

RAMP Glossary / WISPER Crosswalk

Common terminology used in RAMP:

Term	Definition	Notes	UW Terminology
Activate	Activation is done by RSP. This changes the budget to authorized and creates the Project ID so spending may occur.	Activating an award in RAMP initiates the automatic process of creating the project ID in SFS.	Activating” an award in RAMP is the same as “generating” an award in WISPER.
Activities	Actions that can be executed by a user to update a record.		
Administrative Contact or Primary Contact	The administrative contact, or primary contact, is responsible for a Grants or Agreements record, including submitting a record and responding to requests for clarification as the record moves through workflow.	Certain agreements will be initiated by RSP, and the Agreement Primary Contact will not be responsible for submitting the Agreement.	Campus Contact
Agreement Reviewer	Agreements Module user role allowing RSP staff to review, negotiate, and finalize agreements.		
Agreement ID	Agreements have unique ID starting with the letters “AGR” and following with a sequence of numbers (AGR00000001).		WISPER Record ID
Agreements Module	RAMP module used to create, negotiate, and execute funded and non-funded agreements.	Agreement Module and Grant Module records may be linked via the Manage Relationships Activity.	

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Ancillary Review	Ancillary review provides a process for internal review and approval activities outside of the standard RAMP workflow. Division/department and RSP staff will request ancillary reviews in RAMP. The assigned Ancillary Reviewer will have view only access to the record and permission to submit their ancillary review. A record may have more than one Ancillary Review and reviews may be completed concurrently.	RAMP Ancillary Review is the equivalent of the Approvals tab in WISPER. Examples of ancillary review types include indirect cost waivers, additional department review, and chair approval.	Approval
Authorized	Authorized by the sponsor. This indicates that UW can spend on the award.	Authorized by Sponsor vs. Not Authorized by Sponsor at Award Setup. If budget allocation is not authorized then spending cannot occur.	
Award	A record created in RAMP after a sponsor has indicated they will fund the research submitted in the Funding Proposal.	Awards are created from Funding Proposal records.	
Award ID	Awards have unique ID starting with the letters "AWD" and following with a sequence of numbers (AWD00000001).	Awards have separate IDs from the associated Funding Proposal.	WISPER Record ID
Award Approver			

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Award Modification	Award Modifications are used to change an Award record in some way. An Award Modification may be preceded by an Award Modification Request.	For example, an update to the Award period of performance would be accomplished using an Award Modification.	
Award Modification ID	Award Modifications have unique IDs starting with the Award ID and amended with a "MOD" suffix (AWD00000050-MOD001).	An Award can have more than one Award Modification and the "MOD" suffix is increased sequentially for each modification record.	WISPER Record ID
Award Modification Request	A request initiated by the Award Administrative Contact(s) or Principal Investigator notifying RSP that a modification, or change, is needed to an Award record. RSP will be able take immediate action on certain Award Modification Requests while other requests may first require RSP to contact a sponsor for prior approval. An Award Modification Request does not open an Award for editing; RSP must initiate and process an Award Modification after approving an Award Modification Request.	RSP may also use/initiate Award Modification Requests to track certain sponsor requests that were not already initiated by the campus community.	
Award Modification Request ID	Award Modification Requests have unique ID starting with the letters "AMR" and following with a sequence of numbers (AMR00000001).	Award Modification Requests have separate IDs from the associated Awards and Award Modifications.	WISPER Record ID

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Budget (Funding Proposal Component)	RAMP record to represent a Funding Proposal Budget. RAMP automatically creates one budget for every Funding Proposal, but additional budgets may be created as needed (i.e., multiple PD/PI proposals, subawards). Budgets have a SmartForm and Workspace and are imbedded within the related Funding Proposal.		
Certify (Activity)	The Certify Activity allows the PI to provide their certification/attestation to approve a Funding Proposal or non-funded Agreement record during the internal review process.		PI Signature
Compare (SmartForm Function)	Pressing the Compare section of the SmartForm left navigator provides an indicator of the sections of the SmartForm that have been changed between specific versions.	Changed sections are notated with a pencil icon.	
Contract Specialist Role	Role involved in the document review workflow		
Continuation Funding Proposal	Grants Module record that will be used to record continuation proposals (or progress reports) that require authorized official or RSP involvement/signatures. Continuation Funding Proposals are created from the active Award record.	For example, used for NIH RPPRs and other federal or non-federal sponsor progress reports that require authorized official signatures.	

