



New Award and Award Modifications RAMP Workflow Overview

All awards, award modifications, and agreements are processed in RAMP. Information on how to navigate the Award and Award Modification workspaces within RAMP can be found in the PI/Study Team Curriculum in MasonLEAPS and in the tutorial below:

[Navigating the Award Workspace and Modification Requests in RAMP](#)

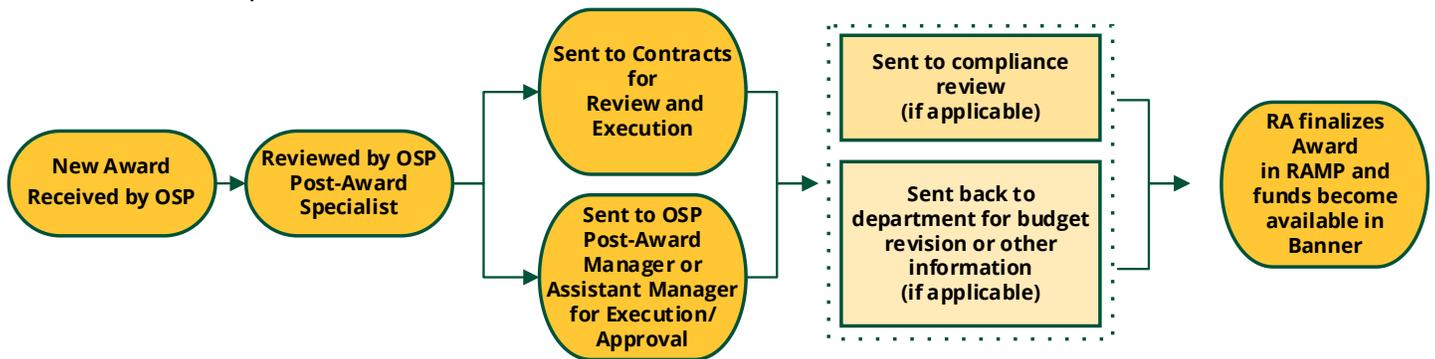
Within this guide, we will review the RAMP workflow for all stakeholders involved in the award setup and award modification process.

New Award Workflow Overview

Award notices are received by OSP through awardgld@gmu.edu. Note that **unfunded agreements** (such as NDAs, Teaming Agreements, Data Sharing, unfunded IDIQs and MOUs, IP agreements, DUAs, and MTAs) are submitted by the PI or their department and processed by the Contracts team through RAMP.

New **funded** awards may follow one of two workflow paths:

1. New award notices will be reviewed by an OSP Post-Award Specialist and processed by the OSP Post-Award Director
2. New award notices will be reviewed by an OSP Post-Award specialist and routed via the Agreements solution to the Contracts team for review and execution, then returned to OSP Post-Award for award setup and activation.



