



Research Administration Management Portal (RAMP) Reference Guide: Ancillary Review Guide for the Research Community and Ancillary Reviewers

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1 Introduction

UW-Madison departments, divisions, and/or other offices may need to review and approve details of a proposal, award, award modification, award modification request, agreement, or export control record. This UW-Madison review process will be fulfilled using Research Administration Management Portal's (RAMP's) Manage Ancillary Review functionality. An ancillary review can be initiated by members of the University of Wisconsin – Madison (UW-Madison) Research Administration Community at various points throughout the workflow. The assigned Ancillary Reviewer may complete (or manage) an ancillary review after it has been initiated.

This guide describes how Research Administration Community members will initiate and manage ancillary reviews within RAMP and how Ancillary Reviewers will complete and document their review. Multiple ancillary reviews can be completed in parallel and outstanding reviews may prevent the record from moving forward in the workflow.

Important:

- Ancillary reviews must be added manually by users. Users can add ancillary reviews during the following states:
 - **Proposal** – Proposal Editors and RSP Specialists may add Ancillary Reviews from the Draft state through the Pending Sponsor Review state. Ancillary review is also available on Complex Proposals.
 - **Award** – The Administrative Contact, RSP Specialists and Award Approvers may add Ancillary Reviews through the Final Review – Response Pending state and in the subsequent Advance Account state.
 - **Award Modification** – Award Editors, RSP Specialists and Award Approvers may add Ancillary Reviews through the Final Review – Response Pending state.
 - **Award Modification Request** – The modification requestor and assigned RSP Specialists may add Ancillary Reviews in the Draft, Review, Clarification Requested, and Pending Sponsor Approval states.
 - **Agreement** – Agreement Editors may add Ancillary Reviews until they submit the agreement to the RSP Contracts Team. The RSP Contracts

Team may add Ancillary Reviewers from the Pre-Submission state through the External Review state.

- **Export Control** – Request Submitters may add Ancillary Reviews in the Pre-Submission state. Export Control Assigned Reviewers may add Ancillary Reviewers in the Pre-Submission and Export Control Review states.
- Ancillary Reviewers receive an email notification when the ancillary review is initiated, and multiple Ancillary Reviewers may perform their reviews in parallel.
- Ancillary Reviewers will have view-only access to the entire record. For more information on how to navigate records in RAMP, reference the Grants and Agreements Overview Guide on the [RAMP website](#).
- Ancillary Reviewers do not have access to edit the record. If edits to a record are required, the Ancillary Reviewer will communicate necessary changes to the PI, Administrative/Primary Contact, or appropriate RSP team member.
- This Guide covers the Grants, Agreements, and Export Control modules. There are slight differences between ancillary reviews in the modules, which have been highlighted as appropriate.

2 How to Initiate an Ancillary Review

Follow the steps below to add an ancillary review to a record:

1. Navigate to the Workspace of the record where the ancillary review is to be added. This can be done by accessing the record from the Dashboard or by searching for the appropriate record in the Grants, Agreements, or Export Control module. Select the **project name** to display the project Workspace.
2. On the Workspace page, select the **Manage Ancillary Reviews** activity.

EC Review

EC00000095: Sample Full Assessment

Submitted by: Test PI (1)
Date Submitted: 2/2/2023
Date Approved:

Responsible Party: Test PI (1)
Submission type: Full Assessment

Assigned Reviewer: BETHANY NELSON

Next Steps

Edit Export Control

Pre-Submission

Export Control Review

Review Complete

Printer Version

View Differences

- [Request Clarification by Reviewer](#)
- [Assign Reviewer](#)
- [Submit EC Review](#)
- [Manage Classification](#)
- [Manage Documents](#)
- [Update TCP Fields](#)
- [Upload or Generate TCP](#)
- [Manage Guest List](#)
- [Manage Ancillary Reviews](#)