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Continuation Funding Proposal ID	Continuation Funding Proposals have unique IDs starting with the Funding Proposal ID and amended with a “Con” suffix (FP00000099-Con1).		WISPER Record ID
Converted	Converted means a record that is converted from WISPER into RAMP. We will be converting a certain population of WISPER and SFS records into Funding Proposals, Awards, and Agreements in the new RAMP system so work can continue for those records post RAMP go-live.		
Dashboard	Central location in RAMP that allows users to find relevant information in a quick, easy, and organized fashion.	My Inbox, Recently Viewed, and quick “creators” are components of the overall Dashboard.	Search WISPER page
Deliverables (Award Component)	Award records contain an optional page that allows campus users to enter and track their non-financial deliverables in RAMP.	Deliverables are entered during Award setup and can be updated/managed as needed during the Award period.	Similar to Award Milestones
Department Reviewer (User Role)	User role that reviews, requests changes to (if necessary), and approves a Funding Proposal before it is forwarded to RSP or submitting office for final review and approval.	RAMP uses the general term “Department Review” to refer to a unit-level review that occurs before the Funding Proposal moves to a central office (RSP). At UW-Madison, “Department Review” corresponds to the review performed by a Division.	Department Review is similar to Routing to the division/dean’s office

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Edit Rights	The PI and Administrative Contact can automatically edit the RAMP record. Giving another staff member edit rights allows them to edit the record, budget, SF424.		
Errors (SF424 Function)	SF424 validates against the Grants.gov validation rules. Errors that prevent submission are indicated by a red disk.		Similar to Cayuse validation errors
Funding Proposal (FP)	A record created in RAMP that contains submission information for a research project that will be submitted to a sponsor for funding.	Also known as a proposal. Funding Proposal records are separate and distinct from Award records or Agreement records.	
Financial Account	The specific account that is created for spending to occur.	The Financial account in RAMP is like the “projects tab” in WISPER. Its where specific information is captured and pushed over to SFS to create the project ID.	Project Number
Funding Proposal ID	Funding Proposals have unique ID starting with the letters “FP” and following with a sequence of numbers (FP00000001).	Funding Proposals have separate IDs from their associated Awards.	WISPER Record ID
Global Grants Viewer Role	RAMP role for Grants users that need to view all projects in the Grants system.	May be assigned to members of UW leadership teams, compliance officers,	
Grants Module	RAMP module used to develop, route, and submit proposals, as well as manage Award and Award modifications. Consists of Funding Proposal and Award records.	Agreement Module and Grant Module records may be linked via the Manage Relationships Activity.	Replaces WISPER and additional SFS functionality.

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Instrument Type	The type of mechanism we expect the sponsor to use if/when they decide to fund the proposal.		Document Type
Help Center	Section of the Agreements and Grants modules containing reference guides and videos which provide step-by-step instructions on how to use RAMP.		
History (Workspace Tab)	Displays every Activity executed including who performed the activity and when.	Comments added when executing an Activity display in the History Tab.	History tab
ID	Auto-generated identification number created by RAMP for each record created (e.g., FP00000001, AWD00000001). IDs are unique and distinct	Funding Proposal IDs and Award IDs replace the ID from WISPER.	WISPER Record ID
Left Navigator (SmartForm Function)	A collapsible/expandable list of all available pages in a SmartForm.		
Limited Submission	When a sponsor limits the number of proposals that the UW can submit.	These are the specific internal competitions run by the OVCRGE. These are not currently in WISPER, but will be facilitated in RAMP.	
Long Title of Proposal	The full-length official title of the proposal.		Official Proposal Title
Manage Relationships Activity	Activity in the Grants and Agreements modules that allows related records to be linked in RAMP.		Related Award Record field

