



Training Curriculum Breakdown

Below you will find a breakdown of the training materials available in MasonLEAPS. Although the curriculum was designed with faculty, research administrators, and members of the study team in mind, business processes between departments may slightly vary. As such, the list below suggests which training within our curriculum is applicable to various user groups.

[Full Curriculum in MasonLEAPS](#)

RAMP Training Curriculum: PI/Study Team				
Material Type	Introduction to RAMP	PI	Research Administrator	Other Study Team Members
Video	Introduction to RAMP	X	X	X
PDF	RAMP Terminology	X	X	X
Material Type	General System Navigation	PI	Research Administrator	Other Study Team Members
Video	General Dashboard Navigation	X	X	X
Video	Introduction to SmartForms	X	X	X
Video	SmartForm Validation		X	
Video	Print Project		X	
Material Type	Funding Proposals	PI	Research Administrator	Other Study Team Members
Video	Introduction to Funding Proposals	X	X	X
Video	User Roles and Security	X	X	X
Material Type	Initiate/Submit a Funding Proposal	PI	Research Administrator	Other Study Team Members
PDF	Submission Types in RAMP Defined	X	X	X
Video	Pre-Proposal/New Funding Proposal	X	X	X
PDF	Pre-Proposal Guide	X	X	X
PDF	Create a Funding Proposal Guide	X	X	X
PDF	Resubmission Guide		X	
PDF	Renewal Guide		X	
PDF	Revision Guide		X	
PDF	Continuation Guide		X	
Video	Certify & Submit Funding Proposal for Review	X	X	X
PDF	Certify a Funding Proposal Guide	X	X	X
PDF	Submit a Funding Proposal Guide		X	
PDF	Validate a Funding Proposal Guide		X	
Material Type	Budget	PI	Research Administrator	Other Study Team Members
Video	Complete a Budget		X	
PDF	Complete a Proposal Budget Guide		X	
Video	Create a Subaward Budget		X	
PDF	Create a Subaward Budget Guide		X	
Video	Create a Cost Share Budget		X	
PDF	Create a Cost Share Budget Guide		X	

Material Type	System-to-system SmartForms	PI	Research Administrator	Other Study Team Members
Video	Create or Update SF424		X	
PDF	SF424 Guide		X	
Material Type	Ancillary Review	PI	Research Administrator	Other Study Team Members
Video	Create Ancillary Review		X	
PDF	Ancillary Review Guide		X	
Material Type	Sponsor Responses/Requests	PI	Research Administrator	Other Study Team Members
Video	Respond to a Clarification Request	X	X	X
PDF	Respond to a Clarification Request Guide	X	X	X
Video	Notify OSP of Sponsor Determination	X	X	X
PDF	Notify OSP of Sponsor Determination Guide	X	X	X
Video	Respond to a JIT Request		X	X
PDF	JIT Guide		X	X
Material Type	Awards	PI	Research Administrator	Other Study Team Members
Video	Introduction to Awards	X	X	X
Video	Introduction to Award Modifications	X	X	X
Video	Request an Award Modification		X	
PDF	Request Modifications Guide		X	
PDF	Navigating the Award Workspace	X	X	
PDF	New Award and Award Modification RAMP Workflow Overview	X	X	
Material Type	Agreements	PI	Research Administrator	Other Study Team Members
PDF	Agreements Defined	X	X	X
Video	Agreements Navigation	X	X	X
Video	User Roles and Security	X	X	X
Video	Create Agreements		X	X
PDF	Create and Submit an Agreement Guide		X	
Video	Create and Submit an Amendment		X	
Video	Create and Submit an Amendment Guide		X	