RAMP – Research Administration Management Portal

How to Log in and Navigate within RAMP

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

This section describes how to log into and navigate RAMP including the user Dashboard, the Grants and Agreements Module pages, search and sorting options, and reporting.

Section #1: Logging In

1. The RAMP system can be accessed from the RSP website. Login using your NetID (username) and password (i.e., Single Sign On).
2. The direct link to RAMP is https://ramp.wisc.edu
3. You will be able to move between the Grants, Agreements, and Export Control modules using the navigator bars as instructed below and will not need to log into each module separately.

Section #2: Dashboard: My Inbox, My Reviews, Recently Viewed

After logging in to the RAMP system, you will be brought to your project Dashboard, which allows you to access and view records to which you have permission. You can locate or search for project records on the My Inbox tab of the Dashboard and you can also quickly access records you have Recently Viewed on the left of the screen.

- **Dashboard, My Inbox page** – This page acts as your to-do list and contains records from the Grants, Agreements, and Export Control modules that require an action from you. To access a record, select the record **Name**.
- **My Reviews** – This tab contains items assigned for review. These are a subset of the items in My Inbox and only users with reviewing roles, such as the Department Reviewer, will use this tab.
- **Recently Viewed, Recent tab** – Records you have recently accessed are listed in the Recently Viewed section located on the left. To access a record in the list, select the **record link**.
- **Recently Viewed, Pinned tab** – Recently viewed records that you have pinned. To pin a record on the recently viewed list, select the **pin icon** next to the record link.
Section #3: Grants Module Page

The Grants module page displays all the records and reports you have permission to view. The sub-navigator bar organizes this page into these topics: Funding Proposal, Complex Projects, Awards, Reports, and Help Center. You will access records on the corresponding sub-navigator pages and the tabs on these pages represent different states throughout the workflow.

Section #4: Agreements Module Page

The Agreements module page displays all the records and reports you have permission to view. The sub-navigator bar organizes this page into these topics: Agreements, Help Center, and Reports. You will access Agreements records using the Agreements sub-navigator bar and the tabs on this page represent different states throughout the workflow.
Section #5: Export Control Module Page

The Agreements module page displays all the records and reports you have permission to view. The sub-navigator bar organizes this page into these topics: Agreements, Help Center, and Reports. You will access Agreements records using the Agreements sub-navigator bar and the tabs on this page represent different states throughout the workflow.