# RAMP – Research Administration Management Portal

## WISPER to RAMP Conversion

This guide sets out to provide end users with the conversion logic that has been developed for converting WISPER records to RAMP records.
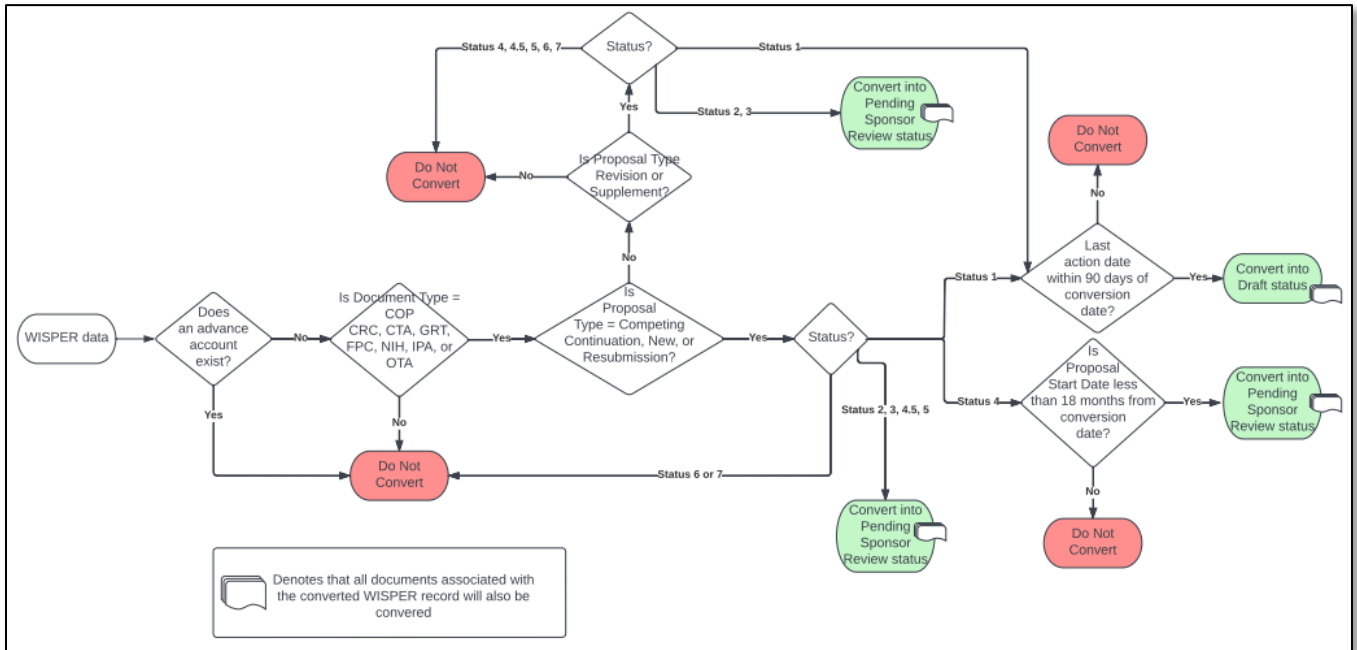
**PLEASE NOTE**: WISPER and RAMP are two very different systems. As such, conversion from WISPER to RAMP will not provide a one-to-one match. Data will be imported from WISPER the best that is can, but it will not result in fully filled out RAMP records.

The conversion logic is provided below as a flow chart. Diamonds represent decision points, and the other shapes are starting or ending points.

## Funding Proposals

Priority conversion goal for Funding Proposals is to enable end users to continue activity in RAMP that they had begun in WISPER at go-live. The graphic below outlines the _exact_ criteria for whether a WISPER proposal record is converted into RAMP. A few key points to consider when viewing the diagram:
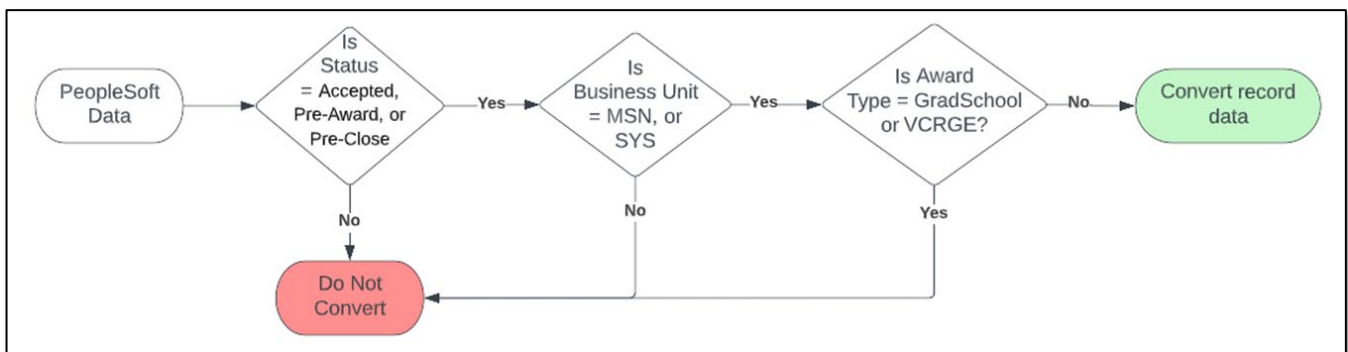
- Most WISPER records that are in status 1 will not be converted – unless they have had activity (any action recorded on the history tab of the record) on them within 90 days of June 20th.

