

## Brief Instructions for Chairs

1. You will receive an email alert from RAMSeS notifying you that a file requires your reviewed consent
2. LOG IN to RAMSeS using your Pirate ID and password
3. On the main RAMSeS page, under Certifications /Approvals:
  - ✓ Select Dept. Approval Inbox
  - ✓ Select a proposal number (the proposal number is a link) to Certify/Approve from the Proposal Number
  - ✓ Select the proposal number AGAIN
  - ✓ Review the proposal [following all of the procedures](#)

### Specifically,

- On the Budget page, did the PI include cost share? *If so*, is it required?
- Is the PI requesting buyout and is the amount budgeted for sufficient to cover their course?
- Also:

### Has the PI certified the file? E.g.:

Approvals	Compliance	Status History	Financial Guarantee	Awards	Notes	Attachments
<p>The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Office of Sponsored Programs.</p>						
<b>Investigator(s) who must certify this Proposal</b>						
Investigator	Role		Decision			
[Redacted]	Lead Principal Investigator		Not Yet Reviewed			
<b>Department(s) that must authorize this proposal</b>						
Order	Department	Authorizing Person(s)			Authorizing Decision	
1	A&S - [Redacted]	[Redacted]			Authorized By on 2/10/2016 05:56 PM	
2	A&S - Deans Office	Heather Ries, Cindy Evans, Gina Betcher			Not Yet Reviewed	
3	Research Office	Admin Office				

### Then please Do Not Authorize

- ✓ Enter submission notes as pertains **and decline to return to the PI; or, if you ever have questions contact the College grants program specialist, [betcherg@ecu.edu](mailto:betcherg@ecu.edu)**
- ✓ Approve when and if all sections are compliant as pertains: e.g., any cost share that is required is detailed, requested buyout is sufficient; the correct F&A is used; the F&A split is detailed among units; the PI has certified their own RAMSeS file.