

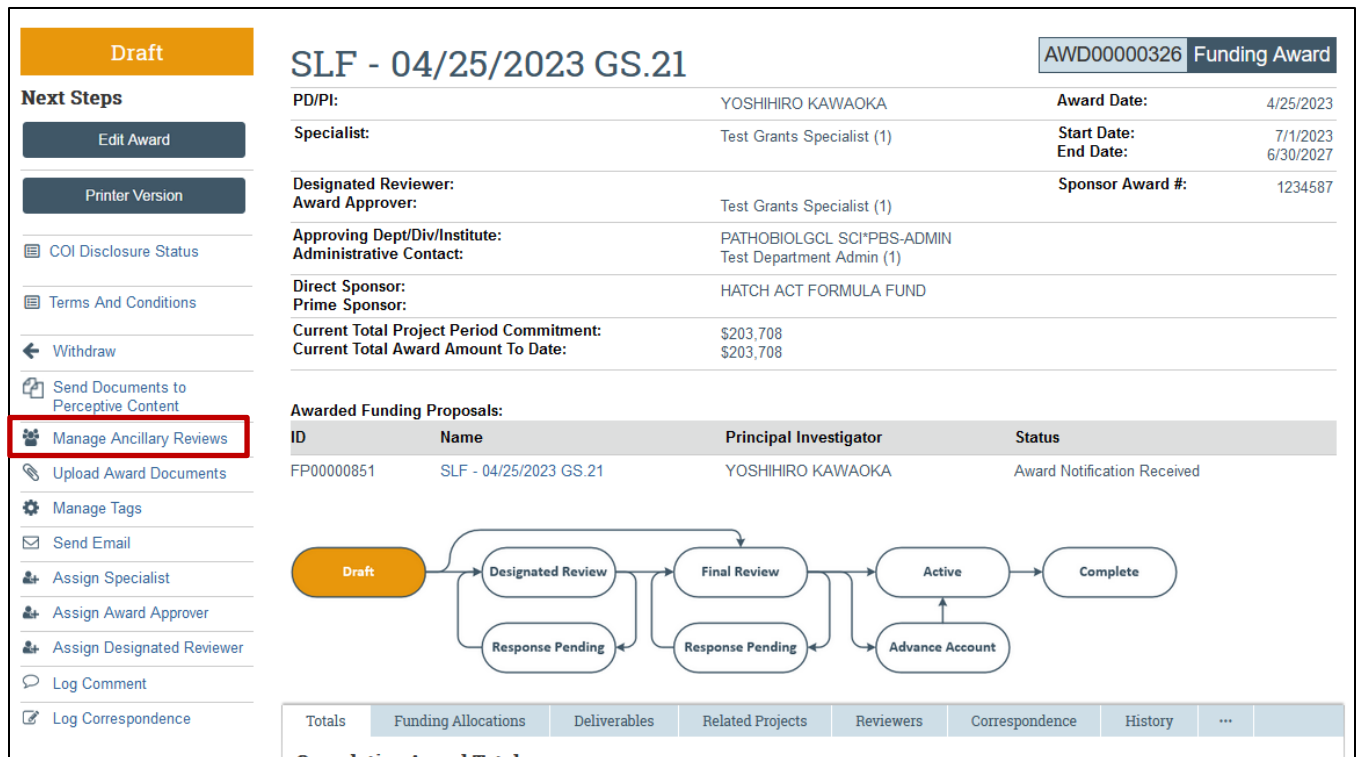
RAMP - Research Administration Management Portal

How to Initiate an Ancillary Review

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

UW-Madison uses the Ancillary Review functionality to add various approvals to records in RAMP.

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.



Draft SLF - 04/25/2023 GS.21 AWD00000326 Funding Award

Next Steps

- Edit Award
- Printer Version
- COI Disclosure Status
- Terms And Conditions
- Withdraw
- Send Documents to Perceptive Content
- Manage Ancillary Reviews**
- Upload Award Documents
- Manage Tags
- Send Email
- Assign Specialist
- Assign Award Approver
- Assign Designated Reviewer
- Log Comment
- Log Correspondence

Designated Reviewer: YOSHIHIRO KAWAOKA
Award Approver: Test Grants Specialist (1)
Approving Dept/Div/Institute: PATHOBIOLOGCL SCI*PBS-ADMIN
Administrative Contact: Test Department Admin (1)
Direct Sponsor: HATCH ACT FORMULA FUND
Prime Sponsor: HATCH ACT FORMULA FUND
Current Total Project Period Commitment: \$203,708
Current Total Award Amount To Date: \$203,708

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000851	SLF - 04/25/2023 GS.21	YOSHIHIRO KAWAOKA	Award Notification Received

Flowchart: Draft → Designated Review → Final Review → Active → Complete. Response Pending branches off from Designated Review and Final Review. Advance Account branches off from Active.

