## RAMP Reports

In this guide we will explore some of the key custom reports available to users in RAMP. In addition to custom reports available, we will learn how individuals can create their own reports from either the Funding Proposal or Awards home pages, or their own Dashboard, for records they have access to.

Navigate to Custom Reports

Log into RAMP and enter the Grants workspace, then select Reports.
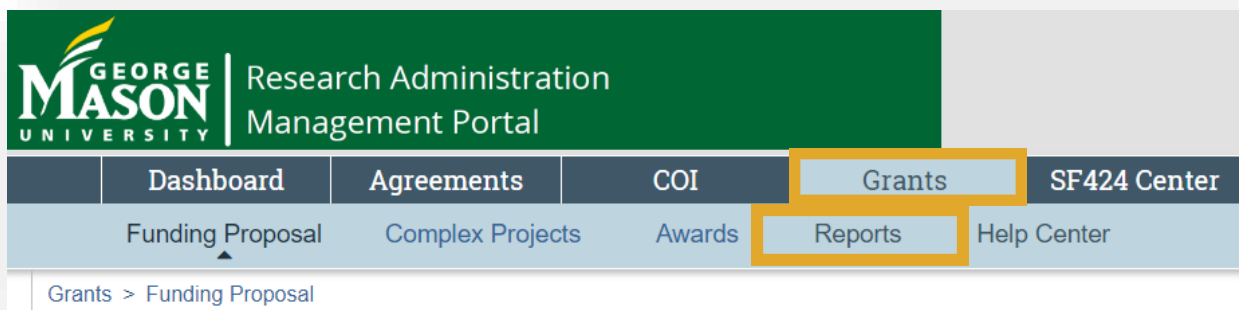
From the Reports workspace, select the Custom Reports tab.

Name	Result Type	Description
GMU_Agencies by Categories	Organization	Report to look for duplicate agencies with the categories of Sponsor, Federal and Non-Federal
GMU_All AWDs showing isFCOIPersonnel	Award	Report to show Y/N for FCOI for all named personnel
GMU_All AWDs showing Personnel KWM	Award	Report to show Y/N for FCOI for all named personnel

There are multiple pages of the custom reports. Users can change pages as shown below OR increase the number per page, by manually typing the number into the field, to see all the reports on one page in their dashboard.

GMU_FP Proposals with Admin Person	Funding Proposal	List of proposals in all stages that includes admin persons.
GMU_FP Send to COI excluding Pre-Proposals	Funding Proposal	Report to verify if the Send to COI was selected after record is in the Pending Sponsor Review State and excludes Pre-Proposals.
GMU_FP Unassigned Report OSP	Funding Proposal	GMU FP Pipeline Report for records assigned to "OSP Assignment" account
GMU_TBD Sponsor Report Excludes Not Submitted Proposals	Funding Proposal	Provides a list of funding proposals with TBD Sponsors.

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REPORT SPOTLIGHT: GMU_Agencies by Categories

Description: This report shows users a list of all existing entities within Banner. It includes details on the entity category (i.e.; federal or non-federal) along with the G-number. Users can export this list and see whether their collaborating entity exists.

Use Case: Sponsor look-up at pre-award stage, award setup only in cases where the pre-award sponsor was incorrect

Audience: Unit Research Administrators; OSP

Information Included:
- Company Category (type of sponsor)
- Name
- ID

Select the report link.

Standard Reports	Advanced Reports	Custom Reports	

Name	Result Type	Description	
GMU_Agencies by Categories	Organization	Report to look for duplicate agencies with the categories of Sponsor, Federal and Non-Federal	▶
GMU_All AWDs showing isFCOIPersonnel	Award	Report to show Y/N for FCOI for all named personnel	▶
GMU_All AWDs showing Personnel KWM	Award	Report to show Y/N for FCOI for all named personnel	▶

View the report in the pop-out window. The report includes direct links to the sponsor information page in a new window so that you can have several windows open to make any comparisons.

