

10<sup>th</sup> ANNUAL  
SYMPOSIUM  
FOR  
RESEARCH  
ADMINISTRATORS

NOV 13, 2025



...be inspiRED

RED

Research. Education. Development.

# RAMP FOUNDATIONS:

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SETTING UP AWARDS  
WITH CONFIDENCE

# Welcome

We are glad you are here!

Andrea N. Zorbas, Office of Research and Sponsored Program (RSP)  
Jill Nagler, MF Research Admin Manager, L&S ART 1, CDIS/CS

# Agenda

Award Characteristics

Award Acceptance

Funding Setup

Effort

Compliance

Approvals / Ancillary Reviews

Resources

# Notes on Scope: New Awards vs Modifications

Focus is on **new NIH/NSF awards**.

Mods to existing awards are handled in several ways.

Check RSP Routing Guidance for updates:

<https://rsp.wisc.edu/>

Mod types not covered

- Budget or Period of Performance Amendment
- Carryover Request
- No-Cost Extension
- Correction of Data or Budget Amount
- PI/Award Transfers (outbound)
- Change of Owning Department
- PI Change/Leave of Absence/Withdrawal

**Routing Guidance**

Looking for guidance on how to process various sponsored project items? If so, simply type your topic in the search field below and select from the populated results.

mods

No Cost Extension, Carryover Requests, etc.

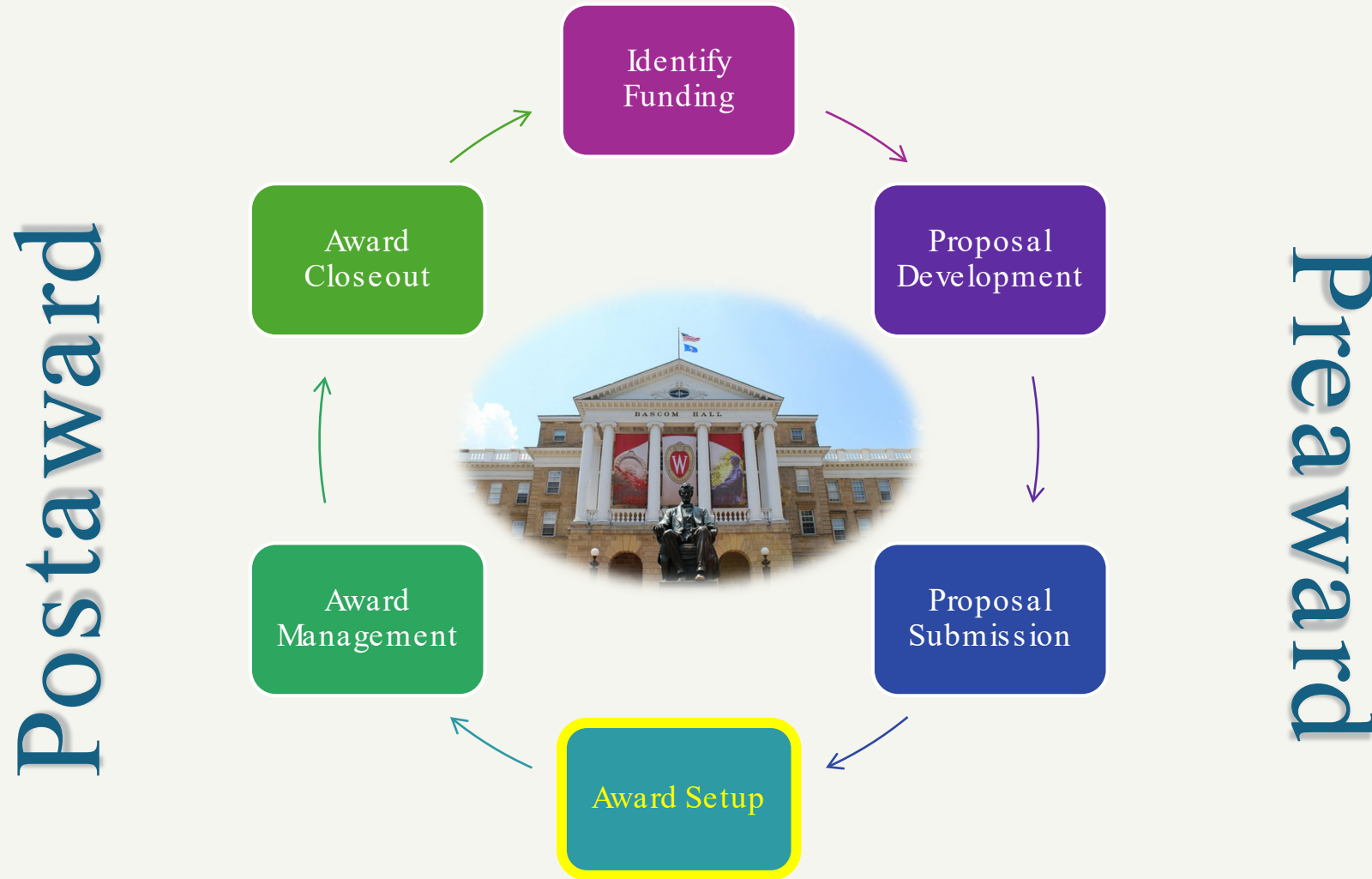
Additional Project under an Existing Award (Subproject)		
Details	Routing Guidance	More Information
The creation of an additional project (ex. AAB1234) under an existing award (ex. MSN123456).	Use "Request Award Modification" button. Select New project number/advance spending on subsequent year of funding on Smartform. Include full description of request.	

