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

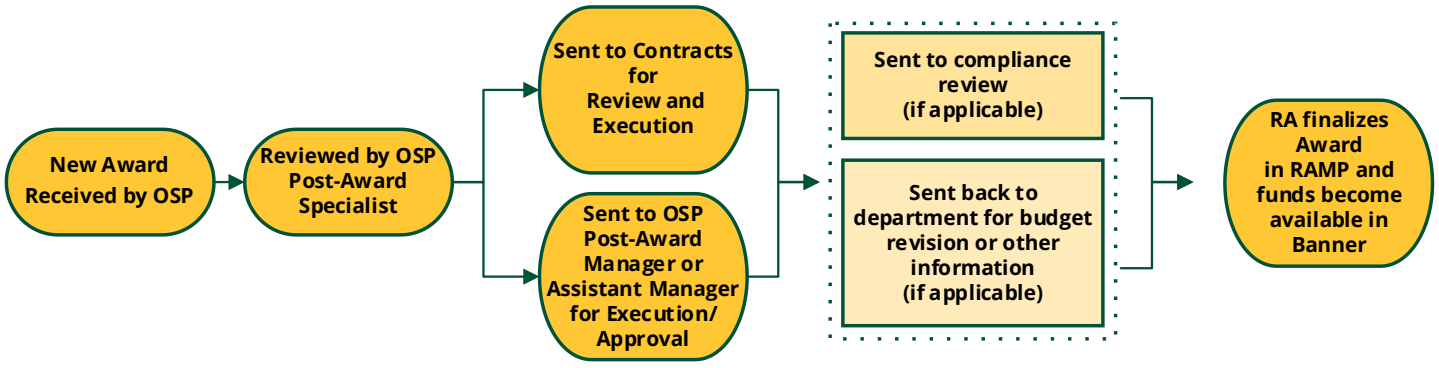
Within this guide, we will review the RAMP workflow for all stakeholders involved in the award setup and award modification process.

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.

NEW AWARDS

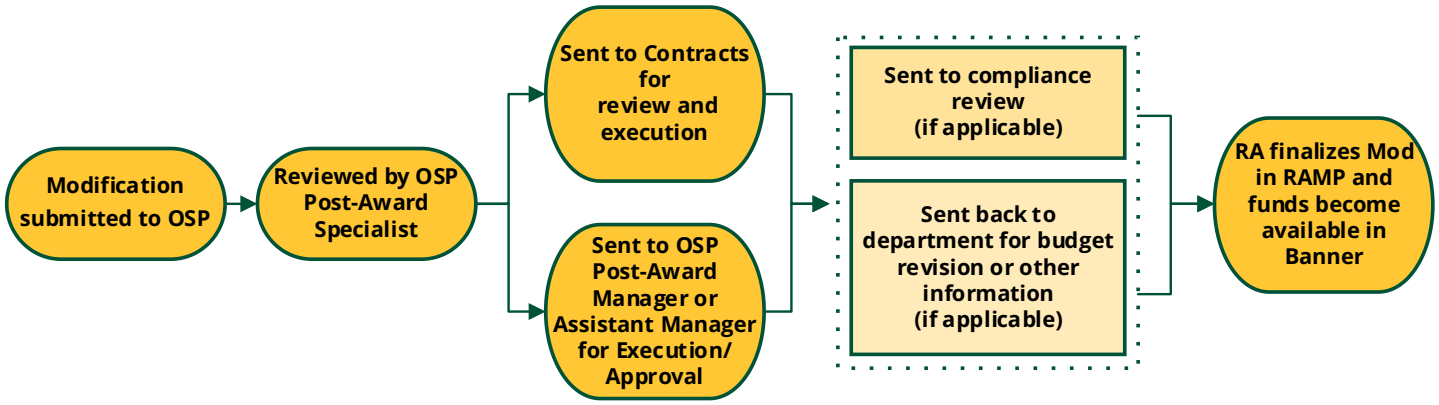
AWARD SETUP PROCESS STEPS	RAMP PI / STUDY TEAM EMAIL NOTIFICATIONS
Funding Proposal (FP) has been certified by PI in RAMP and all ancillary reviews within the FP are complete	
Notice of Award received and routed to the OSP Post-Award Team, who **identifies the associated Funding Proposal**	☑ If ancillary reviews on the FP are outstanding (this will prevent setup)
OSP Post-Award verifies the FP matches the Notice of Award and **creates the Draft Funding Award**	---
OSP Specialist notifies appropriate contact for execution/approval: 1. Award notice is **approved by the Post-Award Director** *OR* 2. **Agreement is created and assigned to OSP Contracts Manager**, reviewed and routed for appropriate Mason approval	☑ Agreement is assigned an owner *(if applicable)* ☑ Agreement language changes approved *(if applicable)*
Fully executed award received by OSP Post-Award and **setup begins**	☑ Agreement is activated *(if applicable)* ☑ Ancillary reviews are sent (i.e., IRB/External IRB, IACUC, FCOI, Lab Safety, COI, additional information) ☑ Budget review *(if applicable)*
Award activated in RAMP and **funds available** in Banner	☑ Award is activated in RAMP and Banner

