

# RAMSeS Guidelines

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## Before You Get Started

### IMPORTANT:

Throughout the RAMSeS file you may see a magnifying glass icon (🔍). This signifies a look-up field. Simply select the icon with a click of your mouse and a pop-up window will appear to search (e.g., sponsor name) from relevant databases. A calendar icon (📅) indicates selecting appropriate year(s) and specific dates.

The RAMSeS page includes a side column that opens into a kind of table of contents of the pages within the file. Here, a red asterisk (\*) indicates a required detail in sections of each page in the RAMSeS file. All \* details must be complete/saved before a page within the file can be saved.<sup>1</sup> A green check mark ✓ indicates a section of the RAMSeS file has been completed and you can SAVE the page and move onto the next item. **Be careful: RAMSeS is not a perfect system of checks and balances. E.g., partial details input on the budget page can earn a green check mark. The RAMSeS file has to be complete to be in compliance for the grant application to be submitted externally.**

A direct “help” line (328-9540) staffed by knowledgeable Office of Sponsored Programs Staff members is available for technical assistance. **Help** is also an option to select in each RAMSeS window.

### First Steps First

In order to start a new RAMSeS file you must have access to

1. The funding opportunity guidelines<sup>2</sup>
2. A completed OSP internal budget spreadsheet (the OSP budget and info available [here](#))
3. A budget narrative/budget justification
4. All items related to subcontractors as applicable
  - a. Statement of work
  - b. Budget
  - c. Budget narrative
  - d. F&A agreement
  - e. NIH 398 Forms and 2590 Face Page as relevant
  - f. Subcontract Letter of intent signed by an AO
5. A draft project description/narrative
6. A draft application package as applicable

### RAMSeS Log-in

To log into RAMSeS, go to the following webpage and use your Pirate ID Username and Password:  
<http://ecu.myresearchonlin.org/ramses>

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<sup>1</sup> RAMSeS is highly detailed and the file allows text to be entered, such as ABSTRACT FORTHCOMING. A green check will appear for half-completed information. The file must be complete and accurate to route for approvals.

<sup>2</sup> **TIP:** keep the funding opportunity guidelines open in another URL window so you may cut and paste details into the RAMSeS file about General Information on the grant opportunity and the funding agency you are applying to.

In RAMSeS you can

1. Start a New Proposal
2. Review submission history
3. Review proposal award details

To log-in to RAMSeS you need your Pirate ID username and password.

## Start a New Proposal

Once you have accessed RAMSeS, this page will appear from which you want to select **Start New Proposal** in the top left hand corner of the screen in the Proposal Dashboard. This will take you to the Start New Proposal General Information Page in RAMSeS. A new proposal ID Number will be located in the top left hand corner of the screen beside "Item List".

## Start New Proposal sample screenshot

**RAMSeS** ECU Proposal and Award Development  
HOME MY DASHBOARD HELP REPORTING ADMIN LOGOUT

**Proposal Dashboard**

- [Start New Proposal](#)
- 2** [My Proposals](#)
- [Proposals In My Dept](#)
- [Financial Guarantee Inbox](#)

**Award Dashboard**

- [My Awards](#)
- [Awards In My Dept](#)

**Certifications/Approvals**

- [PI Certification Inbox](#)
- [Dept Approval Inbox](#)

Office of Sponsored Programs  
2200 Charles Blvd, GC 2908  
Greenville, NC 27858  
Phone: 252-328-9540  
Fax: 252-328-4383

**>> Welcome to RAMSeS (Research Administration Management System & eSubmission)**

The RAMSeS research proposal and award management information system provides a full range of functionalities - from pre-award (creation and electronic routing of proposals, including electronic departmental approval and PI certification) through post-award (account set-up and award management) - and also serves as a data repository with a comprehensive reporting functionality.

**Proposal Dashboard**

- [Start New Proposal](#) - initiate new proposals by creating and submitting eIPFs
- [My Proposals](#) - access proposals you initiated, or on which you are listed or have been designated as Primary Award Contact (via IPF General Information screen)
- [Proposals In My Dept](#) - access proposals in administering / approving departments for which you have been assigned the role of IPF Approver or Proposal Data Access\*
- [Financial Guarantee Inbox](#) - review, approve, and track Financial Guarantee in departments for which you have been assigned as a Project Financial Guarantee (PFG) Approver\*

**Award Dashboard**

- [My Awards](#) - access Awards and Projects on which you are named, or have been designated as Primary Award Contact
- [Awards In My Dept](#) - access Awards and Projects for administering / approving departments for which you have been assigned the role of Research Account Manager or Award Data Access\*

**Certifications / Approvals**

- [PI Certification Inbox](#) - review, certify, and track proposals on which you serve as Lead or Principal Investigator
- [Dept Approval Inbox](#) - review, approve, and track proposals in departments for which you have been assigned as an IPF Approver\*

**For Help**

- For technical questions or assistance please contact [OSP](#) at 252-328-9540
- \*For policy and/or procedural questions or assistance, contact the [Office of Sponsored Programs](#) at 252-328-9540
- [Contact OSP/Administrative Support](#) - Select the topic you need help with to get the name and contact information of the person best-suited to assist you.
- [FAQ](#) - RAMSeS Frequently Asked Questions
- [IPF Help](#) - Questions and answers corresponding to each section of the IPF

**Other Features**

- [Reporting](#) - Generate Proposal, Award, and Project reports for a particular Investigator, Department, School, Sponsor, etc. Report data may easily be exported into Excel on your desktop