History

Documents

Reviews

Deliverables

Related Submissions

Comments

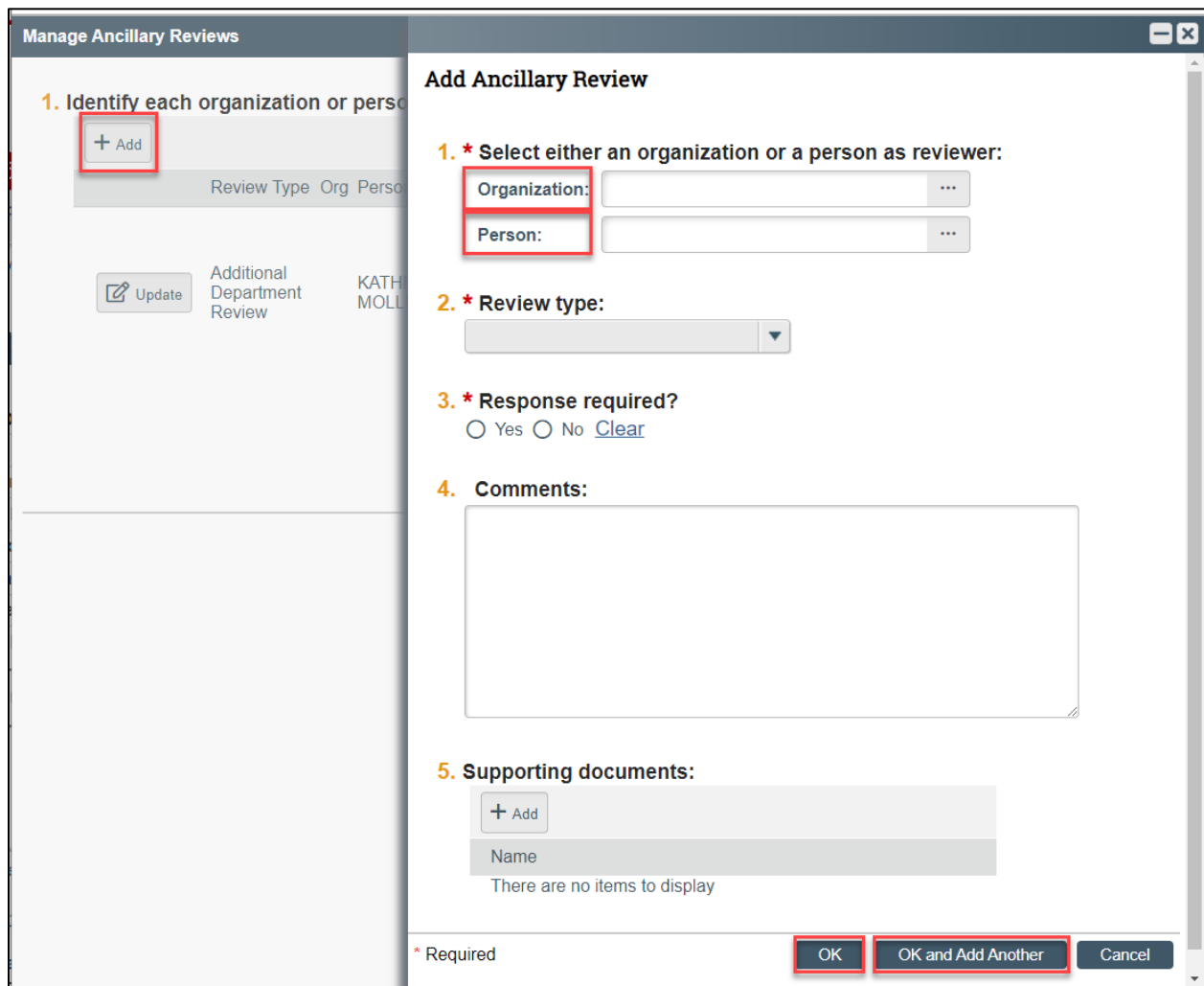
Filter by Activity + Add Filter X Clear All