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	
Amendment received and routed to the OSP Post-Award Team	---
OSP Post-Award references the appropriate record in RAMP and **creates the Draft Amendment,** selecting the appropriate Award Modification type	---
OSP Specialist notifies appropriate contact for execution/approval: 1. Award Modification is **sent to the Post-Award Director for approval** *OR* 2. **Agreement is created and assigned to OSP Contracts Manager,** reviewed and routed for appropriate Mason approval	☑ Agreement is assigned an owner *(if applicable)* ☑ Agreement language changes approved *(if applicable)*
Fully executed amendment received by OSP Post-Award and **setup begins**	☑ Amendment is approved *(if applicable)* ☑ Ancillary reviews are sent (i.e., compliance review, additional information) ☑ Budget review *(if applicable)*
Setup complete in RAMP and **funds available** in Banner	☑ Modification activated in RAMP and Banner

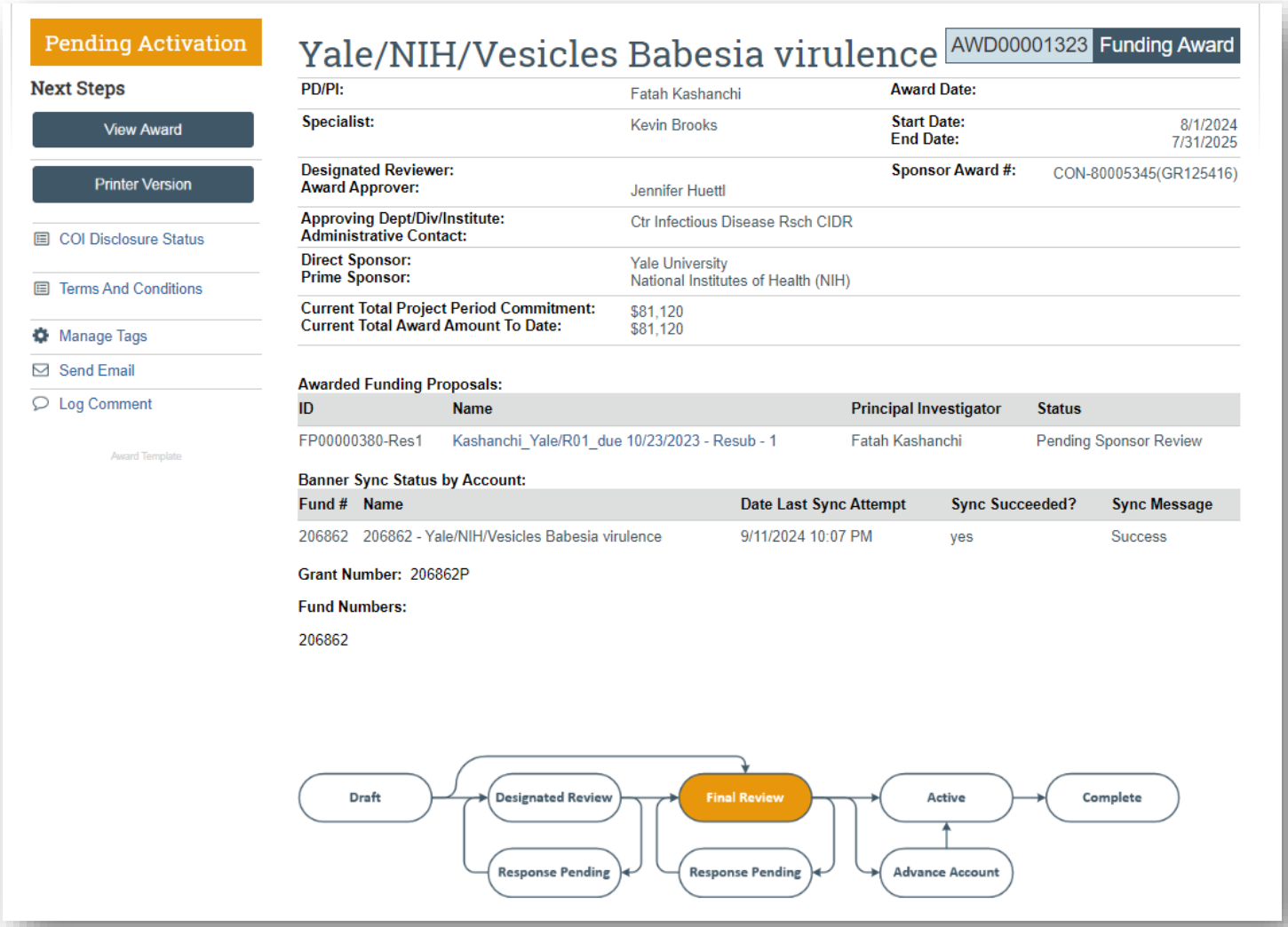
Checking the Setup Progress from the Award/Modification Workspace

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

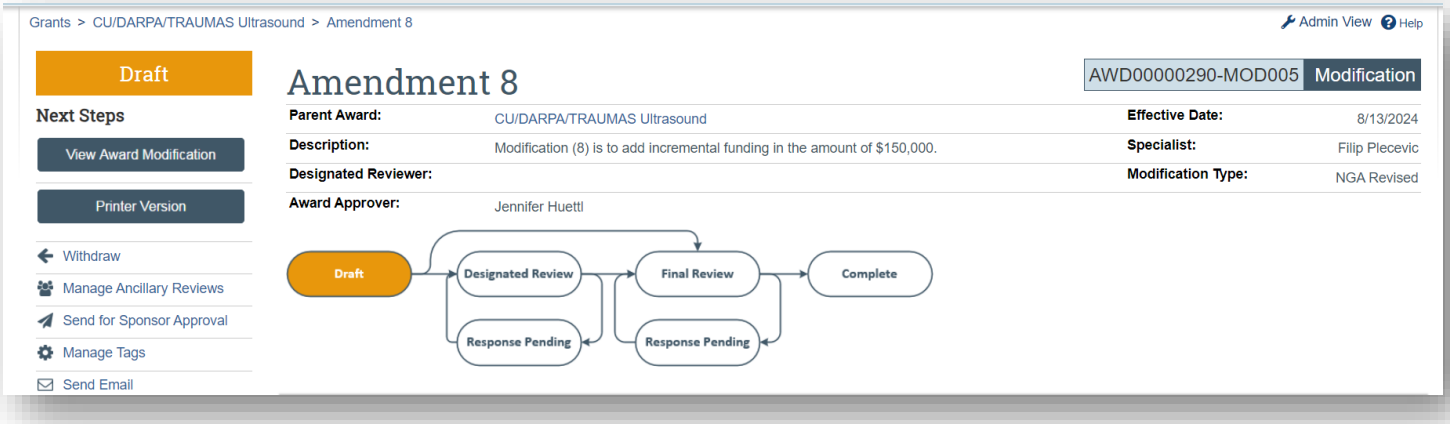
Setup Status and Workflow Diagram

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.



