Version
- Team Disclosure Status
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Resubmission**
- Send Email
- Manage Guest List
- Add Comment

Demo for Creating Resubmission Application

Execute "Create Resubmission" on FP00001491 - Google Chrome

mpclksustage4.huronclick.com/Grants/sd/ResourceAdministration/Activity/form...

Create Resubmission

This activity will create a new Resubmission for this Funding Proposal.

1. * **Resubmission name:**

Demo for Creating Resubmission Applicati

This activity will take some time to complete. Upon completion, you will be redirected to the new Resubmission SmartForm.

OK **Cancel**

After clicking “OK” the resubmission funding proposal SmartForm pages are displayed, “Resubmission – 1” is added to the end of the Short title, and “-Res1” is added to the end of the previously submitted funding proposal ID.

The screenshot displays the 'General Proposal Information' section of the RAMP Grants SmartForm. The left sidebar contains a navigation menu with the following items: General Proposal Information (highlighted), Personnel, Submission Information, Budget Periods and Key Dates, FSU Additional Information, Compliance Review, Additional Proposal Information, and Completion. The main content area shows the following information:

- You Are Here:** Demo for Creating Resubmission...
- Editing:** FP00001491-Res1
- General Proposal Information**
- 1. Type of application:** Resubmission
- a. If this is a resubmission or renewal, enter the federal identifier number:** [Empty text box]
- 2. * Short title of proposal:** submission Application - Resubmission - 1

All the information from the originally submitted funding proposal is copied to the resubmission proposal with the exception of the due date so you will want to review everything carefully and make any necessary revisions before submitting the resubmission proposal to department review.