RAMSeS Approval Guide

Division of Research and Sponsored Programs Office of
Sponsored Research and Programs
osrp@nccu.edu
(919)530-7333
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Introduction

RAMSeS (Research Administration Management System and electronic Submission) is NCCU’s official proposal tracking and award management system. It is used to create and manage the official University records for all sponsored projects. Each record contains both financial and compliance information necessary for submission as well as financial management once an award has been made.

All proposals requesting funding for a grant, contract or cooperative agreement, whether submitted electronically or via hardcopy, must be routed through RAMSeS. This is accomplished by preparing an electronic Internal Processing Form (eIPF), which is mandatory for all applications regardless of the funding source or submission method.

This manual is designed to walk Research Administrators (RA) and Principal Investigators (PI) through approving submissions in RAMSeS. If at any time you have problems, you should contact the Office of Sponsored Research and Programs at 919-530-7333 or osrp@nccu.edu for assistance.

Logging into RAMSeS

![Figure 1](image)

1. Log into RAMSeS to create or work with a current submission by going to the following link: [https://nccu.myresearchonline.org/ramses](https://nccu.myresearchonline.org/ramses).

2. Click on **Continue to Login** and proceed to the Log-in Screen.

3. Enter your NCCU user name and password as shown in Figure 2 below.
If you have problems logging into RAMSeS, you should do the following:

- First, attempt to reset your NCCU Banner password by going to [https://webapps.nccu.edu/departments/its/passwordmanagement/index.cfm](https://webapps.nccu.edu/departments/its/passwordmanagement/index.cfm).
- If resetting the password does not work, contact OSRP at 919-530-7333.

Figure 2
RAMSeS Proposal Dashboard

Once you have successfully logged in, the screen will look like Figure 3 below. The home page, also referred to as the “Dashboard,” is where Principal Investigators (PIs) or administrators create new or access prior submissions and awards. It is also the place for department heads and deans to access proposals for their respective departments or schools/colleges.

![RAMSeS Proposal Dashboard](image)

**Figure 3**

The menu links do the following:

- **Start New Proposal** – Where the RA or PI goes to create a new proposal
- **My Proposals** – List of all unsubmitted/submitted proposals that the user created or is named on
- **Proposals in My Dept** – Access for department heads/deans to all proposals from/associated with faculty in their department or school/college
- **Assumption of Risk Inbox** – OSRP Use Only
- **My Awards** – List of all Active/Inactive awards for the PI logged in or anyone listed as an Administrative Contact on the award
- **Awards In My Dept** – Access for department heads/deans to all awards for/associated with faculty in their department or school/college
- **PI Certification Inbox** – Shows list of submissions that require the PI to electronically approve
- **Dept Approval Inbox** – Shows list of submissions that require the department head’s/dean’s electronic approval
Submit Proposal for PI’s

PIs must click the Submit Proposal button and must read through the submission confirmation and click the Yes button to continue.

Figure 4 Submission Screen No. 1
Then, PIs must click the Submit Certification button to electronically sign the proposal.

Figure 5 Submission Screen No. 2

Each PI listed will follow this procedure to sign the proposal.

Once the Lead PI has signed, the proposal advances to the Departments and Deans’ Offices following the routing order listed on the “Approving Depts” page. OSRP is the last stop for all proposals where they receive the final approval.
Authorization Screen seen by Deans and Departments

1. To Certify the Proposal, click on the Department Approval Inbox located on the far left-hand side.

![Figure 6 – Accessing the proposal for approval Screen No. 1](image)

2. Next, click on the proposal you would like to approve/authorize.
3. The authorization of each party required to approve the proposal is complete once the Submit Authorization button is clicked.

![Figure 7 – Accessing the proposal for approval Screen No. 2](image)

Once you have access to the proposal, please review the proposal in its entirety. It is imperative that all administrators review the proposal for completeness, accuracy, and alignment with the university mission.
Viewing a Proposal

To view the proposal, click on the Proposal No. to review the complete application.

