Submission Types in RAMP Defined

RAMP contains various proposal types to facilitate reporting and streamline data entry. Before preparing an application within RAMP, you must first identify the type of application being submitted. Refer to the table below for assistance with determining the type of proposal you are entering as well as the high-level process steps you need to take to get started.

APPLICATION TYPE IN RAMP	DEFINITION	RAMP PROCESS
Pre-Proposal (Classified as **New** in RAMP)	Partial applications to select sponsors. This may include; Letters of Intent, Preliminary Proposals, White Papers, Step-1, etc.	Select **"Create Funding Proposal"** from the RAMP Dashboard, then: 1. Assign "Pre-Proposal" tag and include Pre-Proposal in the title • follow the create new proposal process 2. When full proposal is ready to be prepared from a pre-proposal • copy the existing pre-proposal • update proposal information as needed • remove "Pre-Proposal" tag
Community Project (Classified as **New** in RAMP)	Mason will annually select proposals to be submitted to its' Congressional representatives with a request for federal earmarks. These proposals are called Community Projects. Community Project proposals will go through development and review outside of normal OSP and RAMP processes.	Select **"Create Funding Proposal"** from the RAMP Dashboard, then: • follow the create new proposal process • Begin the short title with **"CommunityProject/"** • Assign "Community Project" tag When full proposal is ready to be prepared • copy the existing Community Project proposal • update proposal information as needed • update the short title by removing the **"CommunityProject/"** prefix • **KEEP** the "Community Project" tag
New	Full application being submitted for the first time.	Select **"Create Funding Proposal"** from the RAMP Dashboard
Resubmission	An application the Sponsor reviewed and declined to fund, which the investigator has modified and is resubmitting for consideration.	1. Navigate to the existing Funding Proposal that is in a **Not Funded** state 2. Select **"Create Resubmission"** from the action buttons on the left of the workspace.

Renewal	A competitive application for a new project with a scope based on or related to a current project which is expiring.	1. Navigate to the existing Funding Proposal that is in an **Awarded** state. 2. Select **"Create Renewal"** from the action buttons on the left of the workspace.
Revision *New funding to be reported	An application requesting additional funding for a current (active) award that may or may not also extend the period of performance.	1. Navigate to the existing Funding Proposal that is in an **Awarded** state. 2. Select **"Create Revision"** from the action buttons on the left of the workspace.
Continuation *Funding that has already been reported	An extension of existing award for one or more additional budget period(s) that would otherwise expire. Continuation grants are typically available to existing recipients of discretionary, multi-year projects; however, new applicants may be considered. Most commonly referred to at Mason as incremental funding. The functionality of this application type in RAMP does not allow for creating a budget however a budget can be attached. In cases where a budget change is applicable for the aforementioned scenarios, an award modification would accompany the continuation submission.	1. Navigate to Award. 2. Select **"Create Continuation"** from the action buttons on the left of the workspace. Additional considerations: 1. Continuations are submitted outside of RAMP
JIT	After Funding Proposal submission, it is common for sponsors to request submission material revisions. RAMP refers to this sponsor initiated application revision request as JIT.	**In cases where OSP has been notified by the Sponsor:** 1. After receiving notice of the FP status update, navigate to the Funding Proposal workspace and filter proposals by state, then enter JIT in the search field. 2. Select **"Submit JIT Response"** on the left side of the workspace and upload the requested information, then submit. **In cases where PI is notified by the Sponsor:** 1. Notify OSP of sponsor decision by following instructions outlined in the **"Notify OSP of Sponsor Determination Guide."** A corresponding video can be found in MasonLEAPS. 2. After receiving notice of the FP status update, navigate to the Funding Proposal workspace and filter proposals by state, then enter JIT in the search field. 3. Select **"Submit JIT Response"** on the left side of the workspace and upload the requested information, then submit.