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My Inbox	Dashboard tab for users that contains a user's to-do list.		MY WISPER page
Notification	Email sent by RAMP, typically triggered by a change in a record's State or the execution of an Activity.		Notification emails
Pencil Icon (SmartForm Function)	Indicates when a change has been made to a section of a SmartForm to flag differences between draft versions.		
Primary Purpose of The Project	What is the primary purpose of the project. The list is populated with the categories required by the UW Board of Regents.	Not currently tracked in WISPER, but it is recorded in SFS.	UW Project Type and/or Award Purpose
Printer Version (SmartForm Function)	Displays a SmartForm in a single, printable page.		
Program Director / Principal Investigator	The individual responsible for the preparation, conduct, and administration of the sponsored project.	RAMP will allow more than one PD/PI to account for true multi PI situations.	Contact PI

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RAMP	RAMP is the acronym for UW-Madison's Research Administration Management Portal (RAMP). RAMP is an electronic research administration (eRA) system used for research administration at UW-Madison.	RAMP includes two modules: Grants and Agreements.	WISPER and Cayuse
Related Projects	Displays all related records that have been linked using the Manage Relationships Activity.		Related Award Record
Record	A submission created within RAMP.	Examples include Funding Proposals, Awards, Award Modification Requests, Award Modifications, and Agreements.	
Responsible department / division / institute	The department/division/institute that is ultimately responsible for a record and approving/managing the record according to UW-Madison policies. Responsible organizations will map in RAMP based on the Principal Investigator selected but can be changed manually if required.	On Funding Proposals, the organization listed as the responsible organization maps to the SF424 record (if applicable).	Administering Dept field
SF424	The Grants.gov application for federal assistance. When submitting for a federal opportunity using system-to-system capabilities (S2S) within RAMP, an electronic SF424 is created	The SF424 will replace Cayuse at UW-Madison. Principal Investigators will be able to submit certain proposals directly in sponsor systems as they do	Cayuse

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	and populated using information entered on the Funding Proposal and Budget records.	today (i.e., Research.gov, NSPIRES).	
SmartForm	A series of pages completed with information about the record (e.g., Funding Proposal, Award).		
Specialist	Grants Module user role allowing RSP staff to manage Funding Proposals, Awards, and Award modification.		SPO Mgt./Admins (RSP staff)
State	The status of a record.		Document Status
Study Staff / Registered User	User role that allows individuals to create and submit Funding Proposals, Award Modification Requests, and Agreements.	All UW employees will have this role and is the base user role in RAMP.	Registered User
System-to-System (S2S)	SF424 applications submitted directly to a federal sponsor through RAMP rather than through a federal system (i.e., NSPIRES, Research.gov)	S2S submits proposal data to Grants.gov which ultimately flows to the agency systems.	Cayuse
Type of Application	The application type here is determined by the action that initiated creation of the proposal (new, resubmission, renewal, etc.)		Proposal Type
User Role	Determines what RAMP areas, functions, and records a user can access and the activities or actions a user can perform in each state. User roles may be layered, and a RAMP user can have more than one user role.		

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Validate (SmartForm Function)	Pressing the Validate section of the SmartForm left navigator provides a display of the completed and not completed sections of the SmartForm.	All required questions must be completed before a SmartForm can be submitted and move through workflow.	
Validate (SF424 Function)	Pressing the Validate Submission on the SF424 Workspace performs a validation of the SF424 application against the Grants.gov validation rules.	Validation Errors or Warnings are displayed upon validation.	
Warnings (SF424 Function)	SF424 validates against the Grants.gov validation rules. Warnings are indicated by a yellow triangle. Warnings do not prevent electronic submission but alert users of potential proposal problems.		Similar to warnings in Cayuse.
Workflow	The process through which a record passes from beginning to end.		
Workflow Map	Map that displays at the top of Funding Proposal, Award, and Agreement Workspaces. The workflow map displays a visual representation of where a record is in the overall workflow.		
Workspace	Contains key information associated with the record (State, Title, ID, etc.) and contains various buttons and links to perform Activities.	There are multiple workspaces in RAMP, for example: Funding Proposal Workspace, Budget Workspace, SF424 Workspace. Each workspace provides a “one glance” overview of a project.	

