

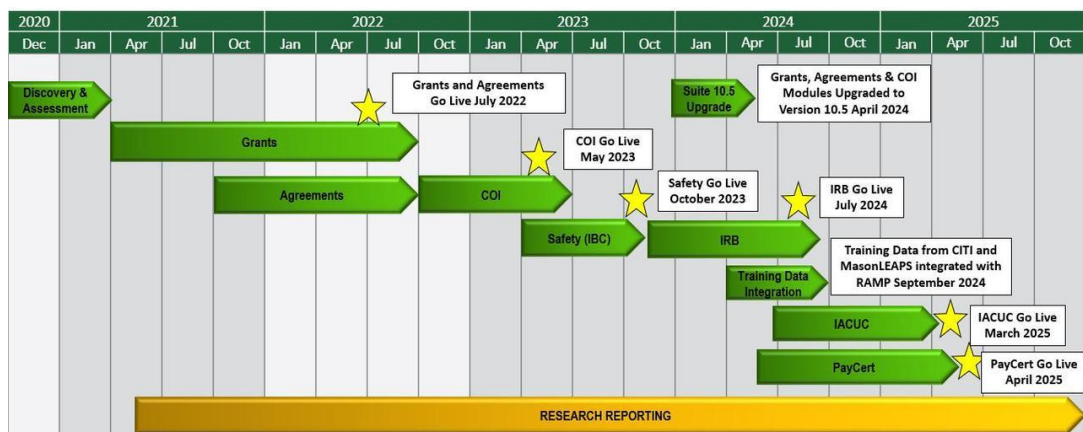


June 2025

Research Administration Management Portal (RAMP) Update

George Mason University has implemented an integrated research web-based system, **Research Administration Management Portal** or **RAMP**, to support the growing research enterprise. This system is reducing duplication efforts and better supports faculty. It also allows for the capture of research-related data in one system, enhancing reporting and data-driven decision-making. In addition, RAMP is helping improve compliance with sponsor regulations and requirements through streamlined workflows and an automated reminder system.

All of the seven modules have been implemented. Below is the overall RAMP Program Timeline. Visit the [RAMP website](#) for additional information.





Celebrating a Major Milestone: RAMP Project Successfully Completed

After five years of dedicated, university-wide collaboration, I am thrilled to share that George Mason has successfully completed the Research Administration Management Portal (RAMP) project. This innovative system represents a major step forward in how we support faculty and grow our research enterprise.

This achievement reflects the incredible dedication, expertise, and teamwork of colleagues across the university. As Vice President for Research, Innovation, and Economic Impact, I want to extend my sincere thanks and congratulations to everyone who contributed to this important milestone.

The RAMP Project was a partnership led by the Office of Research and Information Technology Services with strong contributions from our external partner, Huron Consulting Group. This \$3.5M initiative modernizes our research administration infrastructure in alignment with our status as a top-tier research institution. RAMP's user-friendly tools will help streamline proposal submission, award set-up, manage research involving human subjects and animals, and payroll certification—marking a transformative step forward for George Mason's research enterprise.

This is more than a system upgrade—it's a transformative leap that positions George Mason University to better support our researchers and expand our impact. Thank you again for your commitment and collaboration in making this possible.

Warm regards,

Andre Marshall, PhD

Vice President for Research, Innovation and Economic Impact

PI and Co-PI Credit Allocation on Sponsored Projects

In response to feedback from the annual Academic Planning meetings between College Leadership and the Office of the Provost, the RAMP project team is



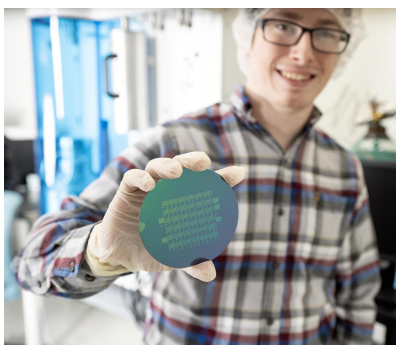
introducing a new data field for both proposals and awards. This field will capture credit allocation for PIs and Co-PIs and will support supplemental reporting in MicroStrategy for faculty and academic administrators.

During proposal preparation, RAMP will now require entry of credit allocation percentages for PIs and Co-PIs. This credit allocation is distinct from the Indirect Cost (IDC) distribution and instead reflects intellectual and academic leadership on the project. It should align with each PI's and Co-PI's responsibilities, including research planning, oversight of research personnel, and overall project management. These credit percentages, defined at the proposal stage, will be confirmed at the award stage if the proposal is funded.