Business Associate Agreements (BAA)		
Details	Routing Guidance	More Information
These agreements create protections whereby one entity (the Covered Entity) can provide protected health information (PHI) to another entity (the Business Associate) so that the Business Associate can perform a service for the Covered Entity (such as evaluating its systems for improvements).	New RAMP Agreement record. If a Business Associate Agreement is part of a Funded Research Agreement, the Business Associate Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	

Carryover Request		
Details	Routing Guidance	More Information
Review the award terms and conditions to determine if carryover is allowed and how much is permitted.	Prepare a formal request letter specifying how much funding needs to be carried over along with a detailed explanation. Email the letter to the assigned RSP accountant. If you later receive a modification from the sponsor, you can also forward that to the accountant.	<a href="#">RSP Accountant Lookup</a>

Change in Senior/Key Personnel (non-PI)		
Details	Routing Guidance	More Information
If key person is listed in the Notice of Award.	Use "Request Award Modification" button. Select Change in Key Personnel (other than PI) on Smartform.	
If key person isn't listed in the Notice of Award.	Contact the RSP accountant assigned.	

# Where are we in the Award Lifecycle?



# Characteristics of an Award

Awards differ by sponsor, but most will include:

Sponsor Name

Sponsor Award Number

Project Title

Technical and Administrative Contacts

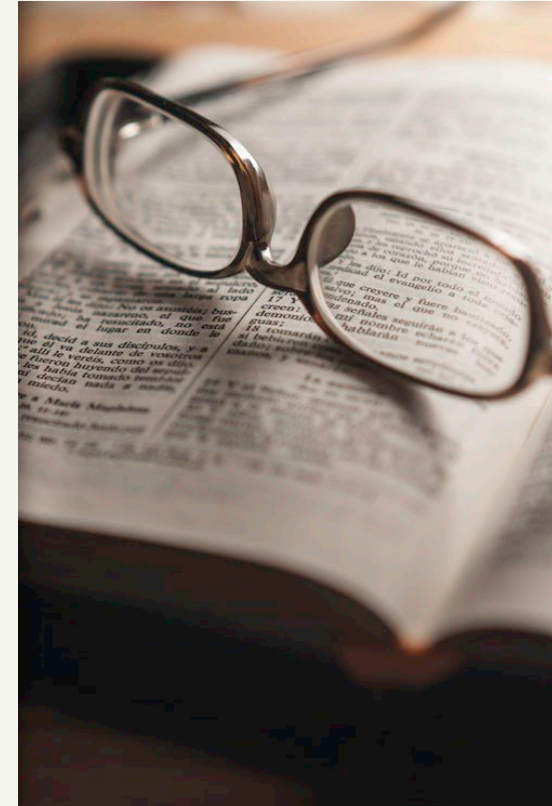
CFDA# (if Federal)

Award Start and End Dates

Total Award Amount and Amount Obligated

Terms and Conditions

Compliance Requirements





# Award Example - NIH

- Award ID: 5F32AR076267-03
- Award Type: Non-Competing Continuation
- PI: Stephanie Cone
- This action:
  - \$66,360 this budget period
  - 4/1/22 - 3/31/23
- Award Cumulative:
  - \$196,938 total award
  - 4/1/20-3/31/23 award dates

Recipient Information	Federal Award Information
<b>1. Recipient Name</b> UNIVERSITY OF WISCONSIN SYSTEM 21 N PARK ST STE 6301  MADISON, WI 53715  <b>2. Congressional District of Recipient</b> 02  <b>3. Payment System Identifier (ID)</b> 1396006492A1  <b>4. Employer Identification Number (EIN)</b> 396006492  <b>5. Data Universal Numbering System (DUNS)</b> 161202122  <b>6. Recipient's Unique Entity Identifier</b> LCLSJAGTNZQ7  <b>7. Project Director or Principal Investigator</b> Stephanie Cone, PHD  sgcone@wisc.edu 501-831-1852  <b>8. Authorized Official</b> Steve Flaherty steve.flaherty@wisc.edu 608-890-2655	<b>11. Award Number</b> 5F32AR076267-03  <b>12. Unique Federal Award Identification Number (FAIN)</b> F32AR076267  <b>13. Statutory Authority</b> 42 USC 288 42 CFR 66  <b>14. Federal Award Project Title</b> Assessment of in vivo tendon tissue behavior in a pediatric population  <b>15. Assistance Listing Number</b> 93.846  <b>16. Assistance Listing Program Title</b> Arthritis, Musculoskeletal and Skin Diseases Research  <b>17. Award Action Type</b> Non-Competing Continuation  <b>18. Is the Award R&amp;D?</b> Yes
	<b>Summary Federal Award Financial Information</b>
	<b>19. Budget Period Start Date 04/01/2022 – End Date 03/31/2023</b> <b>20. Total Amount of Federal Funds Obligated by this Action</b> \$66,390 20 a. Direct Cost Amount \$66,390 20 b. Indirect Cost Amount \$0 <b>21. Authorized Carryover</b> <b>22. Offset</b> <b>23. Total Amount of Federal Funds Obligated this budget period</b> \$66,390 <b>24. Total Approved Cost Sharing or Matching, where applicable</b> \$0 <b>25. Total Federal and Non-Federal Approved this Budget Period</b> \$66,390 <hr/> <b>26. Project Period Start Date 04/01/2020 – End Date 03/31/2023</b> <b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b> \$196,938
<b>Federal Agency Information</b> <b>9. Awarding Agency Contact Information</b> Katie Joffe  NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES Katie.Joffe@nih.gov (201) 594-5891	

