Notify OSP of Sponsor Determination

Following proposal submission, the PI or Department may receive updates or requests from the sponsor that would require a need to change the status of the submission. To reflect these changes, the PI or Administrative Contact should execute the **Send Grants Status Update** activity to prompt OSP to take the appropriate action. The following steps provide instruction for completing this step.

STEP 1: Locate Pending Proposal

➢ Login to the RAMP system and from the Dashboard, navigate to **Grants > Funding Proposal** to view the list of your Funding Proposal records.

➢ If you don't see the record in the list or are having trouble finding your proposal, try filtering the results by any of the blue column headers. For example, if you search by **State** you can type "Pending" into the search bar to return results that are in the Pending Sponsor Review state. The tabs are also broken down in to grouping of states so navigating to the **Sponsor Review** tab will narrow your results to records that are already in that state.

➢ Once you have found your record in the list, select your proposal by clicking on the name link

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
📁 FP00000186	Cancer Prevention [Edit] ▾	Pending Sponsor Review	Simms (pi)	National Institute of Allergy and Infectious Diseases	Funding Submission	3/1/2022	Lambert	College of Science

STEP 2: Send Grant Status Update

➢ From your proposal workspace left column, select **Send Grants Status Update**. If this activity does not appear, make sure you are listed as the Administrative Contact. This can be updated through the Manage Access activity.

Pending Sponsor Review

Next Steps

- View Funding Proposal
- Printer Version
- 🗐 COI Disclosure Status
- 👥 Manage Ancillary Reviews
- 🔗 Manage Relationships
- ⚙ Manage Tags
- 🖼 Create Agreement
- ⬆ Add Attachments
- 🗐 Copy
- ✈ Send Grants Status Update
- ✈ Send Email
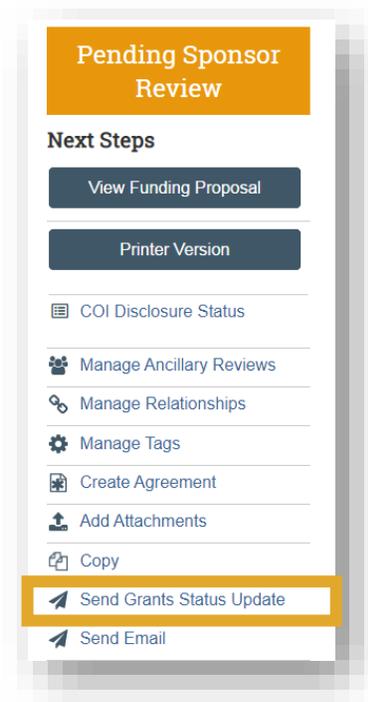
STEP 3: Update Grants Status

➢ From the pop out that generates, select the appropriate grant status, add comments, and attach any relevant correspondence, award documents, or other documentation you may have from sponsor that will provide OSP with all the needed information to take next steps.

Send Grants Status Update

1. Grants status:
- ○ Award Anticipated
- ○ JIT Info Requested
- ○ Not Funded
- ○ Withdraw Submission (Proposal Not Reviewed)
- ○ Award Received
- ○ other
- Clear

Select the most appropriate option based on the information presented from the sponsor

2. Comments:

3. Documents:

+ Add

Name

There are no items to display

STEP 4: Submit and Respond to Sponsor Requests

➢ Submitting the proposal status update will notify the listed Grants Specialist.

Proposal Status Confirmation

Next Steps

View Funding Proposal

Printer Version

▤ COI Disclosure Status

⚲ Manage Relationships

Notice the change of status in your proposal workspace.

➢ In some instances, the institution may need to provide additional information to the sponsor before an award can be issued. Work with the assigned Grants Specialist to respond to any Sponsor requests and refer to the **Respond to a JIT Request** guide for the steps to take in this scenario.