IMPORTANT NOTICE

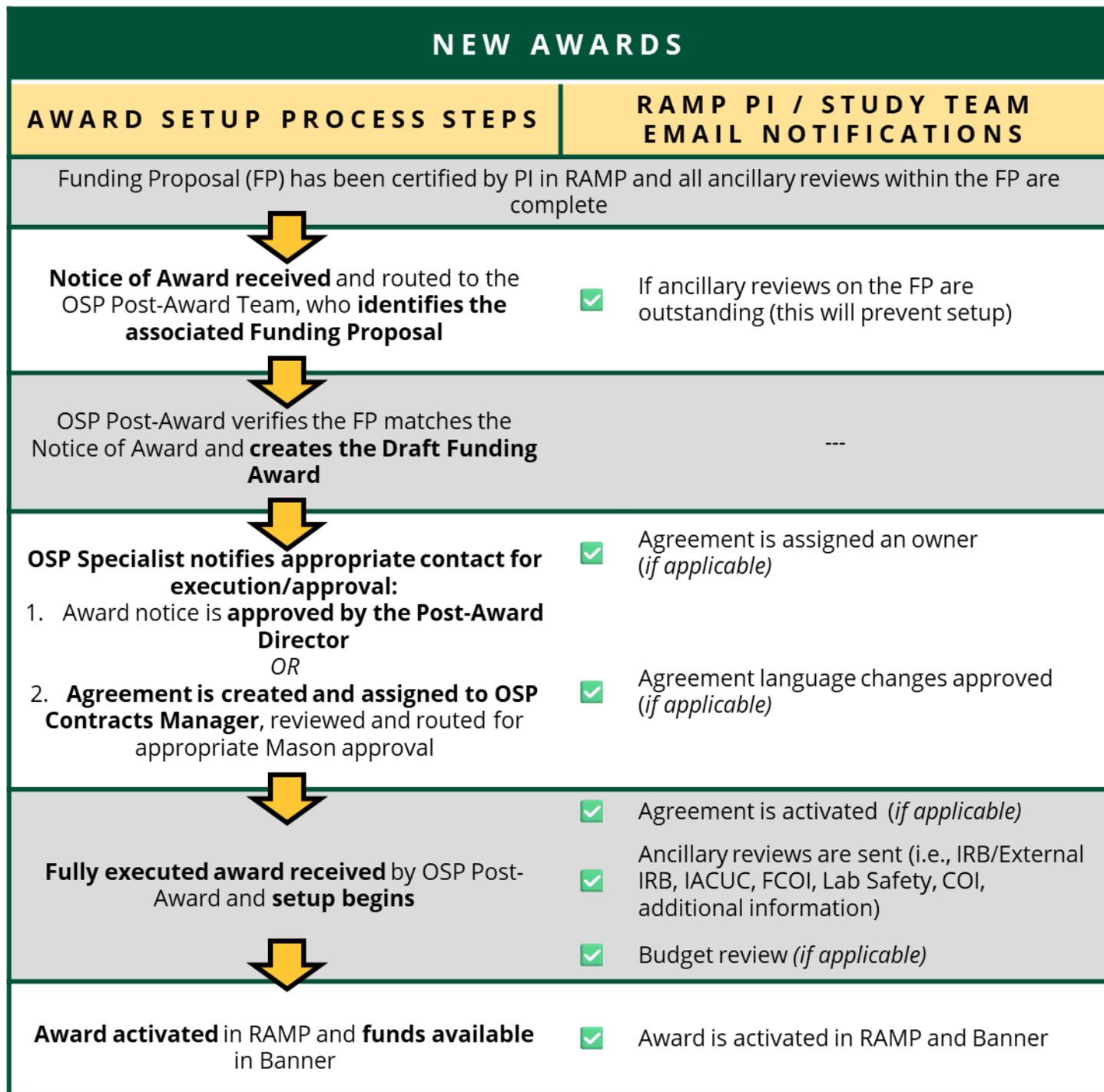
If there are outstanding reviews or if any additional information is needed from the department, there may be additional workflow steps, outside of Workflows 1 and 2, where the OSP Post Award Specialist or Contracts Administrator confirms receipt of the necessary items.

Notifications Received During New Award Setup

All funded awards are not created equal, understanding the award setup process and the various stages where users may be notified is important. The table below outlines what occurs at each of the steps during



award setup. Toward the end of this guide, users will learn how to access helpful reports that identify where their record is in the process.

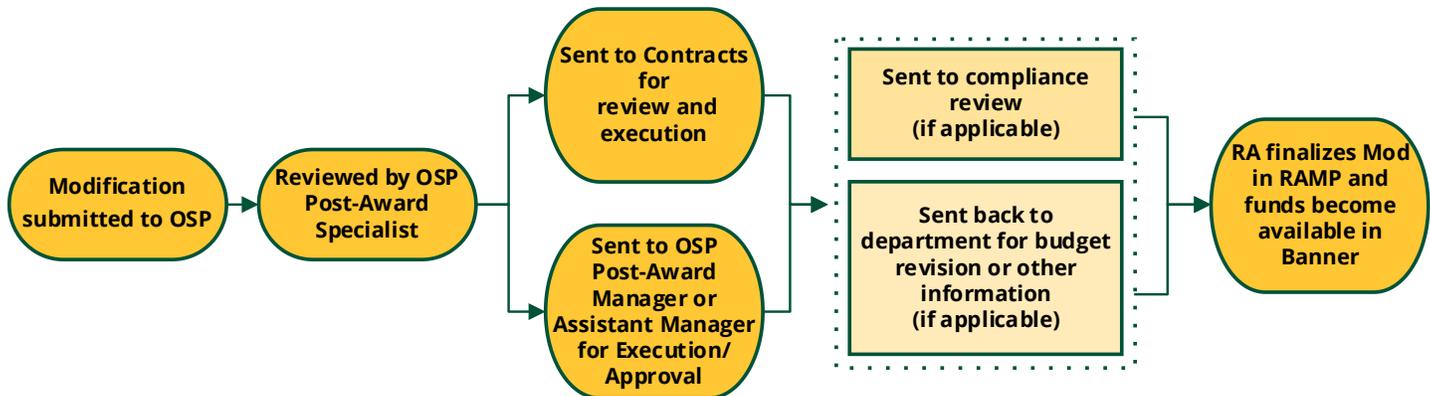


Award Modification Workflow Overview

Award modifications are received by OSP through awardgld@gmu.edu.