Totals Funding Allocations Deliverables Related Projects Reviewers Correspondence History ...

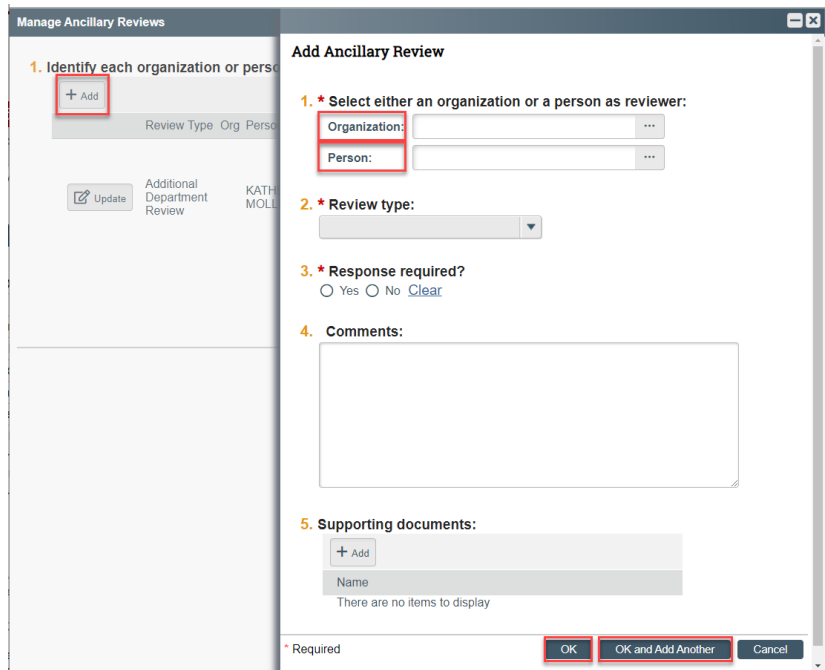
3. In the Manage Ancillary Reviews window, select **Add**.
4. In the Add Ancillary Review window, complete the questions and note the following. Select **OK** to continue.
 - a. Q1. Select either an organization or person as a reviewer.
 - i. Select the **ellipsis button** (three dots "...") next to the "Organization" or "Person" field to select the appropriate reviewer.

- ii. The Ancillary Review Requirements section of the [Ancillary Review User Guide](#) (page 11) includes details on UW-Madison’s ancillary review requirements and provides guidance on the appropriate organization or individual to select by review type.
 - b. **Q2. Review Type** – Select the applicable review type. Available review types are specific to the record. Select the “Other” review option for review types not included in the drop-down list.
 - c. **Q3. Response Required** – Select **Yes** or **No** as appropriate based on the ancillary review requirements outlined in this guide. Some ancillary reviews are required and should be completed before the record is finalized while others are informational only and will not cause workflow to stop.
 - d. **Q4. Comments** – Add comments as necessary.
- NOTE:** This question is not in the Manage Ancillary Reviews window in Export Control.
- e. **Q5. Supporting Documents** – Add supporting documents as necessary. The ancillary reviewer will have access to all Grants, Agreements, and Export Control records and documents, so project records do not need to be added here.

NOTE: This question is not in the Manage Ancillary Reviews window in Export Control.

5. In the Manage Ancillary Reviews window, repeat the steps above to change the ancillary reviewer/office, comments, or supporting documents as needed. When complete, select **OK**.

6. On the project Workspace, the list of Ancillary Reviews and assigned Ancillary Reviewers are displayed on the Reviewers tab in the Grants module and on the Agreement project Workspace in the Agreements module.



The screenshot displays two overlapping windows from the 'Manage Ancillary Reviews' interface. The background window, titled 'Manage Ancillary Reviews', shows a table with columns for 'Review Type', 'Org', and 'Person'. A red box highlights an '+ Add' button in the top left corner of this window. The foreground window, titled 'Add Ancillary Review', contains the following fields:

- 1. * Select either an organization or a person as reviewer:** Two dropdown menus labeled 'Organization:' and 'Person:', both with red boxes around them.
- 2. * Review type:** A dropdown menu.
- 3. * Response required?:** Radio buttons for 'Yes' and 'No', with a 'Clear' link next to 'No'.
- 4. Comments:** A large text area.
- 5. Supporting documents:** An '+ Add' button and a 'Name' input field. Below the input field, it says 'There are no items to display'.

At the bottom of the 'Add Ancillary Review' window, there are three buttons: 'OK', 'OK and Add Another' (highlighted with a red box), and 'Cancel'. A legend at the bottom left indicates that an asterisk (*) denotes a required field.