

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



ID	Name	Date Created	Date Modified	State	Coordinator
FP00000247	Mouse Models of Human Cancer	1/26/2022 9:42 AM	1/26/2022 9:49 AM	Draft	Ava Lambert
OA0000004AM1	Amendment for Agreement Workflow 1.20.1	1/20/2022 1:11 PM	1/20/2022 1:24 PM	Pre-Submission	
OA0000002AM1	Amendment for Agreement Workflow 1	1/18/2022 12:28 PM	1/18/2022 12:28 PM	Pre-Submission	

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.

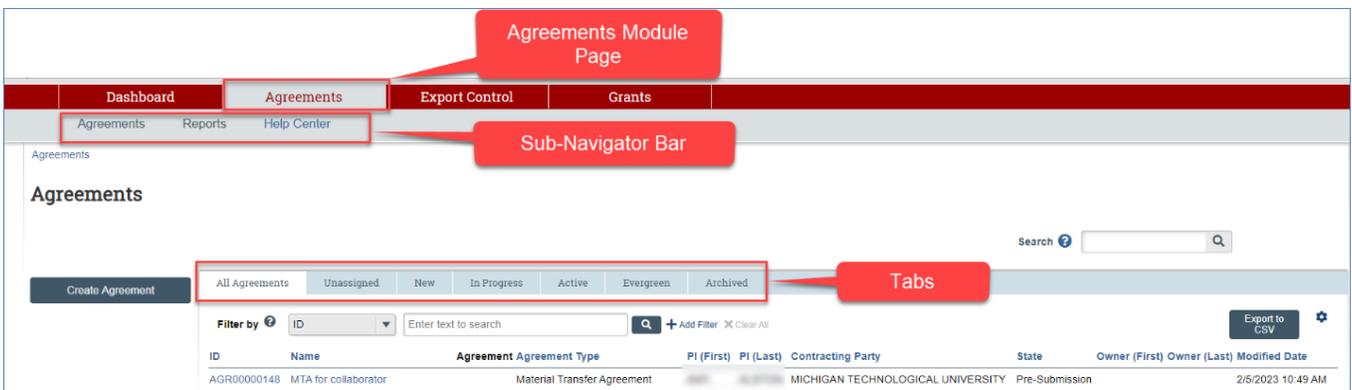
Section #3: Grants Module Page



The screenshot shows the Grants Module Page interface. At the top, a navigation bar includes 'Dashboard', 'Agreements', 'Export Control', 'Grants', and 'SF424 Center'. Below this is a sub-navigator bar with 'Funding Proposal', 'Complex Projects', 'Awards', 'Reports', and 'Help Center'. The main content area is titled 'Funding Proposal' and features a 'Create Funding Proposal' button, a search bar, and a set of tabs: 'Proposals', 'Draft', 'Internal Review', 'Sponsor Review', 'Awarded', 'Completed', and 'Selected'. A table below the tabs displays a list of funding proposals with columns for ID, Name, SmartForm State, PI, Direct Sponsor, Submission Type, Application Deadline, Specialist, and Submitting Department.

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 screenshot shows the Agreements Module Page interface. The top navigation bar includes 'Dashboard', 'Agreements', 'Export Control', and 'Grants'. The sub-navigator bar contains 'Agreements', 'Reports', and 'Help Center'. The main content area is titled 'Agreements' and includes a 'Create Agreement' button, a search bar, and tabs for 'All Agreements', 'Unassigned', 'New', 'In Progress', 'Active', 'Evergreen', and 'Archived'. A table below the tabs lists agreements with columns for ID, Name, Agreement Type, PI (First), PI (Last), Contracting Party, State, Owner (First), Owner (Last), and Modified Date.

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 screenshot shows the 'Export Control' module page. At the top, there is a navigation bar with tabs for Dashboard, Admin, Agreements, Export Control (selected), Facilities, Grants, and Settings. Below this is a sub-navigator bar with links for Submissions, Reports, and Help Center. The main content area is titled 'Export Control' and features a 'Create Export Control' button, a filter bar with tabs for In-Review, Active, Archived, and All Submissions, a search field, and a table of records. A callout box labeled 'Export Control Module Page' points to the top navigation bar. Another callout box labeled 'Sub-Navigator Bar' points to the Reports link. A third callout box labeled 'Tabs' points to the 'All Submissions' tab.

ID	Name	PI	Date Modified	State	Request Type
EC00000095	Sample Full Assessment	PI (1)	2/5/2023 11:07 AM	EC Review	Full Assessment

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.