

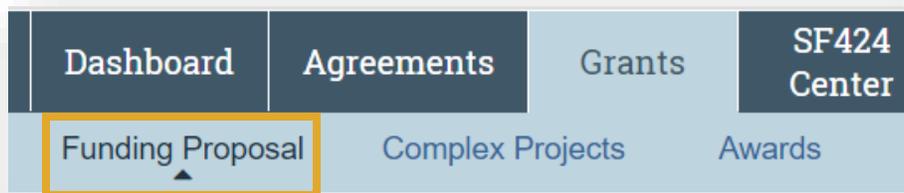


## Revision

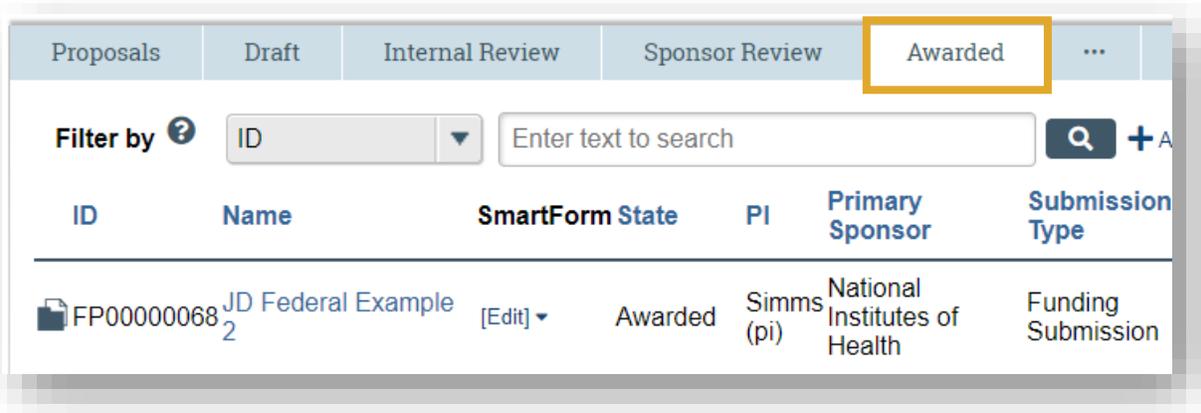
Revisions are defined as competitive applications requesting additional funding for an active award and are also often referred to as a supplement. In the event an investigator wants to request additional funding for an existing award, the RAMP process below should be followed. **Revision Funding Proposals should only be created if funding needs to be reported.**

### STEP 1: Locate your Funded Proposal

- Login to [RAMP Portal](#) and navigate to the Grants Tab and select Funding Proposal.



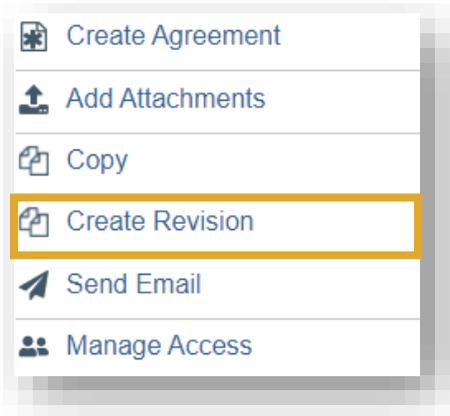
- From here, select the current funding proposal from the dashboard. Note that it will need to in an “Awarded” state. You can isolate records that are in this state by selecting the “Awarded” tab.



Proposals	Draft	Internal Review	Sponsor Review	Awarded	...
Filter by <span>?</span> ID <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> <input type="button" value="+"/>					
ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type
FP000000682	JD Federal Example	[Edit]	Simms (pi)	National Institutes of Health	Funding Submission

### STEP 2: Create Revision

- Select the **Create Revision** button from the workspace.



### STEP 3: Update Revision Name

- Update the defaulted name as needed.

#### Create Revision

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

**1. \* Revision name:**

This activity will create the Revision. Upon completion, you will be redirected to the new Revision SmartForm.

OK Cancel

### STEP 4: Complete the Funding Proposal SmartForms

- Note that the Funding Proposal number will be the same as the existing Funding Proposal with the addition of a revision suffix at the end (Ex: FP0000023-Rev1)
- For additional information on how to complete the remaining portions of this SmartForm, please visit the **Create a Funding Proposal Guide**.