# Award Example - NSF

- Arrived via email to RSP
- Award ID: 2440563
- Award Type: Continuing Grant
- New Project – Amendment 000
- \*Revised budget note
- Year 1 and 2 budgets combined in award

From: cbrownmo@nsf.gov <cbrownmo@nsf.gov>  
Sent: Monday, January 13, 2025 1:34 PM  
To: RSP - NSF <nsf@rsp.wisc.edu>  
Cc: antkorne@nsf.gov; cchampion@nsf.gov; Jelena Diakonikolas <jdiakonikola@wisc.edu>; jthompson@nsf.gov; kwimmer@nsf.gov; narce@nsf.gov; natwilli@nsf.gov; scash@nsf.gov; twilkins@nsf.gov; vswales@nsf.gov; ztyler@nsf.gov  
Subject: NSF Award Notice for Award ID 2440563 - Amendment ID 000

NATIONAL SCIENCE FOUNDATION	
Award Notice	
Award Number (FAIN): 2440563	Amendment Number: 000
Managing Division Abbreviation: CCF	
RECIPIENT INFORMATION	
Recipient (Legal Business Name): UNIVERSITY OF WISCONSIN SYSTEM	
Recipient Address: 21 N PARK ST STE 6301 MADISON, WI 53715-1218	
Official Recipient Email Address: nsf@rsp.wisc.edu	
Unique Entity Identifier (UEI): LCLSJAGTNZQ7	
AMENDMENT INFORMATION	
Amendment Type: New Project	
Amendment Date: 01/13/2025	
Amendment Number: 000	
Proposal Number: 2440563	
Amendment Description:	
The National Science Foundation hereby awards a Continuing Grant for support of the project described in the proposal referenced above as modified by revised budget dated 12/11/2024.	
Fiscal Year 2025 and 2026 budgets have been combined in this award. It is still the grantees responsibility to submit an annual project report in accordance with the award	

# Award Example – NSF (Cont'd)

- Award Period of Performance:  
1/15/2025 – 12/31/2029
- Amount of the Amendment:  
\$236,099 (this is the amount  
awarded to date)
- Total Intended Award Amount:  
\$700,000

terms and conditions.

Funds provided for participant support may not be diverted by the awardee to other categories of expense without the prior written approval of the cognizant NSF Program Officer. Since participant support cost is not a normal account classification, the awardee organization must be able to separately identify participant support costs. It is highly recommended that separate accounts, sub-accounts, sub-task, or sub-ledgers be established to accumulate these costs. The awardee should have written policies and procedures to segregate participant support costs.

## AWARD INFORMATION

**Award Number (FAIN):** 2440563

**Award Instrument:** Continuing Grant

**Award Date:** 01/13/2025

**Award Period of Performance:** Start Date: 01/15/2025 End Date: 12/31/2029

**Project Title:** CAREER: Optimization and Learning with Changing Distributions

**Managing Division Abbreviation:** CCF

**Research and Development Award:** Yes

**Funding Opportunity:** NSF 22-586 Faculty Early Career Development Program

**Assistance Listing Number(s) and Name(s):** 47.070 Computer and Information Science and Engineering (Predominant source of funding for SEFA reporting)

## FUNDING INFORMATION

**Amount Obligated by this Amendment:** \$236,099

**Total Intended Award Amount:** \$700,000

**Total Approved Cost Share or Matching Amount:** \$0

**Total Amount Obligated to Date:** \$236,099

**Expenditure Limitation:** Not Applicable

Contingent on the availability of funds and scientific progress of the project, NSF expects to continue support at approximately the following level:

Fiscal Year	Increment Amount
2027	\$174,783
2028	\$123,025
2029	\$166,093

## PROJECT PERSONNEL

**Principal Investigator:**

**Email:**

**Organization:** UNIVERSITY

# Award Example – NSF (Cont'd)

- Principal Investigator named: Jelena Diakonikolas
- Budget will continue on the next page
- Check budget against the most recently approved budget in RAMP under the FP