Figure 8 View of navigating an approved proposal

- **Approvals**: The Approvals tab lists everyone who has to electronically approve the submission and the date and time they certified/authorized the proposal.
- **Compliance**: Shows all information related to the IRB/IACUC compliance of the proposal based on the answers given to the RAMSeS questions at time of submission.
- **Status History**: Shows every time the status changed on the submission (i.e., changed to awarded, changed by Sparkle Sutton, date 2/24/2011 11:28 AM).
- **Assumptions of Risk (AOR)**: This tab is NOT to be used by PIs even though it appears on all proposals that have been approved. AORs will continue to be routed by paper for the foreseeable future. An announcement in red text reading “Continue using current paper-based process for Assumption of Risk” will appear if this tab is activated. **DO NOT click on the link to add an AOR to the proposal.** If an AOR is needed, go to [http://www.NCCU.edu/rss/forms.html](http://www.NCCU.edu/rss/forms.html) and click on the AOR FORM link. Fill out the paper form and send it and all required documentation to OSRP for processing. Should you have questions, please contact OSRP.
- **Awards**: Shows all awards made with respect to the proposal. You may access individual awards by clicking on the award number in the list appearing on the next screen.
- **Notes**: The tab that has a sheet of paper with a turned down edge is the notes tab. This tab allows access to view all submission notes related to the proposal and offers the ability to add new ones. Submission notes CANNOT be deleted and everyone with access to the proposal in RAMSeS can read them. Exercise your best judgment when drafting a RAMSeS submission note.
- **Attachments**: This tab is where attachments can be found and added to a proposal once it has been submitted for review and approval by the PI. Once a proposal has been routed for signatures or has reached the PROPOSAL APPROVED status, only OSRP may remove attachments or make other changes that may be needed.
Authorize a Proposal – Final Approval for Deans/Directors/Administrators

Figure 9 Authorization Screen seen by Deans and Department Heads

Upon final review, please click “Authorize Proposal” to route the proposal.

Figure 10 Authorization electronic signature screen

Click “Submit Authorization” to fully submit the proposal for review in OSRP.

Once all Department Heads and Deans have approved a proposal, it moves to OSRP for final approval before the proposal is submitted to the sponsor.
Department Heads and Deans can choose to reject a proposal if there is something wrong with it by clicking the Reject Proposal button (also found in the row of buttons at the middle of the screen). If you choose to “reject” a proposal, a submission note must be submitted explaining why the submission was rejected. OSRP does not encourage rejecting a proposal. Instead, we ask that you contact OSRP by email at OSRP@NCCU.edu with the request to have the submission returned to the PI. When you do this, please post a submission note in the proposal’s RAMSeS record describing why it was returned to the PI.

Routing

Submitting the proposal for review and approval triggers email notifications to be sent to all persons needing to approve the proposal before the sponsor deadline.

If any of the investigators named in the proposal clicks the Submit button for the group, the screen will look similar to the one in Figure 11 below. As approvals are given, the appearance of the screen will change. If the PI was not the party who submitted the proposal for review and approval, he/she may gain access by clicking on the number beside “PI Certification” at the extreme lower left on the home page and then clicking on the corresponding number.

Department Heads and Deans will do the same, except in their case, access is gained by clicking on the number beside the Dept Approval Inbox at the extreme lower left of the screen.

![Figure 11 Routing view](image)
Proposals that have been routed

When a proposal is opened that has already been submitted for signatures or has already received PROPOSAL APPROVED status, the view will be similar to Figure 11. The yellow and orange tabs in the middle of the screen provide navigation through the proposal information. The color coding of the tabs is yellow for the screen being viewed and green for all others.

For Department Heads and Deans

Department Heads, Deans, and anyone listed as an IPF (Internal Processing Form) Approver (person authorized to sign on behalf of the Department Head or Dean) may access proposal data in RAMSeS through PROPOSALS IN MY DEPT or DEPT APPROVAL INBOX depending on the access level given to each individual. These prompts are in the left-hand column of the RAMSeS screen.

If a person has been given access to proposal data, he/she may access the proposals for their department under PROPOSALS IN MY DEPT. Proposals will be visible to all departments that have been granted access. If a person is an IPF Approver as opposed to a department Chair or Dean, proposal data may be accessed through DEPT APPROVAL INBOX. When accessing projects with the DEPT APPROVAL INBOX, depending on the routing status, proposals can be found under either the UNSUBMITTED PROPOSALS or SUBMITTED PROPOSALS tab (yellow and green tabs in upper middle of the screen). Once the desired proposal has been found, click on the proposal number to access it.

At any time a proposal is in development, an Adobe printable document of everything that has been entered in RAMSeS for that proposal may be obtained by clicking on the Adobe icon 📑 that appears at the far right in the list of proposals.