Company Category	Name	ID
Non-Federal	Virginia Association of Free and Charitable Clinics	G01461440
Non-Federal	Auburn University at Montgomery	G01461442
Non-Federal	Kansas State University	G00944416
Non-Federal	User-Centered Design	G00522127

Users have the ability to change the parameters of the custom reports. To do this, select the **Actions** drop-down menu. Then select **Change Parameters.**
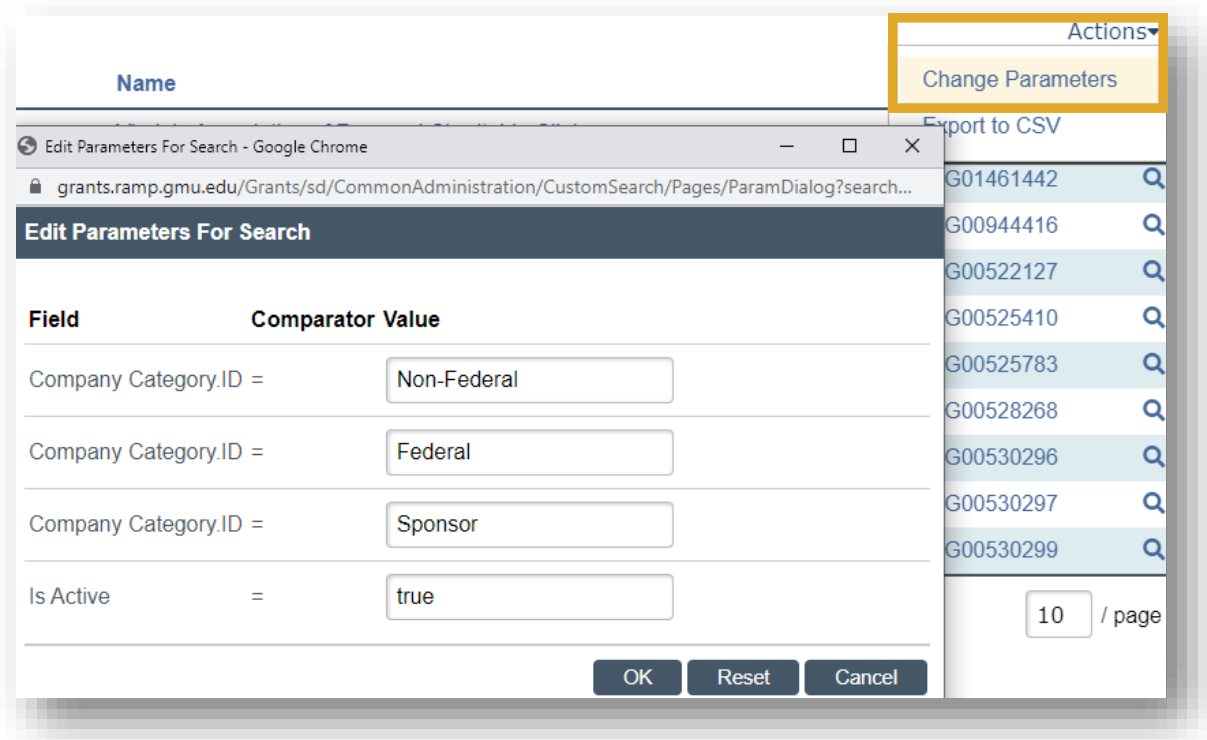
In this specific example, the user would remove the categories that they would not like to see in the report and select **OK**.

Finally, users can export the custom report to an excel file. From the pop-out, select the **Actions** drop-down then select export the report to CSV (an excel file).

The report will open in excel in the following format.

Company Category	Name	ID
Non-Federal	Virginia Association of Free and Charitable Clinics	G01461440
Non-Federal	Auburn University at Montgomery	G01461442
Non-Federal	Kansas State University	G00944416
Non-Federal	User-Centered Design	G00522127
Non-Federal	Colorado State University	G00525410
Non-Federal	Sigma Nu Fraternity, Inc.	G00525783
Non-Federal	Perceptronics Solutions, Inc.	G00528268

REPORT SPOTLIGHT: GMU_Awards to Include Responsible Department and Specialist

Description: This report shows users a list of all awards in various states through the Change Parameters function, responsible unit, award information, type of agreement associated with the award and assigned award specialist. Exporting this report to excel makes it easier to filter the results by specialist.

Use Case: To track awards in various states for various units within a College/School, and to track specialist portfolio distribution or who the assigned OSP contact is on the award.

Audience: Unit Post Award Administrator; OSP

Select the report link.

GMU_Award T&C Equip Vests	Award	This will show ALL awards where Terms Conditions contains Equipment Vests with Sponsor	▶
GMU_Awards to Close 365 Days After End Date with Fund Numbers	Award	Provides information on awards that need to be closed 365 days after the award end date.	▶
GMU_Awards to Include Responsible Department and Specialist	Award	Provides information on Active awards that includes Specialist.	▶

View the report in the pop-out window. The report includes direct links to the award record in a new window so that you can have several windows open to make any comparisons.