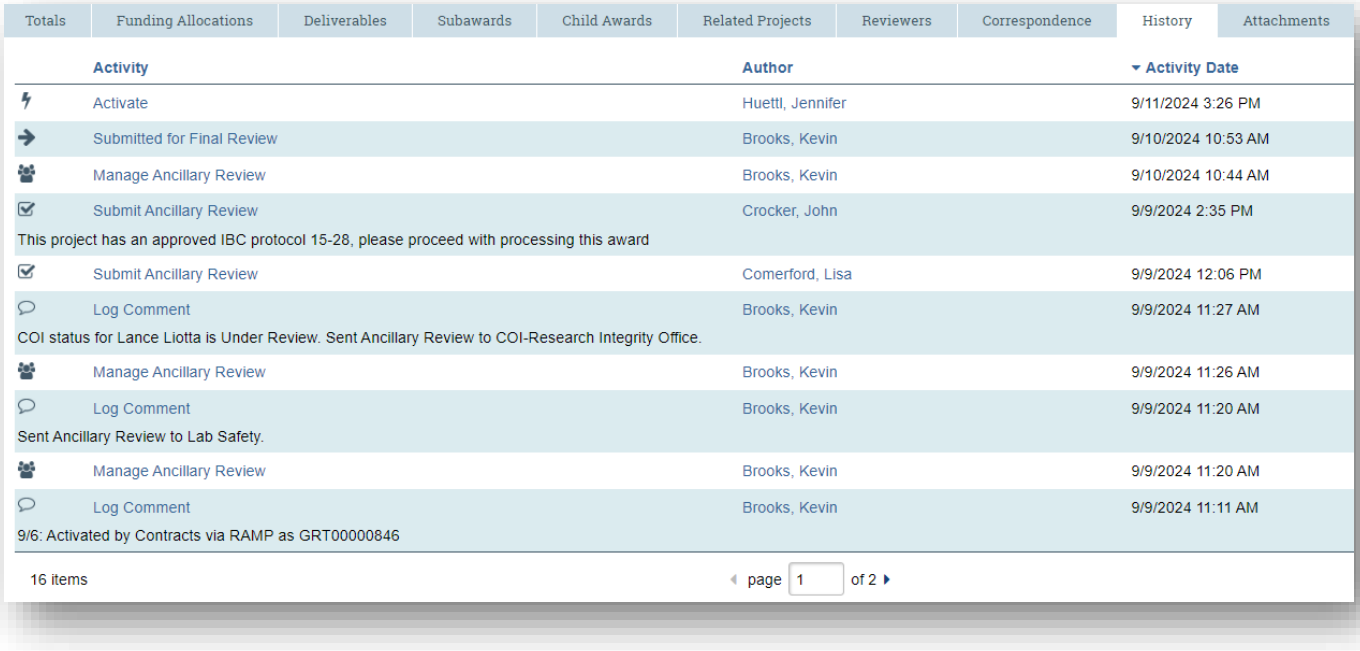
Refer to the image below of the modification workspace.



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.

