RAMP – Research Administration Management Portal

Multi-PI Proposal Certification via Ancillary Review

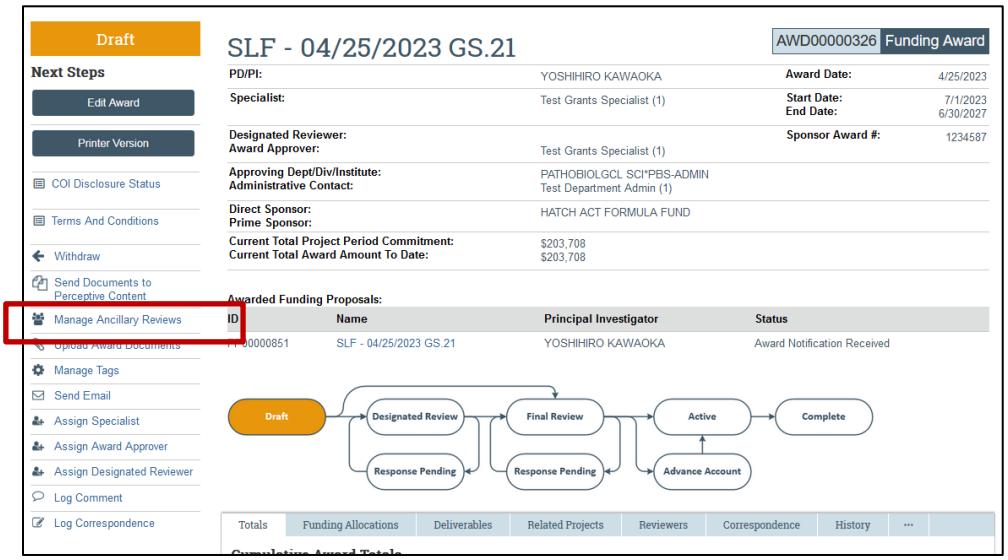
Security Role(s): Study Staff – Every UW employee will have this role.

RAMP funding proposals only allow for one PI certification. The Certify activity/link is only available to the Contact PI listed on a Funding Proposal. Additional Principal Investigators on multiple PI applications will certify via Ancillary Review. For Multi-PI or Co-PI proposals, the contact PI will certify the RAMP funding proposal and other PIs will need to certify via ancillary review. This guidance will explain how to obtain certification from additional PIs in RAMP.

Multiple PI and Co-PI: Not all sponsors use this role. Some sponsors use the term Co-PI or Multiple PI to indicate the role has equal responsibility and authority as the lead PI (NIH uses the term Multiple PI, and NSF uses the term Co-PI). Some sponsors use the term to represent an alternative title for a non-lead PI on a multi-PI project. If you have questions about whether your funding proposal is a true Multi-PI proposal requiring multiple certifications, please contact your Dean's office research administration staff.

How to send an ancillary review for Multi-PI Certification

1. Start by accessing the project record from the RAMP Dashboard or by searching for the appropriate record in RAMP. Select the **project name** to display the project Workspace.
2. On the project Workspace page, select the **Manage Ancillary Reviews** activity button.



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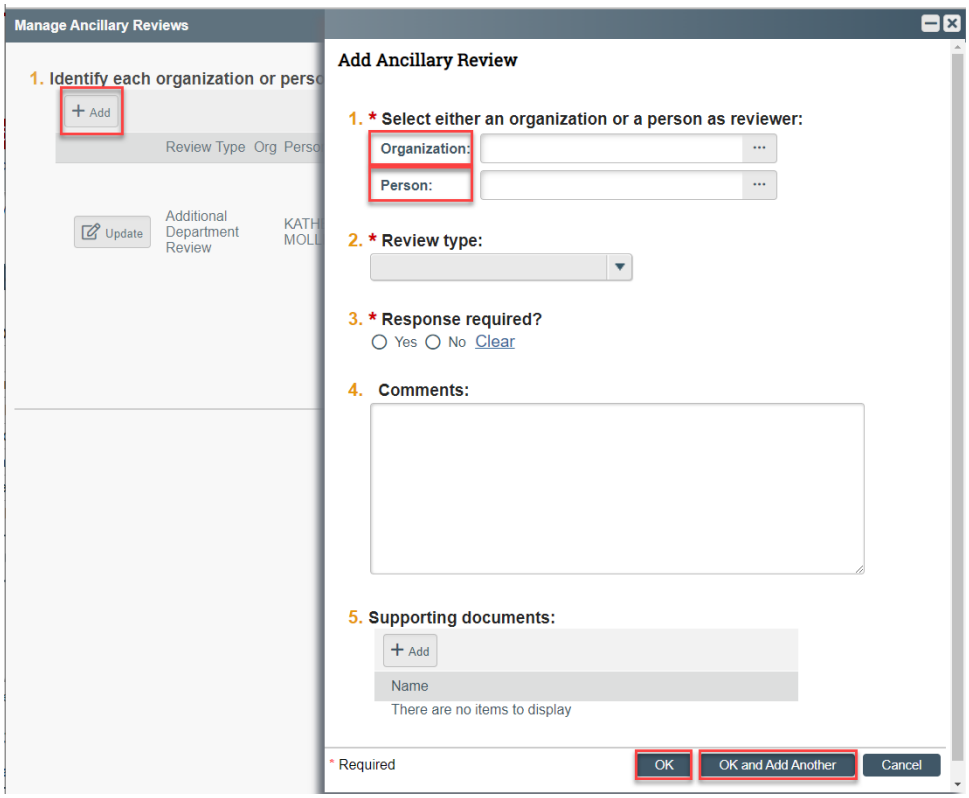
3. In the Manage Ancillary Reviews window, select **Add**.



In the Add Ancillary Review window, complete the questions:

Q1. Select the additional PI's name as the reviewer.

Select the **ellipsis button** (three dots "…") next to the "Person" field to select the additional PI by name.

Q2. Review Type – Select Multi-PI Certification as the review type. Available review types are specific to the record.

Q3. Response Required – Select Yes.

Q4. Comments – Add the following certification language. Copy from below or copy the certification language from the contact PI's certification in the History Tab in RAMP.

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 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 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.

Q5. Supporting Documents – Add supporting documents as necessary.

When complete, select OK to send the Ancillary Review.

The ancillary reviewer will have access to the Funding Proposal record and all related documents. The PI will receive an email from RAMP and will access the record to review and submit the ancillary review.