



# RAMP - Research Administration Management Portal

## How to Create a Revision to a Proposal

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Security Role(s): Study Staff – All UW Employees will have this role.

RAMP allows a user to create follow-on proposals that originate with another proposal record instead of starting with a new record.

The following types of follow-on proposals can be created:

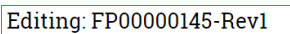
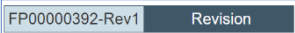
- **Renewal** – Create a renewal for a proposal in the Awarded state.
- **Revision** – Create a revision (also called a supplement) for a proposal in the Awarded state.
- **Resubmission** – Create a resubmission from a proposal in the Not Funded or Withdrawn states. These states occur only after the proposal has been in the Pending Sponsor Review state.

**IMPORTANT:** When editing a follow-on proposal, **verify you are in the follow-on proposal and not the original proposal** before making edits or updates. The sections below provide follow-on proposal numbering conventions that will help you identify the type of proposal.

The subsections below describe how to create each of these follow-on proposal types.

Follow the steps below to create a revision to a proposal:

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1. On the Proposal Workspace of a proposal in the Awarded state, select the **Create Revision** activity.
2. In the Create Revision window, enter the **Revision name** (this name becomes the proposal short title) and select **OK**.
3. The Proposal SmartForm displays. Notice the **ID** has been amended with "Rev" and the number of the revision. 
4. Update the questions as necessary and use the **Continue** button to navigate through the SmartForm. On the last page select the **Finish** button.
5. When returned to the Proposal Workspace, note the state is Draft and the proposal type is indicated as "Revision." 
6. Complete the Budget, the SF424 if applicable, and any other necessary activities and/or tasks.
7. When the submission is complete, select the **Submit for Department Review** activity.
8. The revision proposal follows the same workflow as the primary proposal.
9. If creating a subsequent revision, create all other proposals from the main awarded funding proposal.