Award modifications may follow one of two workflow paths:

1. Award modifications will be reviewed by an OSP Post-Award Specialist and routed to the OSP Post-Award Director OR financial award administration manager for execution and/or approval, then returned for processing.
2. Award modifications are routed via the Agreements solution to the Contracts team for review and execution, then returned to OSP Post-Award who will process the modification.



IMPORTANT NOTICE

If the award modification includes a change in personnel, or requires any additional information from the department, there may be additional workflow steps, outside of Workflows 1 and 2, where the OSP Post Award Specialist or Contracts Administrator confirms receipt of the necessary items.

Notifications Received During Modification Setup

While the modifications and amendments are typically not as involved in comparison to new awards, it is equally as important to understand the modification setup process and the various stages where users may be notified. The table below outlines what occurs at each of the steps during modification processing. As a reminder, the end of this guide shows users how to access helpful reports that identify where in the process their records are.

AWARD MODIFICATIONS	
AWARD MODIFICATION PROCESS STEPS	RAMP PI / STUDY TEAM EMAIL NOTIFICATIONS
Scope of Work and Budget submitted to and approved by the Sponsor and may be referenced within the Funded Proposal (FP) workspace	
<p style="text-align: center;"></p> <p>Amendment received and routed to the OSP Post-Award Team</p>	---
<p style="text-align: center;"></p> <p>OSP Post-Award references the appropriate record in RAMP and creates the Draft Amendment, selecting the appropriate Award Modification type</p>	---
<p style="text-align: center;"></p> <p>OSP Specialist notifies appropriate contact for execution/approval:</p> <p>1. Award Modification is sent to the Post-Award Director for approval</p> <p style="text-align: center;">OR</p> <p>2. Agreement is created and assigned to OSP Contracts Manager, reviewed and routed for appropriate Mason approval</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Agreement is assigned an owner <i>(if applicable)</i> <input checked="" type="checkbox"/> Agreement language changes approved <i>(if applicable)</i>
<p style="text-align: center;"></p> <p>Fully executed amendment received by OSP Post-Award and setup begins</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amendment is approved <i>(if applicable)</i> <input checked="" type="checkbox"/> Ancillary reviews are sent (i.e., compliance review, additional information) <input checked="" type="checkbox"/> Budget review <i>(if applicable)</i>
<p style="text-align: center;"></p> <p>Setup complete in RAMP and funds available in Banner</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Modification activated in RAMP and Banner

Checking the Setup Progress from the Award/Modification Workspace

The award and modification workspaces contain helpful notes and useful information about the current state of awards during the setup process.

Setup Status and Workflow Diagram

Users can view the status of their award or modification in the top left corner of the workspace. This status corresponds with the highlighted step in the workflow diagram, located in the center of the award and award modification workspaces.



Refer to the image below of the award workspace.

Pending Activation

AWD00001323
Funding Award

Yale/NIH/Vesicles Babesia virulence

Next Steps

View Award

Printer Version

- [COI Disclosure Status](#)
- [Terms And Conditions](#)
- [Manage Tags](#)
- [Send Email](#)
- [Log Comment](#)

Award Template

PD/PI:	Fatah Kashanchi	Award Date:	
Specialist:	Kevin Brooks	Start Date:	8/1/2024
		End Date:	7/31/2025
Designated Reviewer:	Jennifer Huettl	Sponsor Award #:	CON-80005345(GR125416)
Award Approver:	Jennifer Huettl		
Approving Dept/Div/Institute:	Ctr Infectious Disease Rsch CIDR		
Administrative Contact:			
Direct Sponsor:	Yale University		
Prime Sponsor:	National Institutes of Health (NIH)		
Current Total Project Period Commitment:	\$81,120		
Current Total Award Amount To Date:	\$81,120		

