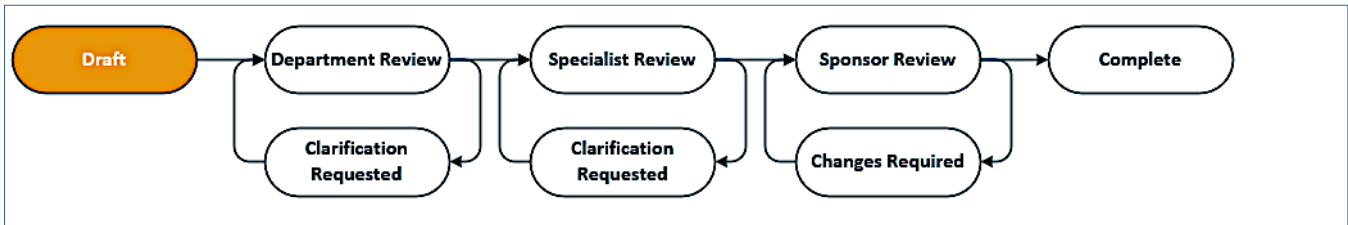# RAMP – Research Administration Management Portal

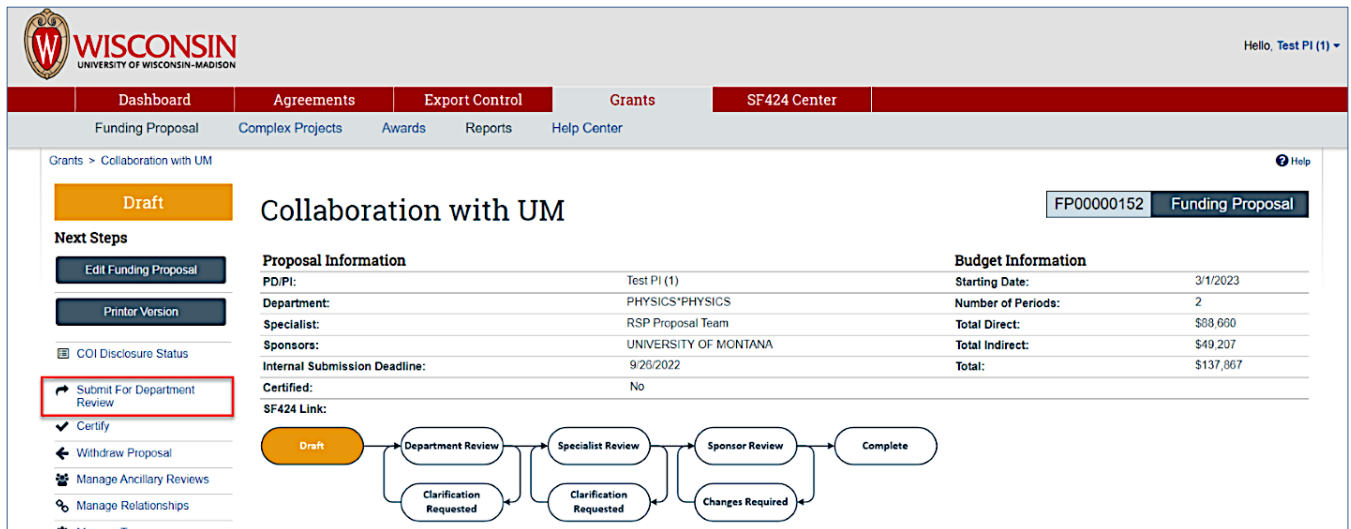## How to Submit a Funding Proposal for Department Review

Security Role(s): Study Staff – All employees at UW have this role.

RAMP funding proposals will route (or move) through a review process (or workflow) to allow UW–Madison units and RSP to review a proposal before it is sent to a sponsor. The Proposal Workspace contains a workflow map showing where a proposal is in the workflow. Follow the steps below to submit a funding proposal for department review:

NOTE: RAMP uses the term "department review" to indicate the school/college/dean's level approval that occurs before RSP review and approval. The review that is labeled as "department review" in RAMP is considered "division review" at UW–Madison.

1. Navigate to the Workspace for the project that is ready to route for review.

2. Select the Submit for Department Review activity and then select OK on the Submit for Department Review slide-in window.

NOTE: Selecting the Submit for Department Review activity will kick-off validations to check if the record is ready for the next step. Any "errors" must be resolved before RAMP will allow you to submit the record for department review.

3. The funding proposal transitions to the Department Review state and is no longer editable for the PI and the other listed proposal editors.

4. Optional step. To identify the assigned reviewer(s) named on a proposal, select the Reviewers tab on the Proposal Workspace. This tab will also tell you how many steps are required in the review process (the number of steps vary by division).

NOTE: When the user submits for department review, an automatic notification will route to Step 1 of the reviewers listed in the Reviewers tab. Additionally, an automatic notification will route to the PI for PI Certification if the PI has not already certified the funding proposal record.