Activity	Author	Activity Date
Ancillary Reviews Managed	Beattie, Buffy	2/4/2023 12:56 PM
Response Submitted	PI (1), Test	2/2/2023 12:11 PM
Clarification Requested	NELSON, BETHANY	2/2/2023 11:54 AM
Here are notes that are needed.		
Test Attachment_red lines.docx		
Reviewer Assigned	NELSON, BETHANY	2/2/2023 11:53 AM
Assigned to BETHANY NELSON		
Send EC Review Notification	PI (1), Test	2/2/2023 10:47 AM

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** – Select the **ellipsis button** (three dots "...") next to the "Organization" or "Person" field to select the appropriate reviewer.
 - i. The [Ancillary Review Requirements](#) section of this reference guide 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 on 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 on 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**.



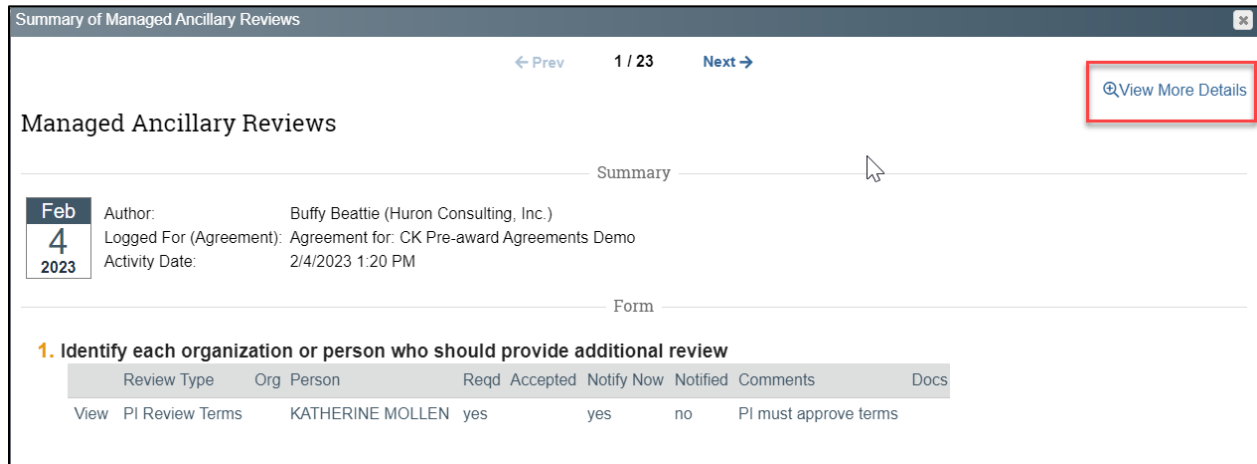
The screenshot shows the 'Manage Ancillary Reviews' window with a sidebar on the left and a main form area on the right. The sidebar has a '+ Add' button highlighted with a red box. The main form area is titled 'Add Ancillary Review' and contains the following steps:

1. * Select either an organization or a person as reviewer:
Organization: [dropdown menu] ...
Person: [dropdown menu] ...
2. * Review type: [dropdown menu]
3. * Response required?
 Yes No [Clear](#)
4. Comments: [text area]
5. Supporting documents:
+ Add
Name
There are no items to display

At the bottom of the form, there are three buttons: 'OK', 'OK and Add Another', and 'Cancel'. The 'OK' and 'OK and Add Another' buttons are highlighted with red boxes. A '* Required' label is visible at the bottom left of the form area.