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000380-Res1	Kashanchi_Yale/R01_due 10/23/2023 - Resub - 1	Fatah Kashanchi	Pending Sponsor Review

Banner Sync Status by Account:

Fund #	Name	Date Last Sync Attempt	Sync Succeeded?	Sync Message
206862	206862 - Yale/NIH/Vesicles Babesia virulence	9/11/2024 10:07 PM	yes	Success

Grant Number: 206862P

Fund Numbers:

206862

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graph LR
    Draft --> Designated_Review[Designated Review]
    Designated_Review --> Final_Review[Final Review]
    Final_Review --> Active[Active]
    Active --> Complete[Complete]
    Designated_Review --> RP1[Response Pending]
    RP1 --> Designated_Review
    Final_Review --> RP2[Response Pending]
    RP2 --> Final_Review
    Active --> AA[Advance Account]
    AA --> Active
  
```

Refer to the image below of the modification workspace.

Grants > CU/DARPA/TRAUMAS Ultrasound > Amendment 8
Admin View ? Help

Draft

AWD00000290-MOD005
Modification

Amendment 8

Next Steps

View Award Modification

Printer Version

- [Withdraw](#)
- [Manage Ancillary Reviews](#)
- [Send for Sponsor Approval](#)
- [Manage Tags](#)
- [Send Email](#)

Parent Award:	CU/DARPA/TRAUMAS Ultrasound	Effective Date:	8/13/2024
Description:	Modification (8) is to add incremental funding in the amount of \$150,000.	Specialist:	Filip Plecevic
Designated Reviewer:	Jennifer Huettl	Modification Type:	NGA Revised
Award Approver:	Jennifer Huettl		

```

graph LR
    Draft --> Designated_Review[Designated Review]
    Designated_Review --> Final_Review[Final Review]
    Final_Review --> Complete[Complete]
    Designated_Review --> RP1[Response Pending]
    RP1 --> Designated_Review
    Final_Review --> RP2[Response Pending]
    RP2 --> Final_Review
  
```

History Tab

The OSP Post-Award team makes notes within the record, that appear in the History tab so that those with read and edit rights can view the notes about the award and check the award status.

New Award and Award Modifications RAMP Workflow Overview

Updated: 10/2/2024



In this section, users can view if the record is awaiting COI, budget, or other information, or if an agreement has been sent to the Contracts team. The OSP Post-Award Specialist checks weekly on the status of a modification, making note of outstanding items. Addition of deliverables, comments, and ancillary reviews is also visible within the History tab.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments
Activity			Author			Activity Date			
⚡	Activate	Huettl, Jennifer			9/11/2024 3:26 PM				
➔	Submitted for Final Review	Brooks, Kevin			9/10/2024 10:53 AM				
🔧	Manage Ancillary Review	Brooks, Kevin			9/10/2024 10:44 AM				
☑	Submit Ancillary Review	Crocker, John			9/9/2024 2:35 PM				
This project has an approved IBC protocol 15-28, please proceed with processing this award									
☑	Submit Ancillary Review	Comerford, Lisa			9/9/2024 12:06 PM				
💬	Log Comment	Brooks, Kevin			9/9/2024 11:27 AM				
COI status for Lance Liotta is Under Review. Sent Ancillary Review to COI-Research Integrity Office.									
🔧	Manage Ancillary Review	Brooks, Kevin			9/9/2024 11:26 AM				
💬	Log Comment	Brooks, Kevin			9/9/2024 11:20 AM				
Sent Ancillary Review to Lab Safety.									
🔧	Manage Ancillary Review	Brooks, Kevin			9/9/2024 11:20 AM				
💬	Log Comment	Brooks, Kevin			9/9/2024 11:11 AM				
9/6: Activated by Contracts via RAMP as GRT00000846									
16 items					◀ page 1 of 2 ▶				

The award modification workspace contains similar features in the History tab.

Checking the Status of an Agreement from the Awards Workspace

Once the Contract Administrator has been assigned the Owner, the PI will be notified and work on the agreement or amendment will begin. The Contracts Administrator will review the Agreement or the Modification terms and conditions and reach out to other departments (ORIA, OTT, ITS) as needed in order to ensure the Agreement or Modification terms and conditions are compliant with state law, GMU policy, and/or to ensure that GMU meets all the appropriate cyber security requirements. Users can see what state the record is in: Internal Review, External Review, Internal Signature, External Signature, etc.

GRT00000148AM2

Amendment for UPITT/NIH/MobileHealthcareApps 206104P 2

External Signature

Primary contact: Elizabeth Hale-Salice
 Manager/PI: Lei Yang
 Owner: Lindsay Gilbreath
 Created: 8/27/2024 3:06 PM
 Received: 8/27/2024 3:10 PM
 Modified: 8/29/2024 10:58 AM
 Effective: 8/15/2022
 Expires: 4/30/2025

Next Steps

[Edit Amendment](#)

[Printer Version](#)

Agreement: Award Amendment 2_206104P_Yang.pdf(0.01) ...

Final agreement:

Contracting party: University Of Pittsburgh

Agreement type: Grant
Office: OSP-Contracts Team
Responsible Department/Division/Institute: IST Department
Description: This is for Yang's FP00000328. Per attached spo

Amendment description: Amendment 2 to Dr. Yang's 206104P
 The period

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      graph LR
      A[Pre-Submission] --> B[Unassigned]
      B --> C[In Review]
      C --> D[Signing]
      D --> E[Active]
      B --> B1[Clarification Requested]
      B1 --> B
      C --> C1[Clarification Requested]
      C1 --> C
      style D fill:#f96
      
```