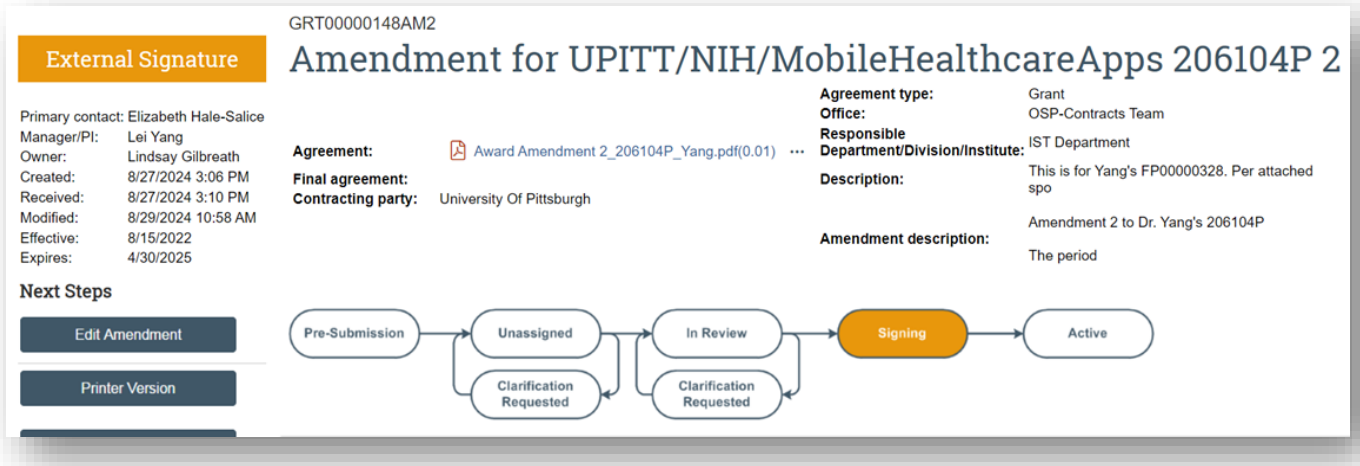
In this section, users can view if the record is awaiting COI, budget, or other information, or if an agreement has been sent to the Contracts team. The OSP Post-Award Specialist checks weekly on the status of a modification, making note of outstanding items. Addition of deliverables, comments, and ancillary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



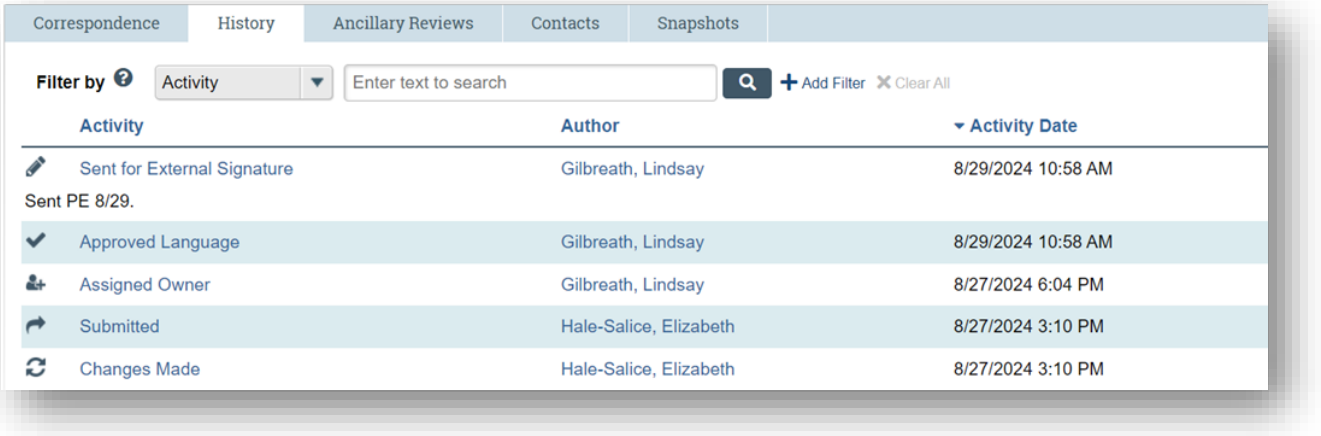
The award modification workspace contains similar features in the History tab.