Award ID	Status	PI First Name	PI Last Name	Responsible Department	Award Start Date	Award End Date	Direct Sponsor	Prime Sponsor	Instrument Type	Award Title
AWD00000159	Active	Emily	Ihara	Social Work	7/1/2022	6/30/2023	George Mason University Foundation		Grant	GMUF/Social Work Specia
AWD00000163	Active	Bo	Han	Computer Science Department	10/1/2022	9/30/2026	National Science Foundation (NSF)		Grant	NSF/CollabRes:CNSCore:I

Users have the ability to change the parameters of the custom reports. To do this, select the **Actions** drop-down menu. Then select **Change Parameters.**
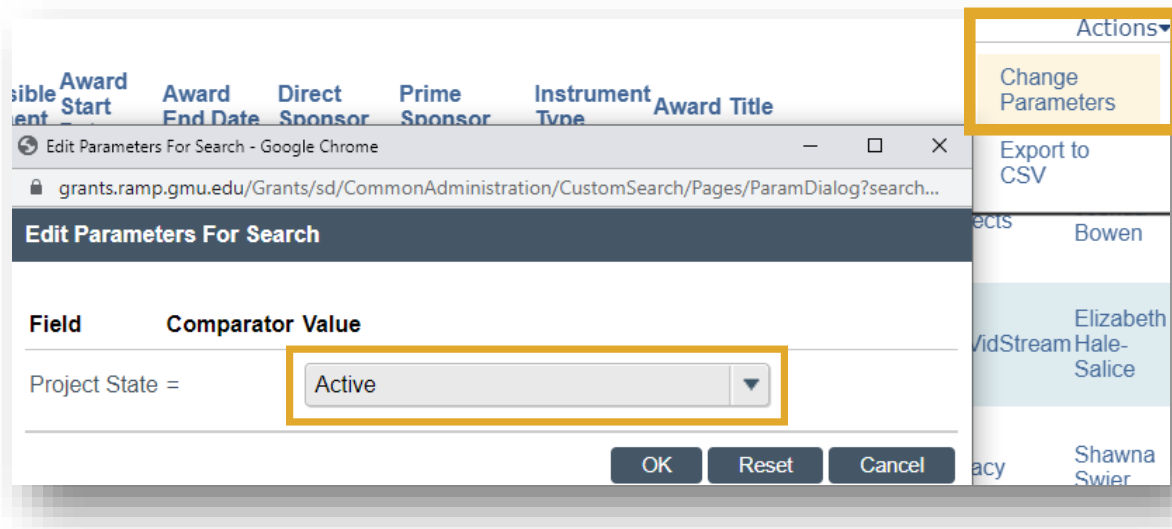
In this specific example, the user would select the project state of the records they would like to see in the report and select **OK**.

Finally, users can export the custom report to an excel file. From the pop-out, select the **Actions** drop-down then select export the report to an excel file.

The report will open in excel in the following format.

Award ID	Status	PI First Name	PI Last Name	Responsible Department	Award Start Date	Award End Date
AWD00000159	Active	Emily	Ihara	Social Work	7/1/2022	6/30/2023
AWD00000163	Active	Bo	Han	Computer Science Department	10/1/2022	9/30/2026
AWD00000174	Active	Karina	Korostelina	Peace Labs	9/30/2022	9/30/2025
AWD00000208	Active	Faye	Taxman	Public Policy and Public Admin	9/23/2022	8/31/2027
AWD00000210	Active	Vijay	Shah	Cyber Security Engineering Dept	5/25/2022	9/30/2022
AWD00000211	Active	Zhi	Tian	ECE Department	1/1/2023	12/31/2025
AWD00000212	Active	Amy	Murphy	Public Policy and Public Admin	10/1/2022	9/30/2025
AWD00000217	Active	Terry	Clower	Public Policy and Public Admin	5/1/2022	6/30/2023

REPORT SPOTLIGHT: GMU_FP Proposals Pipeline Report

Description: This report shows users a list of non-submitted proposals, with proposal due date information, assigned pre-award specialist, and Administrative Contact. Exporting this report to excel makes it easier to filter the results by any of the data elements.