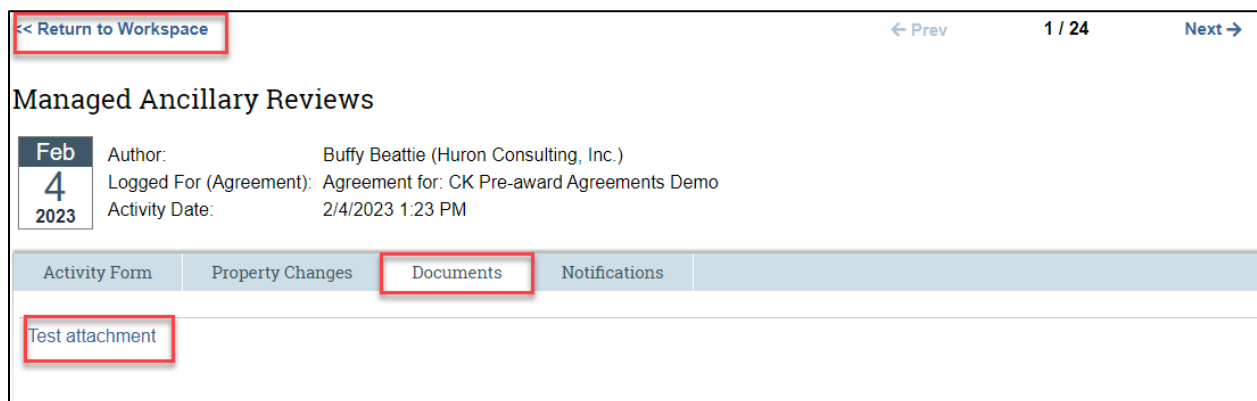
6. On the Workspace, the list of Ancillary Reviews and assigned Ancillary Reviewers displays on the Reviewers tab in the Grants module and on the Agreement Workspace in the Agreements module.

- b. To review added documents (if applicable) from the Summary of Managed Ancillary Reviews window, select **View More Details**.



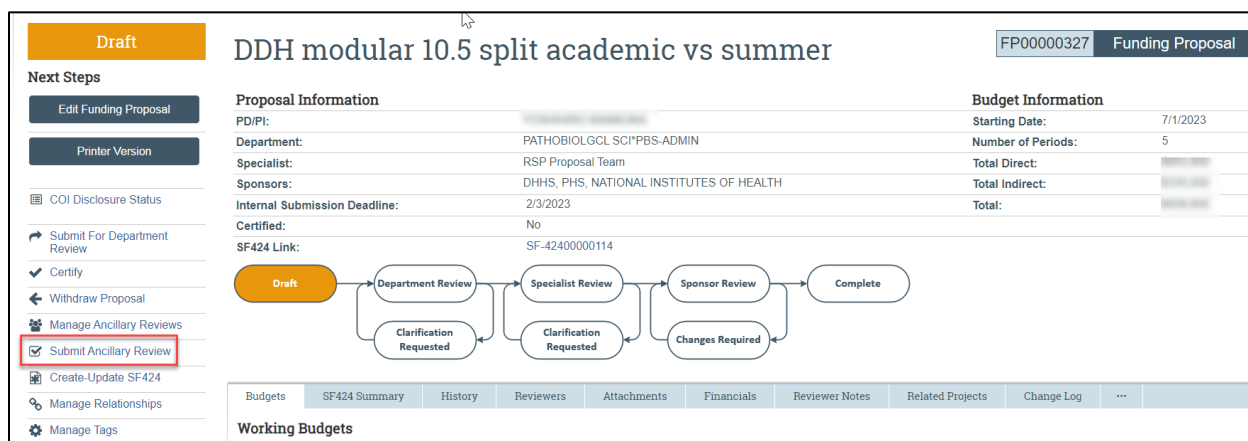
Review Type	Org	Person	Reqd	Accepted	Notify Now	Notified	Comments	Docs
View	PI Review Terms	KATHERINE MOLLEN	yes		yes	no	PI must approve terms	

- c. Select the **Documents** tab and then the **attachment name** link to view the attachment. Select **Return to Workspace** to return to the Workspace.