Checking the Status of an Agreement from the Awards Workspace

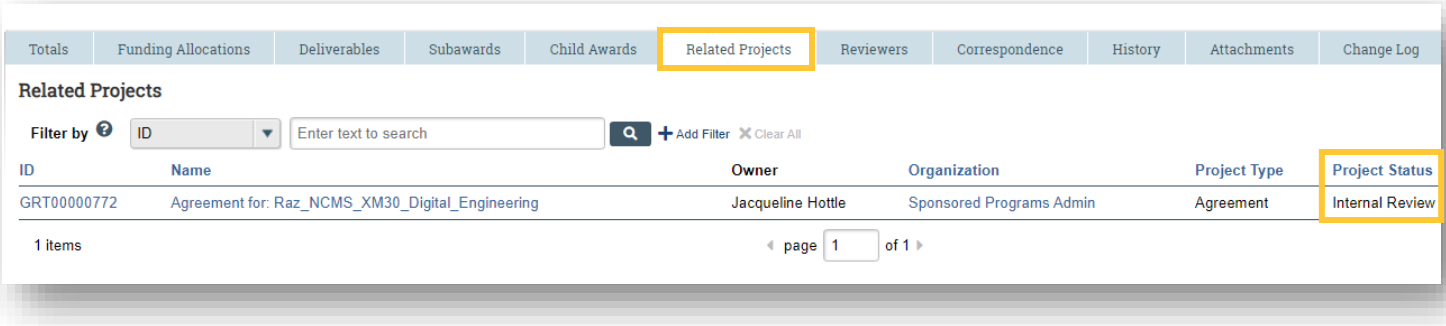
Once the Contract Administrator has been assigned the Owner, the PI will be notified and work on the agreement or amendment will begin. The Contracts Administrator will review the Agreement or the Modification terms and conditions and reach out to other departments (ORIA, OTT, ITS) as needed in order 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.



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).



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.

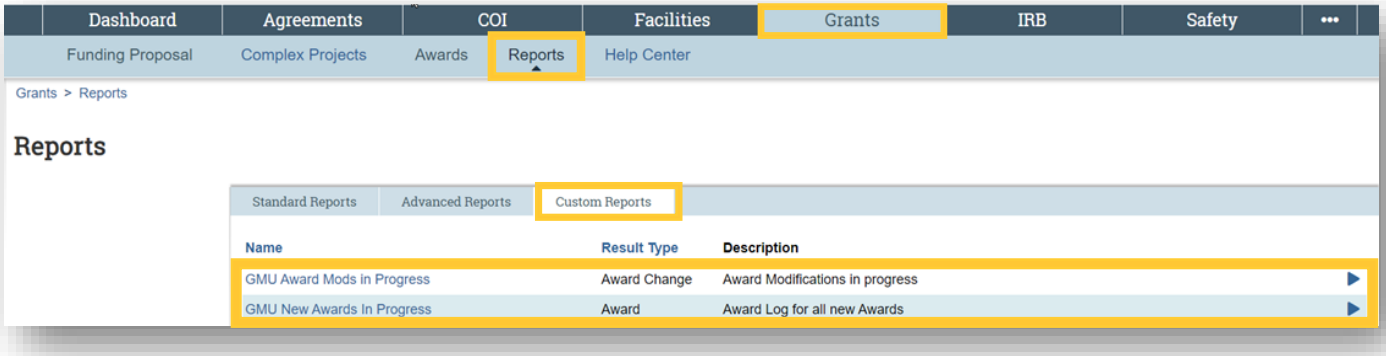


When the Agreement is activated or the amendment is approved, the PI will receive a notification.

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:

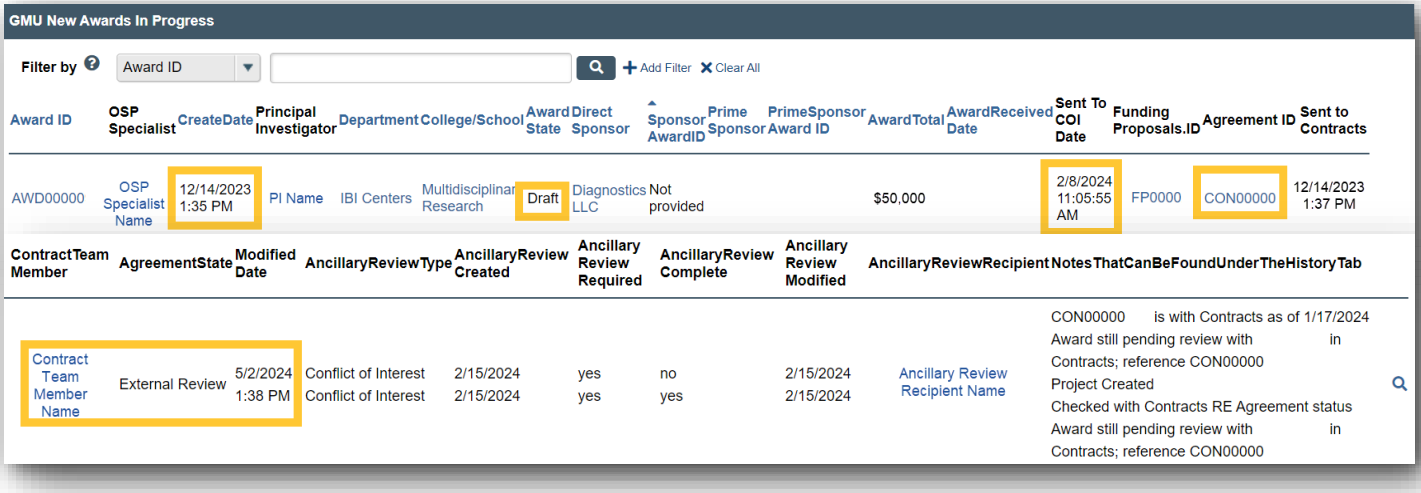
1. **GMU Award Mods in Progress**
2. **GMU New Awards in Progress**



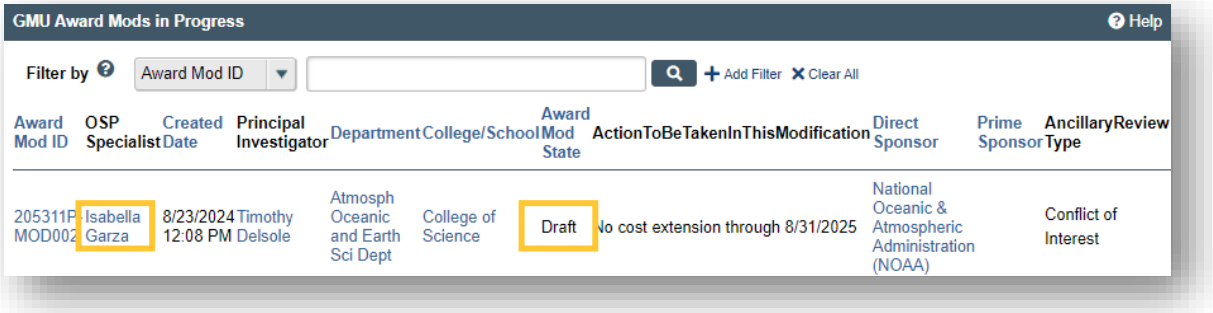
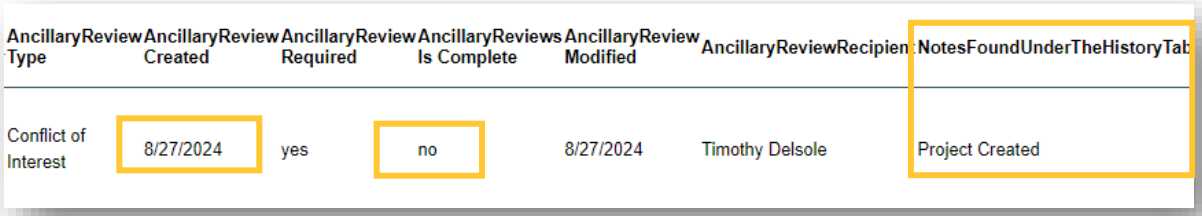
GMU New Awards in Progress

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