<b>Jelena Diakonikolas</b>	jdiakonikola@wisc.edu	OF WISCONSIN SYSTEM
<b>NSF CONTACT INFORMATION</b>		
<b>Managing Grants Official</b> (Primary Contact) <b>Name:</b> Cartia Brown-Morgan <b>Email:</b> cbrownmo@nsf.gov <b>Phone:</b> (703) 292-8709	<b>Awarding Official</b> <b>Name:</b> Cartia Brown-Morgan <b>Email:</b> cbrownmo@nsf.gov	<b>Managing Program Officer</b> <b>Name:</b> Karl Erik Wimmer <b>Email:</b> kwimmer@nsf.gov <b>Phone:</b> (703) 292-2095
<b>GENERAL TERMS AND CONDITIONS</b>		
<p>This is awarded pursuant to the authority of the National Science Foundation Act of 1950, as amended (42 U.S.C. 1861-75) and is subject to NSF Grant General Conditions (GC-1), dated 10/01/2024, available at <a href="https://www.nsf.gov/awards/managing/general_conditions.jsp">https://www.nsf.gov/awards/managing/general_conditions.jsp</a>.</p> <p>This institution is a signatory to the Federal Demonstration Partnership (FDP) Phase VI Agreement which requires active institutional participation in new or ongoing FDP demonstrations and pilots.</p> <p>This award is made in accordance with the provisions of NSF Solicitation: NSF 22-586 Faculty Early Career Development Program.</p>		
<b>BUDGET</b>		
<b>A. Senior Personnel</b>		
Senior Personnel Count		2.00
Senior Personnel Calendar Months		1.45
Senior Personnel Academic Months		0.00
Senior Personnel Summer Months		0.00
Senior Personnel Amount		\$25,590
<b>B. Other Personnel</b>		

# Award Example – NSF (Cont'd)

- Make sure that highlighted budget categories match your budget entries when reconciling in RAMP
- Check the awarded budget against the most recently submitted internal budget documents for which items are listed under the “Other Direct Costs: Other” category (in this example it is tuition remission – which does not incur F&A)

<b>Other</b>	
Other Count	0.00
Other Amount	\$0
<b>Total Salaries and Wages (A+B)</b>	<b>\$102,078</b>
<b>C. Fringe Benefits</b>	<b>\$29,065</b>
<i>Total Salaries, Wages, Fringe Benefits (A + B + C)</i>	<i>\$131,143</i>
<b>D. Equipment</b>	<b>\$0</b>
<b>E. Travel</b>	
Domestic	\$2,755
International	\$0
<b>F. Participant Support Costs</b>	
Participant Support Costs Stipends	\$0
Participant Support Costs Travel	\$0
Participant Support Costs Subsistence	\$0
Participant Support Costs Other	\$0
Total Number of Participants	0.00
<i>Total Participant Costs (F)</i>	<i>\$0</i>
<b>G. Other Direct Costs</b>	
Materials Supplies	\$2,500
Publication Costs	\$0
Consultant Services	\$0
Computer Services	\$0
Subawards	\$0
Other	\$24,000
<i>Total Other Direct Costs (G)</i>	<i>\$26,500</i>
<b>H. Total Direct Costs (A</b>	

# Award Example – NSF (Cont'd)

- Make sure that highlighted budget categories match your budget entries when reconciling in RAMP
- The Indirect Costs line should be within +/- \$1 in RAMP in your budget reconciliation(s), if the difference is more/less than \$1 you need to re-check your entries

Through G)	\$160,398
<b>I. Indirect Costs*</b>	<b>\$75,701</b>
<b>J. Total Direct and Indirect Costs (H + I)</b>	\$236,099
K. Fees	\$0
<b>L. Total Amount of Request (J) OR (J + K)</b>	<b>\$236,099</b>
M. Cost Sharing Proposed Level	\$0

\*Indirect Cost Rates

The indirect cost rate(s) for this award is/are not available. These rates are at the time of award and are based upon the budget submitted to the NSF. It does not include any out-year adjustments. The NSF will not modify awards simply to correct indirect cost rates cited in the award notice. See the Proposal & Award Policies & Procedures Guide (PAPPG) Chapter X.A.3.a. for guidance on re-budgeting authority.

# Award Setup Process



I  
Notice of  
Award  
(NOA) Arrives  
- to RSP  
- to PI  
- to Dept RA

II  
RSP Award  
Team Matches  
to FP and  
Creates Award  
(AWD)

III  
RSP Sends  
Award Record  
for Unit for  
Award  
Setup

IV  
Department  
Completes RAMP  
SmartForms  
and/or obtains  
Division Approval  
via Ancillary  
Review

V  
Department  
Returns  
(submits) to  
RSP for Award  
Finalization

VI  
RSP Finalizes  
Award and  
Creates  
Project  
Number(s)