- Status 1 records that do get converted will be placed into "draft" status in RAMP to allow for further editing.

- Most status 4 records will not be converted – unless the start date of the proposed project is within 18 months June 20th.

- Status 4 records that do get converted will be placed into "pending sponsor review" status in RAMP to signify they are already submitted proposals.

- _New Awards Pending RSP Set-Up_: Status 5 WISPER records will be imported to RAMP as a Funding Proposal in Pending Sponsor Review state. The specialist will be 'RSP Proposal Team'. However, prior to the morning of June 26th, the RAMP project team will complete post conversion tasks to update the records to:

  o Move these records to "Award Notification Received" status.

  o Re-assign the specialist from the proposal team to the specific award set-up specialist that the WISPER record had been assigned to.

# Awards

Priority conversion goal for Awards is to enable end users to view current awards in RAMP and request/create award modifications.

Active awards that are already set-up will be imported into RAMP. This will allow users to search for and access award records for which modifications and other actions can be requested and performed.
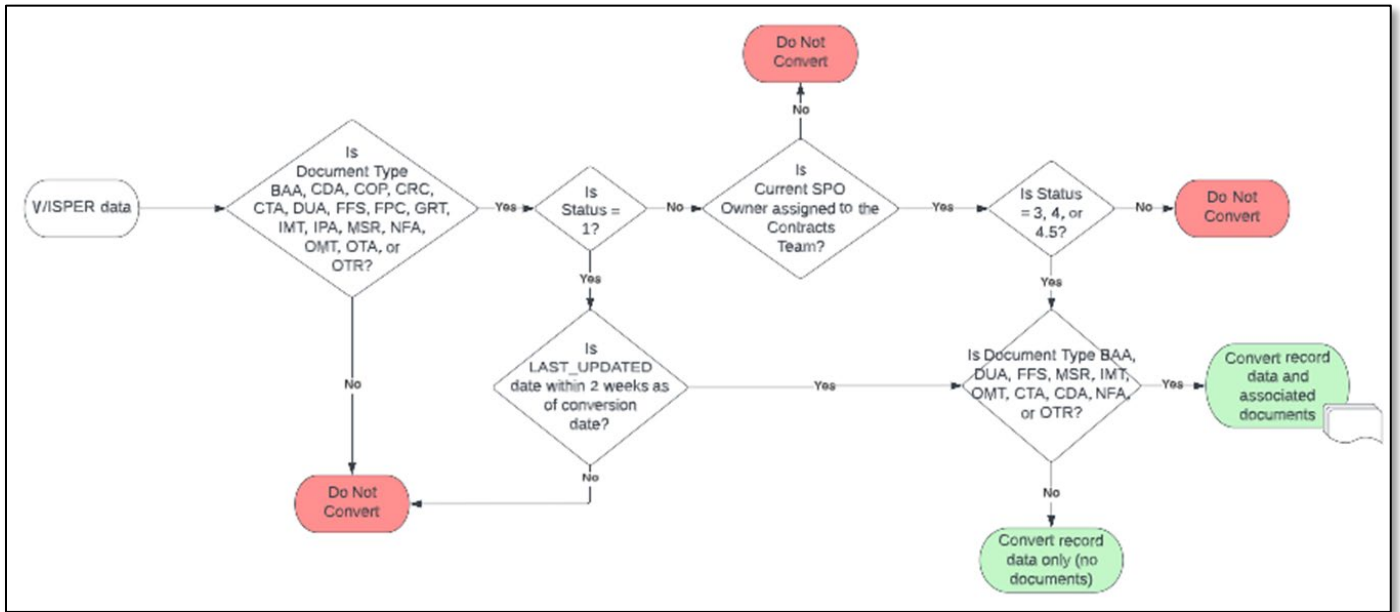


**Modifications Pending RSP Processing** – In the "funding proposal" logic above, it is noted that WISPER records that are "continuations" will not be converted. Modifications/continuations that do not get processed in WISPER prior to go-live (June 20th), will be processed in RAMP after, utilizing a manual process to create "modifications" on the converted award records.

However, the RAMP project team and RSP will take a snapshot of the outstanding WISPER modifications pending processing after June 20th. The week of June 26th modifications will be created in RAMP to account for these.

# Agreements

Priority conversion goal for Agreements is to enable end users to continue activity in RAMP that they had begun in WISPER at go-live.