The Contracts Administrator can make notes as they change the “State” of the Agreement. Typically, if negotiation needs to happen the Contracts Administrator will send e-mails to the sponsor with the appropriate parties copied (Research Administrators and PI).

Activity	Author	Activity Date
Sent for External Signature Sent PE 8/29.	Gilbreath, Lindsay	8/29/2024 10:58 AM
Approved Language	Gilbreath, Lindsay	8/29/2024 10:58 AM
Assigned Owner	Gilbreath, Lindsay	8/27/2024 6:04 PM
Submitted	Hale-Salice, Elizabeth	8/27/2024 3:10 PM
Changes Made	Hale-Salice, Elizabeth	8/27/2024 3:10 PM

Users are able to check the Agreement record status within the Awards workspace. To view, select the **Related Projects** tab. There users can see whether an Agreement has been created and where it is within the workflow.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log
Related Projects										
Filter by <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> <input type="button" value="+ Add Filter"/> <input type="button" value="X Clear All"/>										
ID	Name	Owner	Organization	Project Type	Project Status					
GRT00000772	Agreement for: Raz_NCMS_XM30_Digital_Engineering	Jacqueline Hottle	Sponsored Programs Admin	Agreement	Internal Review					
1 items page 1 of 1										

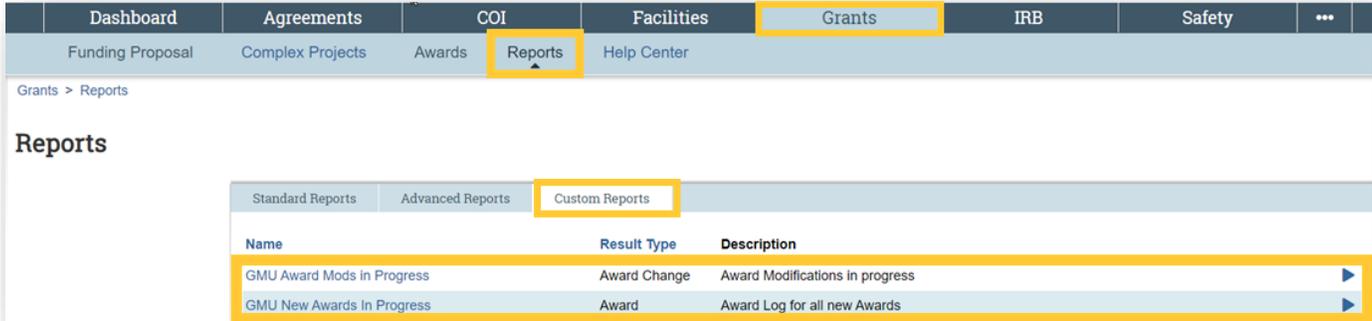
When the Agreement is activated or the amendment is approved, the PI will receive a notification.