# Award Setup Timeline

~12 business days

~30 business days during peak times

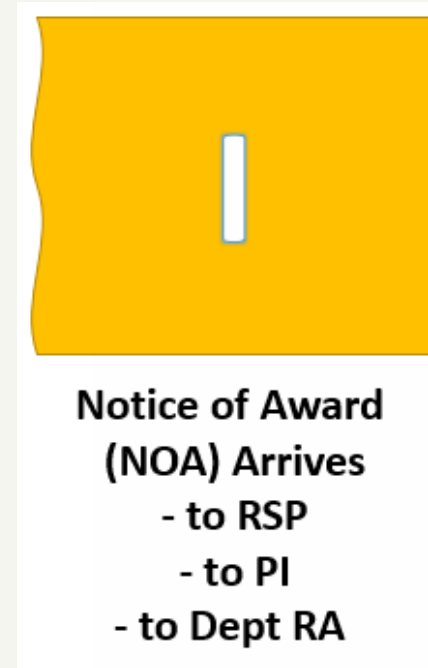


**Note:** Advanced accounts are sometimes an option

# How is an Award Accepted?

Awards can be accepted by:

- RSP drawing down funds
- RSP countersigning an NOA, SRA or PO
- RSP logging in and accepting award



## Note

Awards are made to the institution **not** the PI

# How is Award Setup Initiated?

**Department/PI receives the NOA:**

Department RA sends to [awardacceptance@rsp.wisc.edu](mailto:awardacceptance@rsp.wisc.edu)

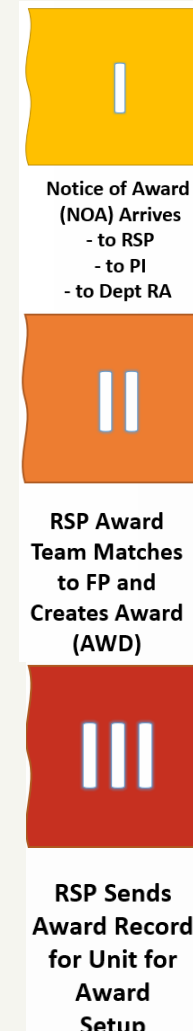
**or RSP receives the NOA or other notice**



RSP matches FP and creates the **AWD** in RAMP



RSP sends to Department for “Unit Review and Setup”



# What Needs to be Accomplished?

**General Award Information** – Verify and/or edit

**Related Items** – Link Funding Proposal

**Financial Accounts** (projects) – Create desired projects

**Budget Allocations** – add funding to the projects (direct & indirect)

- **Authorized** amounts and time periods
- **Unauthorized** amounts and time periods

**Budget Reconciliation** – categorize budget amounts for projects

**Personnel** – list key persons and those on NOA

**Effort** – enter effort commitments for key persons

**Terms and Conditions** – review (don't change). Add any extras

**Compliance** – ensure all protocols are linked in ARROW

**Deliverables** – add any alerts/reminders



IV

Department  
Completes  
RAMP  
SmartForms and  
Receives  
Division  
Approval via an  
Ancillary Review

# Setting Up the Award

## Unit Review and Setup

### Next Steps

Edit Award

Printer Version

COI Disclosure Status

Terms And Conditions

Return to RSP

Manage Ancillary Reviews

Upload Award Documents

Manage Deliverables

Manage Tags

Create Agreement

Send Email

Manage Access

Log Comment

## CAREER\_2339862

AWD00001045 Funding Award

PD/PI:	[REDACTED]	Award Date:	11/24/2023
Specialist:	ALLISON LYNCH	Start Date:	9/1/2024
		End Date:	8/31/2029
Designated Reviewer:		Sponsor Award #:	2339862
Award Approver:	ALLISON LYNCH		
Approving Dept/Div/Institute:	ELEC + COM ENGR*ELEC + COMP		
Administrative Contact:	ERIN GOELDNER		
Direct Sponsor:	NATIONAL SCIENCE FOUNDATION		
Prime Sponsor:			
Current Total Project Period Commitment:	\$550,000		
Current Total Award Amount To Date:	\$439,064		

### Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000541	[REDACTED]	[REDACTED]	Award Notification Received



# Completing the SmartForms



# Step 1: Fill in Award Information

General Award Information
Related Items
Financial Setup
Budget Allocations
Budget Reconciliation
Personnel
Effort
Terms And Conditions
Key Personnel
Deliverables
Compliance Review
Completed Award

**Short Title** – what goes in Workday

**Long Title** – full title on Notice of Award

**Principal Investigator** – only list 1 for the *award*

**Instrument Type** – grant, cooperative agreement, IPA, contract, etc.

**Direct Sponsor** – name of entity directly providing funding to UW

**Direct Sponsor Award ID** – number or ID listed on NOA

**Prime Sponsor** – name of funding entity if we are a sub

**Owning Department** – department that owns and manages the *award*

**Administrative Contact** – auto-populates from FP owner, not the same as the Grant Worktag Manager

**Period of Performance** – start and end dates on the award

**Award Documents** – min NOA (budget, budget justification and SOW)

- Please also include a copy of the prime's NOA if we are a sub
- RAMP Cost-Share budget (if applicable)

**Central Grant Accountant** – *RSP will fill this in.*

**Assign Rights** – grant colleagues edit/view rights as desired

- Rights are **not** carried over from FP and must be re-assigned.