Use Case: To show timeframe for upcoming reviews; Specialist portfolio distribution
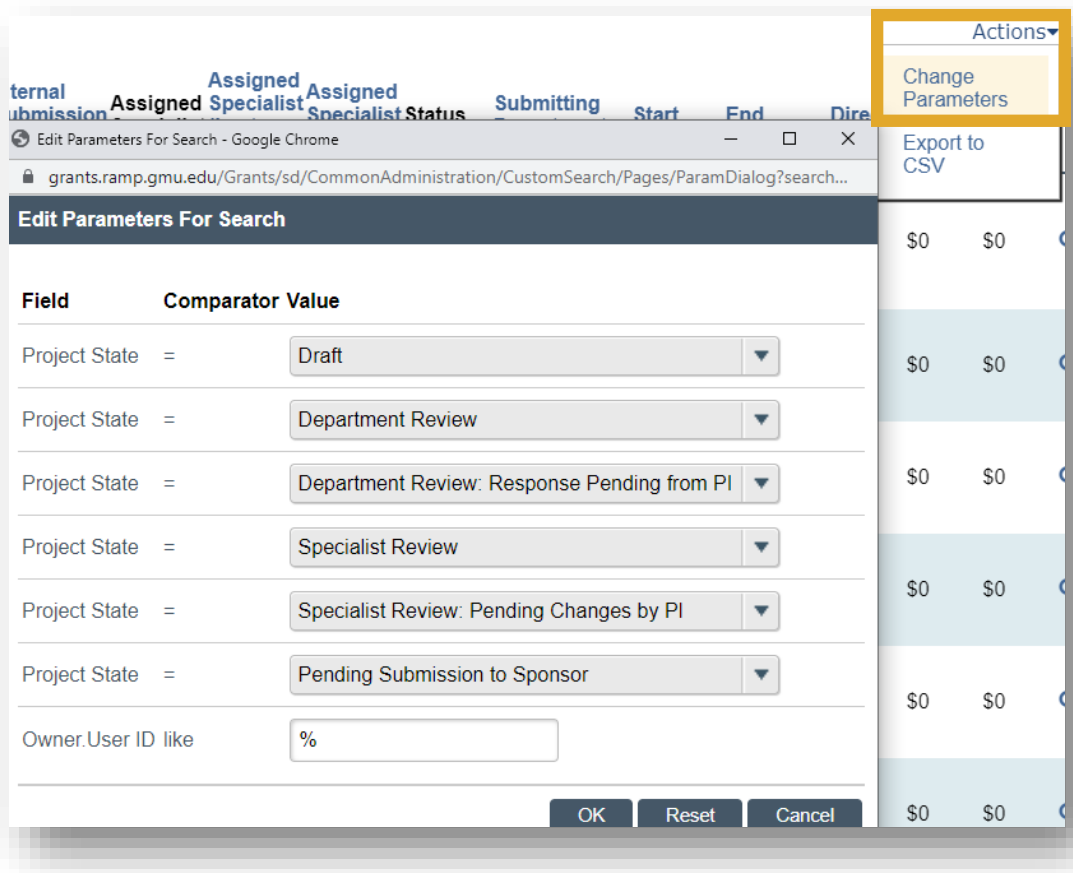
Audience: Department Reviewers; OSP

Information Included:

- Funding Proposal ID
- Created Date
- Modified Date
- Short Title
- Primary Sponsor
- Primary Sponsor Category
- PI/PD
- Administrative Contact
- Application Submission Deadline
- Internal Submission Deadline
- Assigned Specialist
- Status
- Submitting Department
- Start
- End
- Direct
- Indirect
- Grand Total

View the report in the pop-out window. The report includes direct links to the funding proposal record in a new window so that you can have several windows open to make any comparisons.
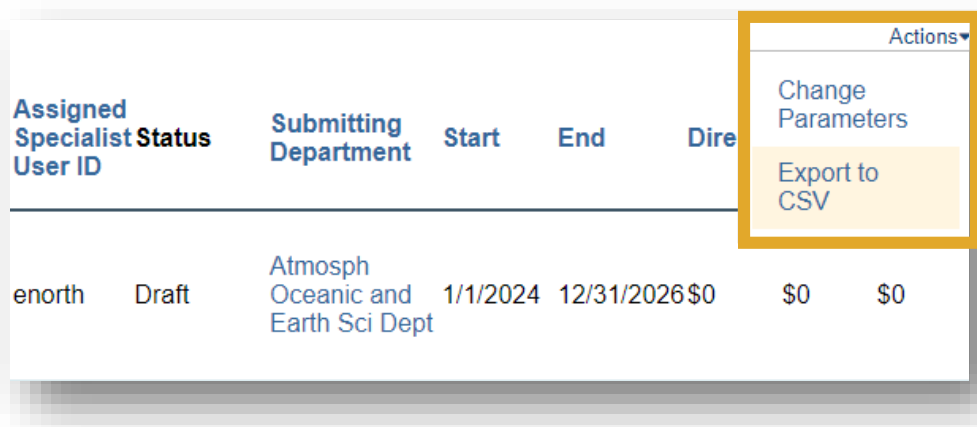

Users have the ability to change the parameters of the custom reports. To do this, select the **Actions** drop-down menu. Then select **Change Parameters.**

In this specific example, the user would complete the fields according to how they would like to see the report and select **OK**.

