



RAMP - Research Administration Management Portal

Types of RAMP Records

	When to Use	When Not to Use
Letter of Intent, White Paper/Concept Paper, Preliminary Proposal	Create a new Funding Proposal (FP) record <ul style="list-style-type: none"> If a budget or institutional approval/submission is required Note - A new FP record will be needed for full proposal submission	<ul style="list-style-type: none"> If no budget or institutional approval is required The PI submits directly to the sponsor when institutional approval is not required
New Proposal	Create a new Funding Proposal (FP) record <ul style="list-style-type: none"> A new proposal is being submitted. A FP record and RSP approval are required for all proposal submissions 	

Follow-on RAMP Record Types

RAMP allows users to create follow-on proposals that originate from an existing Funding Proposal record rather than starting a new one. There are 5 follow-on proposal types – 3 available from the Funding Proposal record (Renewals, Revisions, and Resubmissions) and 2 available from the Funding Award record (Continuations and Award Modifications). These follow-on proposal functions help establish relationships between related proposals and award records, ensuring continuity when a new proposal is needed, such as for a supplement or renewal.

Follow-on Proposal Rules:

- Rule #1:** Always start follow-on proposals from the original (parent) item. Don't use a previous follow-on proposal as the starting point.

Example: If you need a revision proposal after a continuation proposal, create it from the **original Funding Proposal**, not the continuation. Otherwise, it will cause errors that can't be corrected and will need to be withdrawn.

- Rule #2:** Never copy (clone) follow-on proposals. Always create a new proposal from the original (parent) Funding Proposal record.

Example: For year 3 funding, create a new continuation proposal from the parent award, not by copying the year 2 continuation. Copying will cause errors.

	When to Use	When Not to Use
Continuation	<p>Create Continuation Funding Proposal from an active Award record.</p> <p>Continuations should be used for progress reports requiring authorized official or RSP involvement</p> <p>Use Continuation for NIH RPPRs and other federal or non-federal sponsor progress reports needing authorized official signoff or submission.</p> <ul style="list-style-type: none"> • NIH - If proposal is not subject to SNAP Streamlined Noncompeting Award Procedures (SNAP), create continuation record. Notice of Award (NoA) will state in the terms and conditions section if subject to SNAP. • Previous Cont record must be complete before a new Cont record can be created. 	<ul style="list-style-type: none"> • Technical reporting that does not require institutional endorsement (this can be submitted directly to sponsor by the PI). • Competing continuations or requests for new project periods (use renewal instead). • Interim/Final NIH RPPR does not require continuation record. Route RPPR in eRA Commons to Brenda Egan and send an email to preaward@rsp.wisc.edu that it has been routed • NIH - Streamlined Noncompeting Award Procedures (SNAP) - If proposal is subject to SNAP route RPPR in eRA Commons to Brenda Egan and send an email to preaward@rsp.wisc.edu that it has been routed. No RAMP record is needed. Notice of Award (NoA) will state in the terms and conditions section if subject to SNAP
Renewal	<p>Create a renewal from the proposal record that is in the Awarded state.</p> <ul style="list-style-type: none"> • Competing continuations • Requests to add project period not included in the original award • Awards funded year by year: State contracts, Industry agreements, incoming subawards, federal awards 	<ul style="list-style-type: none"> • NIH RPPRs or other institutionally endorsed reporting (use Continuation) • Additional funding during existing project period (use Revision)

Revision	<p>Create a revision (also called a supplement) from the proposal record that is in the Awarded state.</p> <ul style="list-style-type: none"> • Additional or supplemental funding not included in the original award 	<ul style="list-style-type: none"> • Adding a new project period (use Renewal)
Resubmission	<p>Create a resubmission from a proposal record in the Not Funded state. This state occurs only after the proposal has been in the Pending Sponsor Review state.</p> <ul style="list-style-type: none"> • When following sponsor’s “Resubmission” guidelines • When resubmitting a proposal with changes in response to sponsor’s review of prior proposal. 	<ul style="list-style-type: none"> • To copy proposal details from another FP for a new submission (use “Make a Copy”) • Double-check FOA and update SF424 manually if needed
PI change requests	<p>Create Award Modification Request (AMR) from the active award records</p> <ul style="list-style-type: none"> • Include documentation needed by sponsor – letter, biosketch, OS, etc. • Include submission instructions and due dates and other important information • Create Ancillary Review for PI certification in AR to PI Include the following language: <p><i>I certify that I am the Principal Investigator (PI) on the above-referenced proposal/award and I understand that, notwithstanding any comments or attachments inserted below, by clicking on the OK button below I certify compliance with the following</i></p>	<ul style="list-style-type: none"> • Do not use for changes in key personnel (email request to assigned post-award accountant) • Do not use for changes in key personnel for subaward sites. (email request to assigned post-award accountant)

	<p><i>obligations. I certify that I have identified all space, personnel, equipment, and budgetary needs associated with the proposal, and that the proposal/award and this record are accurate and complete in all regards, including technical matters, adherence to the sponsor's guidelines, budget, and required clearances. I certify (1) that all the information submitted within the proposal/award is true, current, complete, and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims in the proposal may subject me to criminal, civil, or administrative penalties; and (3) that I accept responsibility for the scientific conduct and overall oversight of the project and to provide the required progress reports or other deliverables if an award is received as a result of the proposal. I certify that I and all persons participating in the project, other than clerical or nontechnical persons, prior to commencing work will become familiar with the terms and conditions in the resulting agreement between the extramural sponsor and the University and will have executed the University's intellectual property certification form: http://go.wisc.edu/bayhdole. I certify that I have not entered, and will not in the</i></p>	
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	<p><i>future enter, into any agreement or other obligation to another person, company, or extramural sponsor with respect to any rights in inventions, discoveries, or copyrightable material which are in conflict with the obligations contained in the resulting agreement. I agree that any IRB application(s) identified in this record accurately and fully describes the subject populations, subject interventions, collaborators, performance sites, and general scope of work supported by the award resulting from the above-referenced proposal and that I will not initiate any human subjects research until IRB approval is received. I agree that I will comply with the provisions of the resulting agreement with the extramural sponsor and will cooperate in assuring that the University's obligations to fulfill those terms are met.</i></p> <ul style="list-style-type: none"> ● Create Ancillary to Division for approval ● Select Submit to Specialist activity to submit the Award Modification Request to RSP ● In the Submit to Specialist activity window, add any comments or supporting documents (optional) then select OK. 	
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