# Step 2: Confirm Link to the Funding Proposal (FP) is correct

Note

This is usually completed by RSP. Verify the correct Funding Proposal is linked.

General Award Information
<b>Related Items</b>
Financial Setup
Budget Allocations
Budget Reconciliation
Personnel
Effort
Terms And Conditions
Key Personnel
Deliverables
Compliance Review
Completed Award

You Are Here: DARPA METALS Suresh

Editing: AWD00001638

### Related Items

[Go to Related Items on Award](#)

New awarded funding proposals / con

ID	Name
FP00005614	ARL GA Tech Sub
FP00005220	DOE w UWash_Boundary Pr
FP00005527	(DUE: 5/17/2024) Rad_Sam
FP00005175	(DUE: 6/5/2024) Rad_Herna
FP00005834	20240606 ME Theva NASA
FP00005076	Andrews ONR Panther VIII
FP00005969	ARPA-E 2784-1879 Topic_M

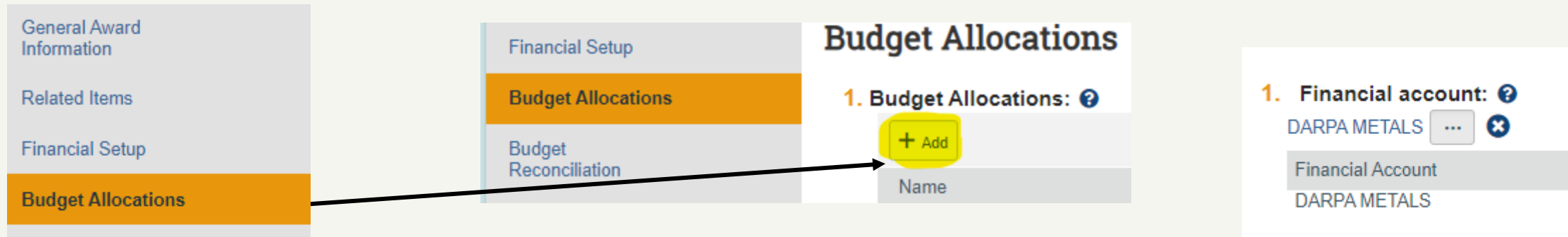
# Step 3: Create Financial Accounts

The image shows a software interface with a sidebar on the left containing a list of menu items: General Award Information, Related Items, Financial Setup (highlighted in orange), Budget Allocations, Budget Reconciliation, Personnel, Effort, Terms And Conditions, Key Personnel, Deliverables, Compliance Review, and Completed Award. An arrow points from the 'Financial Setup' item in the sidebar to a larger view of the 'Financial Setup' page. This page has a sub-menu on the left with 'Financial Setup' (highlighted in orange), 'Budget Allocations', and 'Budget Reconciliation'. The main content area of the 'Financial Setup' page is titled 'Financial Setup' and contains the text 'Create New Financial Account:' followed by a yellow '+ Add' button and a table with a header 'Name'.

## Notes

- Basic setups have at least 1 Financial Account (“award line”)
- Separate projects are required for
  - Participant support costs
  - Each Outgoing Subaward
  - Cloud computing costs and anything else with a different F&A rate
  - Each year of an award where carryover/prior approval is required; for both UW and outgoing subawards

# Step 4: Allocate the Budgets



General Award Information

Related Items

Financial Setup

**Budget Allocations**

Budget Reconciliation

Personnel

Effort

Terms And Conditions

Key Personnel

Deliverables

Compliance Review

Completed Award

Financial Setup

**Budget Allocations**

Budget Reconciliation

**Budget Allocations**

1. Budget Allocations: ?

+ Add

Name

1. Financial account: ?

DARPA METALS ... ✕

Financial Account

DARPA METALS

Notes

- Think of this tab as: telling RSP which account to add funding to.
- Add a new allocation for each financial account (project/grant line) for the:
  - Authorized amount and period
  - Unauthorized amounts and period (aka future funding, if applicable)
- Each allocation must be associated with a financial account/award line
- Each allocation has its own:
  - start and end dates
  - direct & indirect costs
  - Indirect cost rates

# Step 5: Budget Reconciliation

General Award Information

Related Items

Financial Setup

Budget Allocations

**Budget Reconciliation**

Personnel

Effort

Terms And Conditions

Key Personnel

Deliverables

Compliance Review

Completed Award

## Award / Authorized Budget Reconciliation ?

All Allocations

Total Sponsor Awarded to Date: ?	\$0
Total Reconciled to Date:	\$0
Difference:	\$0

Select the Budget Allocation to display: ? DARPA METALS

Undo

## Notes

- Think of this tab as: telling RSP which budget categories the funds will go to.
- Select the budget allocation to display for reconciling – this will feed into the budget categories in Workday for each allocation/grant line
- Budget categories should match the NOA budget categories.