For RSP contracts negotiations, WISPER records that meet the conversion criteria below, will have RAMP records that are assigned to them.
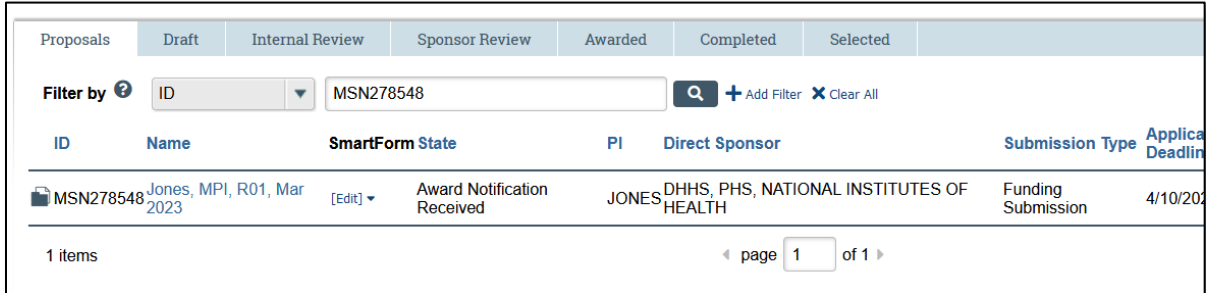


# Documents

Any WISPER record that meets the criteria for conversion (see sections above) will also have its associated documents converted to RAMP, with one exception noted above for select agreement types.

Any WISPER record that does not meet the conversion criteria will still have its documents (attachments) accessible. While WISPER will be "read-only", access to view attachments will still be available.

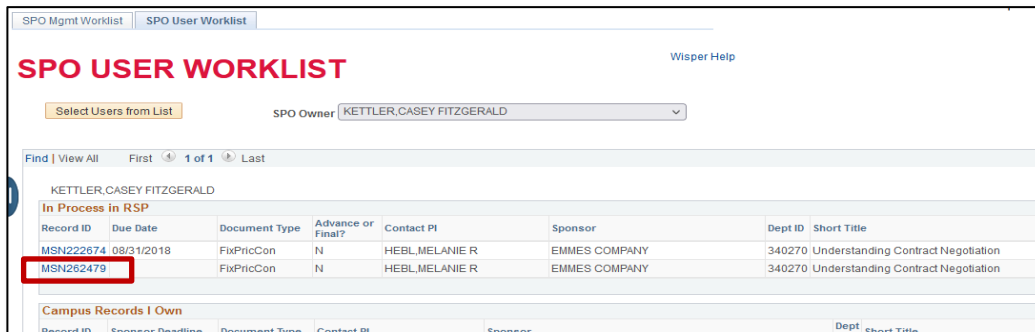## Additional Guidance to Common Questions

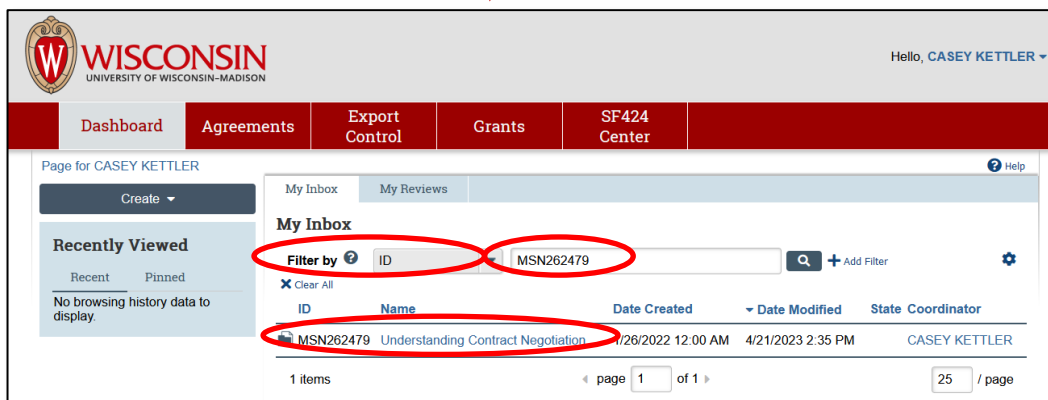- Can I search by the WISPER "MSN" identifier in RAMP? – Yes.



- How can I be sure that no WISPER records assigned to me are lost? – Remember that WISPER will be accessible but essentially frozen in time. This will allow you to still access your WISPER worklist, Divisional worklist (for those who have this access in WISPER), and the SPO worklists (for RSP – both manager and staff worklists) to cross reference and make sure all is accounted for.



*Note:* This example shows the SPO worklist in WISPER. However, this same concept applies across all WISPER users no matter your role.

- What happens if a proposal record that is in status 4 (sent to sponsor) from WISPER doesn't get converted to RAMP? – If this happens when the award is received a RAMP record will be created to facilitate the set-up of the award.