3.2 How to Complete and Submit an Ancillary Review

1. On the Workspace page, select the **Submit Ancillary Review** activity.



Draft DDH modular 10.5 split academic vs summer FP00000327 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Submit Ancillary Review**
- Create/Update SF424
- Manage Relationships
- Manage Tags

Proposal Information

PD/PI:	
Department:	PATHOBIOLOGCL SCI*PBS-ADMIN
Specialist:	RSP Proposal Team
Sponsors:	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH
Internal Submission Deadline:	2/3/2023
Certified:	No
SF424 Link:	SF-4240000114

Budget Information


Starting Date:	7/1/2023
Number of Periods:	5
Total Direct:	
Total Indirect:	
Total:	

Workflow: Draft → Department Review → Specialist Review → Sponsor Review → Complete. Clarification Requested branches off from Department and Specialist Review.

Working Budgets

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log	...
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2. In the Submit Ancillary Review window, complete the questions as follows:

 **Note:** The language for the questions in this window varies slightly between the Grants, Agreements, and Export Control modules. Screenshots of all modules are included at the end of this section.

- a. **Q1. Select the Review you are submitting** – Check the box next to the review you are submitting.
- b. **Q2. Do you accept this submission?** (Grants module) or
Q2. Do you accept the proposed agreement? (Agreements module)
Q2. Do you accept the proposed submission? (Export Control module)
Enter Yes or No as appropriate to accept (approve) the ancillary review.
 - i. To approve an Ancillary Review, select **Yes** to question 2 (also select **Yes** to question 3 in the Grants and Agreements modules, this question is not included in the Export Control module). This will remove the Ancillary Review from your Dashboard.

2. * Do you accept this submission? ?
 Yes No [Clear](#)

3. * Is the ancillary review complete? ?
 Yes No [Clear](#)

- ii. To request changes on an Ancillary Review, select **No** to question 2 (also select **No** to question 3 in the Grants and Agreements modules, this request is not included in the Export Control module). This will allow the Ancillary Review to remain in your personal Dashboard so that you can re-review once updates are made to the record under review.

2. * Do you accept this agreement? ?
 Yes No [Clear](#)

3. * Is the ancillary review complete? ?
 Yes No [Clear](#)

- c. **Comments** – Add comments as necessary. If you are requesting changes, enter your requested changes in the Comments free text field.
- d. **Supporting documents** – Add supporting documents as necessary.
- e. Select **OK** to continue and submit (respond to) the ancillary review request.

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. Select the Review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Buffy Beattie	Other	yes

2. * Do you accept this submission? ?
 Yes No [Clear](#)

3. * Is the ancillary review complete? ?
 Yes No [Clear](#)

4. Comments:

5. Supporting documents:

There are no items to display

Grants Module

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required	Accepted	Completed	Comments	Date Review Created
<input type="checkbox"/>	Buffy Beattie	Other	yes		no		3/30/2023

2. * Do you accept this agreement? [?](#)
 Yes No [Clear](#)

3. * Is the ancillary review complete? [?](#)
 Yes No [Clear](#)

4. Comments:

5. Supporting documents:

[+ Add](#)

Name
There are no items to display

Agreements Module

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Buffy Beattie	Other	yes

2. * Do you accept the proposed submission? Yes No [Clear](#)

3. Comments:

4. Supporting documents:

[+ Add](#)

Document Name	Date Modified
There are no items to display	

Export Control Module

 **Important:** The status of ancillary reviews can be found on the Reviewers tab of the Workspace in the Grants and Export Control modules and on the Ancillary Reviews tab of the Workspace in the Agreements module.

4 Ancillary Review Requirements


The tables below outline UW-Madison's ancillary review requirements and outline the creator, approver, and other requirements for each ancillary review type. Table abbreviations are included at the end of this section.