# Step 6: Personnel

General Award  
Information

Related Items

Financial Setup

Budget Allocations

Budget  
Reconciliation

Personnel

Effort

Terms And  
Conditions

Key Personnel

Deliverables

Compliance Review

Completed Award

- Enter in all Key Persons under the "Personnel" tab
- Enter their role
- List whether they are an FCOI investigator (Generally the PI(s), Co-PI(s)/Co-I(s))
- **Don't list grad students, post-docs, other staff, etc.**
- Best practice: If you provided a biosketch/current and pending support document and listed the person as a Key/Senior Person on the proposal, list them here

# Step 7: Effort

- Only those named on the notice of award are required to have their effort entered as a commitment in RAMP
- Best Practice: Enter any Key Person on the awarded budget with a monetary amount for their time

General Award Information

Related Items

Financial Setup

Budget Allocations

Budget Reconciliation

Personnel

Effort

Terms And Conditions

Key Personnel

Deliverables

Compliance Review

Completed Award

# Exceptions – When do we NOT track effort?

No PI Commitments are required to be entered in RAMP for:

- Equipment or instrumentation grants
- Outgoing subawards
- Doctoral dissertation grants/fellowships
- Participant support
- Student mentoring grants
- Most clinical trials

# Step 8: Terms and Conditions

General Award Information
Related Items
Financial Setup
Budget Allocations
Budget Reconciliation
Personnel
Effort
<b>Terms And Conditions</b>
Key Personnel
Deliverables
Compliance Review
Completed Award

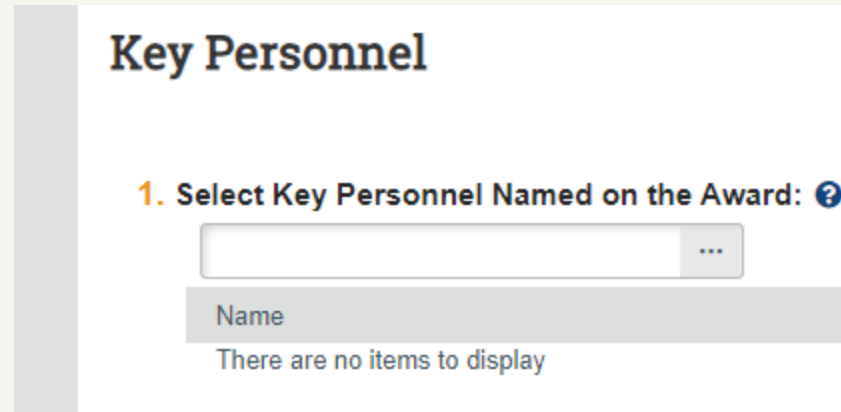
- The Terms and Conditions Section is entered by RSP.
  - **Do not make changes to this tab**
  - Double check for accuracy - notify the assigned Specialist if you disagree

**1. Terms & Conditions:** ?

- Federal Demonstration Partnership
- Intellectual Property
- Press Publicity
- Publications
- FDP Demonstration
- Carryover Needs Prior to Approval
- Carryover Not Allowed
- Carryover Automatic
- Equipment Title with UW
- Equipment Title with Federal Government

# Step 9: Key Personnel

Only enter in the person(s) named on the Notice of Award:



The screenshot shows a web interface for 'Key Personnel'. At the top, the title 'Key Personnel' is displayed in a bold, dark blue font. Below the title, there is a numbered instruction: '1. Select Key Personnel Named on the Award: ?'. Underneath this instruction is a search input field with a light gray border and a small gray button with three dots on the right side. Below the search field is a gray header bar with the word 'Name' in white text. Underneath the header bar, the text 'There are no items to display' is shown in a light gray font.

- General Award Information
- Related Items
- Financial Setup
- Budget Allocations
- Budget Reconciliation
- Personnel
- Effort
- Terms And Conditions
- Key Personnel**
- Deliverables
- Compliance Review
- Completed Award

# Step 10: Deliverables

This section is not required by RSP – it is for the use of the department

## 1. Add deliverables: ?

Name	Due Date
Interim RPPR	11/1/2024
Interim RPPR 2	11/1/2025
Interim RPPR 3	11/1/2026
Interim RPPR 4	11/1/2027
Final RPPR	6/30/2028

## 1. \* Name: ?

Interim RPPR

## 2. Deliverable description: ?

Interim Reports: You must submit interim performance reports through the electronic portal at the website <https://extranet.aro.army.mil/>. Interim performance reports submitted through this website are not required to be submitted to any other location. Exceptions to this online submission requirement will be considered by your Technical Representative on a case by case basis under unusual circumstances. If such exception is approved, the technical representative will provide instructions on the appropriate means of submission and addressees.

Data Elements: The data elements to be included in interim RPPRs (including those exempted from the online submission requirement) can be found at the ONR RPPR webpage located at <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award>.