Starting June 18, 2025, RAMP will include a new smartform question for this purpose. For active projects, where possible, the system will pre-populate the credit allocation based on existing IDC distributions. However, since credit and IDC allocations may differ, the Office of Sponsored Programs (OSP) will collaborate with Academic Units and PIs over the next two months to review and update current awards as needed. Awards that have ended and are closed will not be updated retroactively. The data collected will feed into MicroStrategy reports that will be developed to help more accurately identify faculty contributions to proposals and sponsored research projects.

A [Credit Allocation Quick Guide](#) regarding the proposal smartform question in RAMP can be found on the RAMP website. Pre-Award administrators will be available to provide support during the proposal development process, but PIs and Co-PIs will work together to determine the appropriate credit allocation for each project.

Email questions about this process or reporting capabilities to [Mike Laskofski](#).



OSP Training Update

OSP recently posted new, on-demand research administrator resource guides related to Post Award Administration. These new resources are available in [MasonLEAPS](#); the direct link is provided below and is also available on the [OSP website](#).

[Post-Award Administration](#) includes guides to Post-Award Financial Administration; Read an Award Notice; Payment Types and Accounting Basics; Expenditure Review & Allowable Costs; Cost Share; Special Topics in Grant Spending;

Award Management and Modifications; PayCert Overview; Processing Labor and Non-Labor Expenditures on Sponsored Projects; and Research Compliance.

Additional on-demand research administration resource guides are at [OSP Training](#). **Coming soon:** OSP is creating a new, on-demand Research Administration Certificate Program. Details will be shared once the development of the online program is finalized.

RAMP Support

With all RAMP modules now live, a support team is in place to assist with the system. We have a dedicated team to troubleshoot any technical issues and will work directly with our Huron resources as needed. Module-specific subject matter experts are also available for end-user questions. If you need support with any of the modules, submit a [help ticket](#) from the [RAMP website](#) or email



ramp@gmu.edu and provide relevant details of your request and indicate the module for which you require assistance. In addition, there are numerous trainings and resources available on the [RAMP training webpage](#) for each module. You can also visit the [RAMP FAQ webpage](#) for assistance.



RAMP PayCert is Live

The RAMP PayCert module, which is the new system for the payroll certification process for sponsored awards and the final module of the RAMP project implementation, successfully went live on April 28, 2025. The first payroll certification statements were generated and sent on April 29. Payroll certification statements are generated annually based on the sponsored award start date and at the end of the project for closeout. Individuals designated as primary payroll coordinators in the units can expect to start receiving system notifications when a new payroll certification statement is ready and will complete an initial review prior to statements advancing to PI review. PIs can expect to

start receiving system notifications once the unit pre-review step is complete and ready for PI review and official certification.

You can find an overview of the changes to the payroll certification process located here: [RAMP PayCert Process Change Summary](#). The PayCert login, additional training and reference materials, and FAQs can all be found on the [RAMP website](#). A link to submit a help ticket is also available on the [RAMP website](#). You may also email OSP with questions at ospcerts@gmu.edu or use the 'help' button within a specific certification statement to send a message to the primary payroll coordinator assigned for your department. Your patience and understanding during this transition are greatly appreciated.

Conflict of Commitment Pre-Approval Requests

The Offices of Research Integrity & Assurance (ORIA) and Institutional Compliance (OIC) are conducting outreach to socialize the Conflict of Commitment Pre-Approval Request (PAR) process with instructional/research faculty. This outreach follows earlier meetings with college deans, department chairs, and institute leads. ORIA and OIC



representatives are scheduling meetings with faculty across the colleges to explain the pre-approval process and how to submit PARs through RAMP. Details on when a PAR is required and how to submit one can be found in [Quick Reference Guides](#). Email questions, comments, or concerns to rampcoi@gmu.edu.



Improvements Made to COI and COC

Updates have been made to the Conflict of Interest (COI)/Conflict of Commitment (COC) module to enhance the user experience. The module is now labeled “COI/COC” to reflect that it is the one-stop-shop for all conflict related activities (e.g., disclosures, pre-approval requests).

The names and descriptions of the pre-approval request categories have been refined to better align with the

categories outlined in [University Policy 4021 on Conflict of Commitment](#). Additionally, accessibility and usability improvements have been implemented, such as enhanced screen reader functionality. Details about COI and COC is available on the [Disclosures page](#) of the website. Email questions, comments, or concerns to rampcoi@gmu.edu.

Congratulations to Jennifer Fortney – 2025 Outstanding Achievement Awards Recipient

Jennifer Fortney, Research System & Business Analyst in the Office of Sponsored Programs, was awarded the George Mason University 2025 Outstanding Achievement Award for Exceptional Support. Jennifer has been instrumental in the successful implementation and



ongoing support of RAMP, a university-wide system that enhances research operations and supports our expanding research community. Her proactive approach, dedication to problem-solving, and commitment to improving processes have been critical to the project's success. Jennifer embodies George Mason's values of collaboration, stewardship, and innovation.

Research Administration Management Portal
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