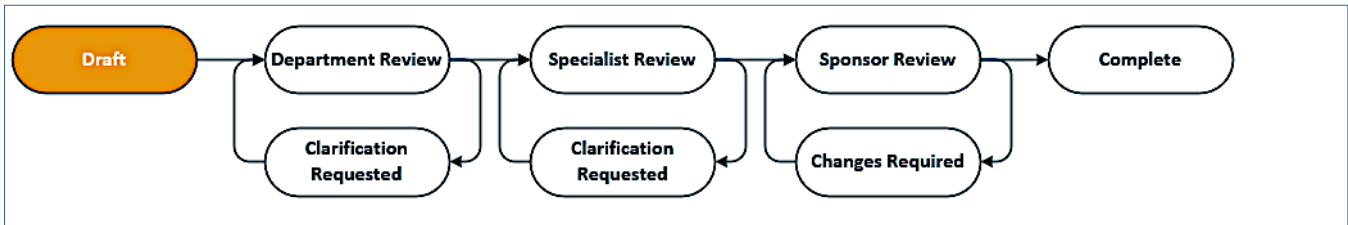


RAMP - Research Administration Management Portal

How to Submit a Funding Proposal for Department Review

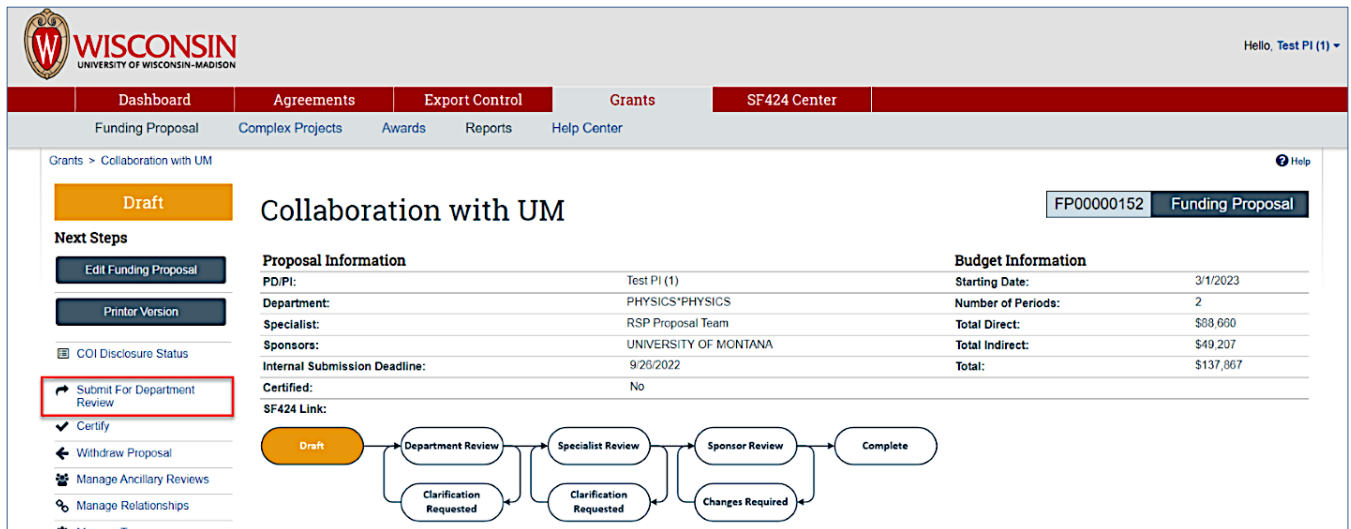
Security Role(s): Study Staff - All employees at UW have this role.



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.



The screenshot shows the RAMP interface for a project titled "Collaboration with UM". The "Next Steps" sidebar on the left contains several actions, with "Submit For Department Review" highlighted by a red box. The main workspace displays proposal information and budget details. At the bottom of the workspace, a workflow diagram is visible, identical to the one in the first diagram.

Proposal Information		Budget Information	
PD/PI:	Test PI (1)	Starting Date:	3/1/2023
Department:	PHYSICS*PHYSICS	Number of Periods:	2
Specialist:	RSP Proposal Team	Total Direct:	\$88,690
Sponsors:	UNIVERSITY OF MONTANA	Total Indirect:	\$49,207
Internal Submission Deadline:	9/26/2022	Total:	\$137,867
Certified:	No		
SF424 Link:			

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.

Error/Warning Messages Refresh		
Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Human Subjects	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Laboratory Animals	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Has Misc Biological Material	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Has Human Embryo	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Has Human Fetal Tissue	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Has Environmental Impact	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Uses Public Cloud Computing	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Uses Controlled Technology	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Uses Export Or Deemed Export	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Export Control Activities	Compliance Review
⊖ This is a required field; therefore, you must provide the required information.	Application Submission Deadline	Budget Periods and Key Dates

Close

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



- 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.