## 3. Set number of occurrences:

1 of 4

## 4. Frequency: ?

Annual

## 5. \* Due date: ?

11/1/2024

## 6. \* Responsible party: ?

CHRISTIAN FRANCK

General Award Information

Related Items

Financial Setup

Budget Allocations

Budget Reconciliation

Personnel

Effort

Terms And Conditions

Key Personnel

Deliverables

Compliance Review

Completed Award

# Step 11: Compliance

General Award  
Information

Related Items

Financial Setup

Budget Allocations

Budget  
Reconciliation

Personnel

Effort

Terms And  
Conditions

Key Personnel

Deliverables

Compliance  
Review

Completed Award

The Compliance Section *should* pre-populate from the Funding Proposal

- Double check for accuracy
- Make any necessary edits

All protocols **MUST** be approved AND linked in ARROW

- IRB
- IACUC
- Biosafety
- Stem Cels

For issues linking protocols, please contact:

[askarrow@hsirb.wisc.edu](mailto:askarrow@hsirb.wisc.edu)

# Step 11: Compliance, cont.

General Award  
Information

Related Items

Financial Setup

Budget Allocations

Budget  
Reconciliation

Personnel

Effort

Terms And  
Conditions

Key Personnel

Deliverables

**Compliance  
Review**

Completed Award

All Key Persons must have completed:

- COI Training (Conflict of Interest)
- OAR Training (Outsides Activities Report)
  - Search completion status at <https://compliance.research.wisc.edu/COI>

**Validate, Submit  
Divisional Ancillary  
Review & Submit!**



# Final Approvals Prior to Returning

- 1. Divisional Approval
- 2. Other RAs

**Unit Review and Setup**

**Next Steps**

- Edit Award
- Printer Version
- COI Disclosure Status
- Terms And Conditions
- ← Return to RSP**
- Manage Ancillary Reviews
- Upload Award Documents
- Manage Deliverables
- Manage Tags
- Create Agreement
- Send Email
- Manage Access
- Log Comment

**Manage Ancillary Reviews**

1. Identify each organization or person who should

Review Type	Org	Person Req'd
<input type="button" value="Update"/>	Division Budget Review	COLLEGE OF ENGINEERING
		yes

**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:



Department Returns (submits) to RSP for Award Finalization

# Final Button – “Return to RSP”

## Unit Review and Setup

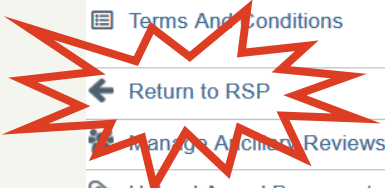
### Next Steps

Edit Award

Printer Version

COI Disclosure Status

Terms And Conditions



Return to RSP

Manage Ancillary Reviews

Upload Award Documents

Manage Deliverables

Manage Tags

Create Agreement

Send Email

Manage Access

Log Comment

## CAREER\_2339862

AWD00001045 Funding Award

PD/PI:	[REDACTED]	Award Date:	11/24/2023
Specialist:	ALLISON LYNCH	Start Date:	9/1/2024
		End Date:	8/31/2029
Designated Reviewer:		Sponsor Award #:	2339862
Award Approver:	ALLISON LYNCH		
Approving Dept/Div/Institute:	ELEC + COM ENGR*ELEC + COMP		
Administrative Contact:	ERIN GOELDNER		
Direct Sponsor:	NATIONAL SCIENCE FOUNDATION		
Prime Sponsor:			
Current Total Project Period Commitment:	\$550,000		
Current Total Award Amount To Date:	\$439,064		

### Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000541	[REDACTED]	[REDACTED]	Award Notification Received



# Resources

**Setup Projects Approval Demo Video** – Available On-Demand RSP's RED Training Page under Microlearning Videos

[https://rsp.wisc.edu/training/microlearning\\_videos.cfm](https://rsp.wisc.edu/training/microlearning_videos.cfm)

## **Resources and Help**

RSP Award Setup Page - <https://www.rsp.wisc.edu/awardsetup/>

Have Questions?

- Dean's Office Contacts - <https://www.rsp.wisc.edu/ResearchContact/>
- RSP Staff Contacts - <https://www.rsp.wisc.edu/directory.cfm>
- RSP Functions by team - <https://www.rsp.wisc.edu/RSPfunctions.cfm>
  - Pre-Award Proposals Team
  - Pre-Award Contracts Team
  - Pre-Award Award Acceptance & Set-up Team

# Resources

Frequently Used Data - <https://www.rsp.wisc.edu/factualdata.cfm>

Budget Development Tools - <https://www.rsp.wisc.edu/forms/budgettools.cfm>

Check Routing - <https://www.rsp.wisc.edu/routing/checks.cfm>

- Grant or Fixed Priced Contract
- Clinical Trial Agreement

F&A and Fringe Benefit Rates - <https://www.rsp.wisc.edu/rates/>

Forms - <https://www.rsp.wisc.edu/forms/>

- Accounting Setup/Award Management
  - Account Number in Advanced of Award
  - Authorization for Exception to Cost Principles on Sponsored Projects

Agreement Forms

- Standard Research Agreement

# Questions?

Thank you!

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Jill Nagler – [jangler@wisc.edu](mailto:jangler@wisc.edu)