4.1 Abbreviations Used in This Section

- FP – Funding Proposal
- AWD - Award
- AWD-MOD – Award Modification /Award Modification Request

4.2 Grants Module Ancillary Review Requirements

Ancillary Review Type	Required for FP, AWD, or AWD-MOD?	Requestor	Approver (Person or Organization)	Purpose
Additional Department Review	FP	Responsible /Owning department's Research Administrator	Collaborating department's Research Administrator	Acknowledge that personnel from collaborating department(s) have been added as Key on a proposal.
Chair Approval	FP AWD AWD-MOD	Department Administrator	Chair or proxy	Varies based on department.
COI Office Review	AWD AWD-MOD	RSP Setup Team	COI Office	Review non-standard COI provisions.
Contract Team Review	FP AWD AWD-MOD	FPs: RSP Proposal Team (FPs) AWDs & AWD-MODs: RSP Setup/Post-Award Team	RSP Contracts Team	Review exceptional award terms.
Export Controls	FP AWD AWD-MOD	RSP	Export Control Office	Request review of export control items in either

Ancillary Review Type	Required for FP, AWD, or AWD-MOD?	Requestor	Approver (Person or Organization)	Purpose
				a funding proposal, award, or award modification.
Indirect Cost Waiver	FP AWD AWD-MOD	Dean/Division office	Director of RSP	Document institutional waiver of reduced IDC.
Limited PI Status	FP	Department Administrator	Dean/Division leader	Track the submission, review, and approval of UW institutional forms.
Multi-PI Certification	FP	Department Administrator	Non-Contact PI(s)	Certify proposal prior to submission.  Important: Refer to the appendix for detailed instructions for this ancillary review type.
Other	FP AWD AWD-MOD	Varies	Varies	Varies, used for other reviews not


Ancillary Review Type	Required for FP, AWD, or AWD-MOD?	Requestor	Approver (Person or Organization)	Purpose
				captured under a specific type.
PI Approve Terms	AWD AWD-MOD	RSP Setup Team	PI	Acknowledge acceptance of non-standard award terms.

4.3 Agreements Module Ancillary Review Requirements

Ancillary Review Type / Approval From	Requestor	Approver (Person or Organization)	Additional Requirements
Additional Department Review	Responsible /Owning department's Research Administrator	Collaborating department's Research Administrator	Acknowledge collaborating personnel outside of responsible department.
Chair Approval	Department Administrator	Chair or proxy	Capture approval for departments that require chair-level approval.
COI Office Review	RSP Setup Team	COI Office	Review non-standard COI provisions.
Dean/Division Signoff	Department Administrator	Dean/Division	Obtain Dean/Division signoff on non-funded agreements which would otherwise not have Division involvement on a funded agreement. The Agreements Guide provides more details on the approval workflow for non-funded agreements.

Ancillary Review Type / Approval From	Requestor	Approver (Person or Organization)	Additional Requirements
Export Control	RSP Contracts	Export Control Office	Initiate outgoing international MTA review.
Other	Varies	Varies	Varies, used for other reviews not captured under a specific type.
PI Review Terms	RSP Contracts	PI	Acknowledge and approve non-standard contract terms.

Export Control Module Ancillary Review Requirements

 **Note:** The Export Control module will primarily use the Other ancillary review type as noted below. The requester should use sufficient details in the ancillary review request to allow the approver to respond to the assigned ancillary review.

Ancillary Review Type / Approval From	Requestor	Approver (Person or Organization)	Additional Requirements
Other	Varies	Varies	Varies, the requester should use sufficient details in the ancillary review request to allow the approver to respond to the assigned ancillary review

4.4 Ancillary Review Requirements Appendix

The funding proposal Multi-PI Certification ancillary review type has requirements that differ from the other RAMP ancillary review types. Follow the steps below to add a Multi-PI Certification ancillary review to a funding proposal record:

1. Create an ancillary review for all personnel who have the Principal Investigator role, except the Contact PI. The Contact PI will certify using the Certify activity in RAMP.
2. Complete steps 1-3 of the [How to Initiate an Ancillary Review](#) directions as outlined in this guide.