Checking the Status of New Awards and Award Modifications using Reports

Within RAMP's Grant Solution, users will find Reports. In the Reports workspace, users will find two reports that will allow users to quickly view the status of their award or modification:

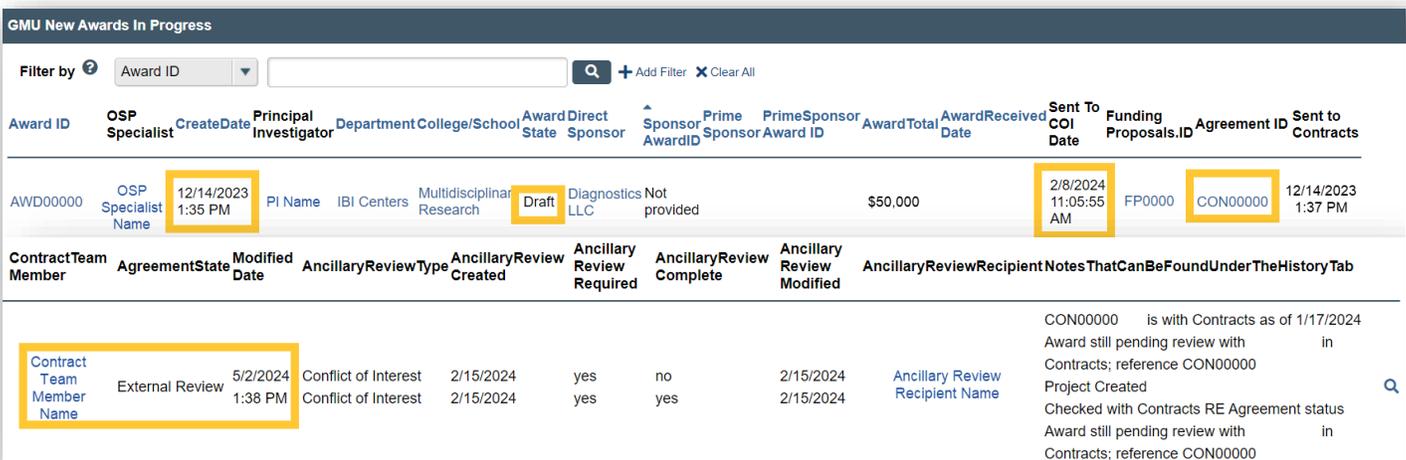
1. **GMU Award Mods in Progress**
2. **GMU New Awards in Progress**



GMU New Awards in Progress

This custom report shows a comprehensive log of all new awards in progress, displaying them in a table with the following column fields:

- Award ID
- OSP Specialist
- Create date
- Principal Investigator
- Department
- College/School
- Award state
- Direct Sponsor
- Direct Sponsor Award ID
- Prime Sponsor
- Prime Sponsor Award ID
- Award total
- Award date received
- Sent to COI date
- Funding proposals ID
- Agreement ID
- Sent to contracts
- Contract team member
- Agreement state
- Modified date
- Ancillary review type
- Ancillary review created
- Ancillary review required
- Ancillary review complete
- Ancillary review recipient
- Notes that can be found under the History Tab





GMU Award Mods In Progress

This custom report shows a comprehensive log of all award modifications in progress, displaying them in a table with the following column fields:

- Award Mod ID
- OSP Specialist
- Created date
- Principal Investigator
- Department
- College/School
- Award mod state
- Action to be taken in this modification
- Direct Sponsor
- Prime Sponsor
- Ancillary Review Type
- Ancillary Review Created
- Ancillary Reviews Required
- Ancillary Reviews Complete
- Ancillary Review Modified
- Ancillary Review Recipient
- Notes in the History Tab

Award Mod ID	OSP Specialist	Created Date	Principal Investigator	Department	College/School	Award Mod State	Action To Be Taken In This Modification	Direct Sponsor	Prime Sponsor Type	Ancillary Review
205311P MOD002	Isabella Garza	8/23/2024 12:08 PM	Timothy Delsole	Atmosph Oceanic and Earth Sci Dept	College of Science	Draft	No cost extension through 8/31/2025	National Oceanic & Atmospheric Administration (NOAA)		Conflict of Interest

Ancillary Review Type	Ancillary Review Created	Ancillary Review Required	Ancillary Reviews Is Complete	Ancillary Review Modified	Ancillary Review Recipient	Notes Found Under The History Tab
Conflict of Interest	8/27/2024	yes	no	8/27/2024	Timothy Delsole	Project Created