Finally, users can export the custom report to an excel file. From the pop-out, select the **Actions** drop-down then select export the report to CSV (an excel file).

The report will open in excel in the following format.

ID	Created Date	Modified Date	Short Title	Primary Sponsor
FP00001839	6/29/2023 8:19	7/3/2023 17:51	Dirmeyer-NASA-8/17/2023	National Aeronautics and Space Administration (NASA)
FP00001346	3/27/2023 13:45	6/2/2023 11:39	Uhen_NSF_Soft	National Science Foundation (NSF)
FP00001670	5/26/2023 10:54	6/1/2023 13:15	Gilleaudeau_NSF_SOFT	National Science Foundation (NSF)
FP00001704	6/2/2023 13:43	6/15/2023 10:22	Dannenberg_NSF CAREER_July 26	National Science Foundation (NSF)
FP00001352	3/28/2023 13:40	4/25/2023 13:18	Girgis_NIH_09052023	National Science Foundation (NSF)
FP00001677	5/28/2023 21:26	6/20/2023 10:44	Wearable sensors for wound healing	National Science Foundation (NSF)
FP00001547	5/4/2023 10:28	6/16/2023 12:39	Chitnis-INOVA-10/5/23	Inova Healthcare
FP00001773	6/15/2023 12:23	6/20/2023 10:39	NSF-CAREER-VENEZIANO-2023	National Science Foundation (NSF)

REPORT SPOTLIGHT: GMU_FP Proposals with Admin Person

Description: This report shows all proposal types and their assigned administrative contact and specialist.
Use Case: Administrative contact lookup; to show workload by administrative contact
Audience: Unit Research Administrators; Supervisors; OSP

Information Included:

- Funding Proposal ID
- Short Title
- Primary Sponsor
- Application Submission Deadline
- Primary Sponsor Category
- PI/PD
- Administrative Contact
- Status
- Submitting Department
- Assigned Specialist

Select the report from the custom report menu.

GMU_FP Proposals with Admin Person	Funding Proposal	List of proposals in all stages that includes admin persons.	▶
GMU_FP Send to COI excluding Pre-Proposals	Funding Proposal	Report to verify if the Send to COI was selected after record is in the Pending Sponsor Review State and excludes Pre-Proposals.	▶
GMU_FP Unassigned Report OSP	Funding Proposal	GMU FP Pipeline Report for records assigned to "OSP Assignment" account	▶
GMU_TBD Sponsor Report Excludes Not Submitted Proposals	Funding Proposal	Provides a list of funding proposals with TBD Sponsors.	▶

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View the report in the pop-out window. The report includes direct links to the funding proposal record in a new window so that you can have several windows open to make any comparisons.

ID	Short Title	Primary Sponsor	Primary Sponsor Category	PI/PD	Administrative Contact	Application Submission Deadline	Assigned Specialist	Status
FP00000778	Muir-SCHEV-12052022	State Council Of Higher Ed	Non-Federal	Janette Muir	Jennifer Stromberg	12/5/2022	Jennifer Stromberg	Awarded
FP00000194	Davis-Americorps-8/17/22	AmeriCorps	Federal	Kristen Wright	Jennifer Stromberg	8/17/2022	Joanne Carter	Not Funded

Users can export the custom report to an excel file. From the pop-out, select the **Actions** drop-down then select export the report to an excel file.

The report will open in excel in the following format.

ID	Short Title	Primary Sponsor	Primary Sponsor Category
FP00000778	Muir-SCHEV-12052022	State Council Of Higher Ed	Non-Federal
FP00000194	Davis-Americorps-8/17/22	AmeriCorps	Federal
CONV-223381P	Strada/Career Accelerator	Strada Education Network	Non-Federal
CONV-223919P	CSPD/Sustain Solano	County of Solano	Non-Federal
CONV-223919P-Con2	Roberts - 223919P - Solano County - Continuation	County of Solano	Non-Federal
CONV-223919P-Con1	CSPD/Sustain Solano - Continuation	County of Solano	Non-Federal
CONV-223919P-Rev1	Roberts_Solano_223919 Rev1_$4,029 Mod	County of Solano	Non-Federal
CONV-223976P	Nevada/RNR & Sustain	County of Nevada, CA	Non-Federal