3. When completing step 4, add the UW-Madison PI Certification statement to the comments box and complete the remaining steps as outlined in this guide.
 - a. The [screenshot](#) below illustrates how to complete the comment box.
 - b. The [PI certification statement](#) is included below and can be copied and pasted into RAMP.
4. When the other Principal Investigator(s) certify, their certification confers agreement with the UW-Madison PI Certification statement.

4.4.1 MPI Screenshot

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person:

2. * Review type:

3. * Response required?

Yes No [Clear](#)

4. Comments:

I certify that I am the Principal Investigator (PI) on the above-referenced proposal/award and I understand that, notwithstanding any comments or attachments inserted when submitting this ancillary review, by clicking on the OK button to submit and accept the ancillary review, I certify compliance with the following obligations.

I certify that I have identified all space, personnel, equipment, and budgetary needs associated with the proposal, and that the proposal/award and this record are accurate and complete in all regards, including technical matters, adherence to the sponsor's guidelines, budget, and required clearances.

I certify (1) that all the information submitted within the proposal/award is true, current, complete, and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims in the proposal may subject me to criminal, civil, or administrative penalties; and (3) that I accept responsibility for the scientific conduct and overall oversight of the project and to provide the required progress reports or other deliverables if an award is received as a result of the proposal.

I certify that I and all persons participating in the project, other than clerical or nontechnical persons, prior to commencing work will become familiar with the terms and conditions in the resulting agreement between the extramural sponsor and the University and will have executed the University's intellectual property certification form: <http://go.wisc.edu/bayhdole>. I certify that I have not entered, and will not in the future enter, into any agreement or other obligation to another person, company, or extramural sponsor with respect to any rights in inventions, discoveries, or copyrightable material which are in conflict with the obligations contained in the resulting agreement.

I agree that any IRB application(s) identified in this record accurately and fully describes the subject populations, subject interventions, collaborators, performance sites, and general scope of work supported by the award resulting from the above-referenced proposal and that I will not initiate any human subjects research until IRB approval is received.

I agree that I will comply with the provisions of the resulting agreement with the extramural sponsor and will cooperate in assuring that the University's obligations to fulfill those terms are met.

5. Supporting documents:

* Required

4.4.2 PI Certification Statement

I certify that I am the Principal Investigator (PI) on the above-referenced proposal/award and I understand that, notwithstanding any comments or attachments inserted when submitting this ancillary review, by clicking on the OK button to submit and accept the ancillary review, I certify compliance with the following obligations.

I certify that I have identified all space, personnel, equipment, and budgetary needs associated with the proposal, and that the proposal/award and this record are accurate and complete in all regards, including technical matters, adherence to the sponsor's guidelines, budget, and required clearances.

I certify (1) that all the information submitted within the proposal/award is true, current, complete, and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims in the proposal may subject me to criminal, civil, or administrative penalties; and (3) that I accept responsibility for the scientific conduct and overall oversight of the project and to provide the required progress reports or other deliverables if an award is received as a result of the proposal.

I certify that I and all persons participating in the project, other than clerical or nontechnical persons, prior to commencing work will become familiar with the terms and conditions in the resulting agreement between the extramural sponsor and the University and will have executed the University's intellectual property certification form: <http://go.wisc.edu/bayhdole>. I certify that I have not entered, and will not in the future enter, into any agreement or other obligation to another person, company, or extramural sponsor with respect to any rights in inventions, discoveries, or copyrightable material which are in conflict with the obligations contained in the resulting agreement.

I agree that any IRB application(s) identified in this record accurately and fully describes the subject populations, subject interventions, collaborators, performance sites, and general scope of work supported by the award resulting from the above-referenced proposal and that I will not initiate any human subjects research until IRB approval is received.

I agree that I will comply with the provisions of the resulting agreement with the extramural sponsor and will cooperate in assuring that the University's obligations to fulfill those terms are met.