## Start New Proposal General Information Page (half page sample):

HOME | MY DASHBOARD | HELP | REPORTING | ADMIN | LOGOUT

**Proposal Dashboard**  
Start New Proposal >>  
2 My Proposals  
[Proposals In My Dept](#)  
[Financial Guarantee Inbox](#)

**Award Dashboard**  
[My Awards](#)  
[Awards In My Dept](#)

**Certifications/Approvals**  
[PI Certification Inbox](#)  
[Dept Approval Inbox](#)

Office of Sponsored Programs  
2200 Charles Blvd, 9C 2900  
Greenville, NC 27858  
Phone: 252-328-9540  
Fax: 252-328-4383

**>> Start New Proposal**  
To begin a new proposal, please fill in the information below.  
\* Indicates Required Fields

**Funding Agency(ies)** [Help](#)

\* Funding Agency:

Funding Opportunity/Sponsor Application No:

Sponsor Program Name:

\* Proposal Guideline URL:

Prime Funding Agency:

Address:

Contact Phone:

**General Proposal Information** [Help](#)

\* Short Project Name:  (not project title, used for tracking purposes)

\* Project Start Date:

\* Project End Date:

\* Activity Type/Chess Code: [Click Here to Add/Remove CHESS Code](#)

\* Proposal Type:  [\(click here for definitions\)](#)

Select the appropriate submission type:

\* Award Type:


Will this proposal be submitted electronically to the sponsor?  Yes  No  
If yes, please enter the following information:

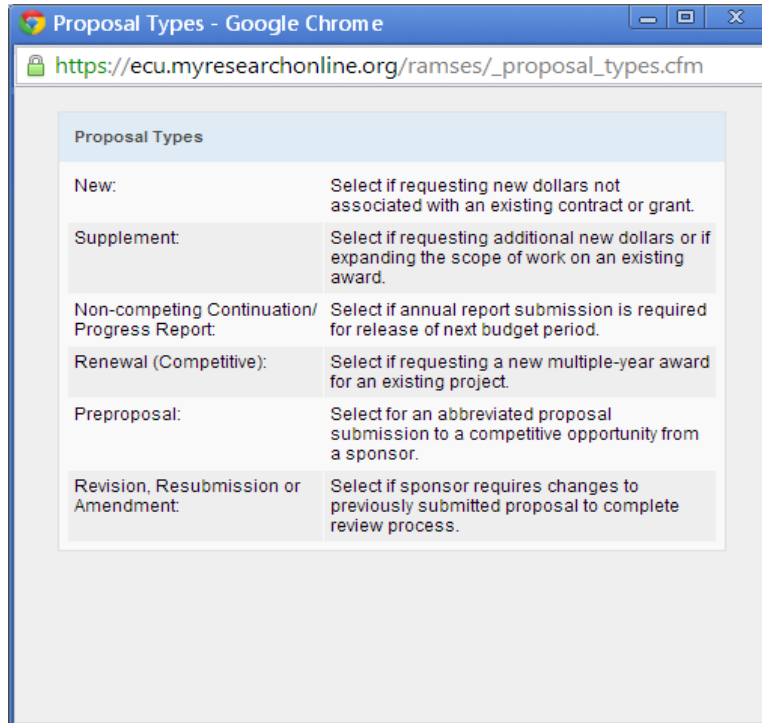
**TidBit:** In order to generate a full RAMSeS file, the Start General Information Page needs to be complete and saved. **IF YOU DO NOT SAVE the Start General Information Page you will lose all of the details you have input. You will lose your work.**

### General Information Page Contents

- I **\*Funding Agency:** Select the to the right of the Funding Agency box and enter the start of the name of the funding agency (e.g., National Science) and select the Agency/Sponsor that will directly fund the research/project. E.g., if the National Science Foundation search “National Science” (without quotes); if it is the National Endowment for Humanities, search “Endowment”. From the keyword prompt, a list will generate. Generally speaking, this is the Agency/Sponsor whose name will be on the check to ECU or to whom RGS Grants and Contracts will send invoices to. If the Agency/Sponsor is not listed, select “Organization Not Listed” and you may manually key in the name of the Sponsor.
- II **Funding Opportunity/Sponsor Application Number:** (If applicable) enter the alphanumeric number provided by the Sponsor for this proposal. This is found on the first page of the funding opportunity guidelines.
- III **Proposal Guideline URL:** (If applicable) enter the web address of the guidelines/instructions associated with the Sponsor's application.
- IV **Prime Funding Agency:** (If Applicable) the Prime Funding Agency applies when ECU receives a subcontract or subcontract from an intermediate funding source. (e.g., NIH awards a grant to Duke and Duke awards a subcontract to ECU. The NIH is the Prime Funding Agency and Duke is the Funding Agency.)
- V **Address Details:** If the application is being submitted using fastlane or grants.gov, then the e-portal as named (fastlane or grants.gov) would be the address. If the application is being submitted using an email address, the email address is the submission address. A contact phone number is necessary as appropriate. Where is the application being submitted to or through? This is the address or e

portal and the contact phone number is that linked most directly to the location the application is going to. If fastlane, then the number to the program officer. If Duke University, then enter the telephone number to the sponsored grants and contracts officer at Duke University.

- VI **\*Short Project Name:** This will be different than the “Project Title” and is used for tracking purposes. Think of this as a reference title.
- VII **\*Project Start Date** and the **\* Project End Date** select using the calendar icon  the start year, start month and start date and the same for the end year, end month and end date. Refer to the internal budget spreadsheet for details and certainly the funding opportunity announcement for start and end date guidelines or restrictions. Dates should match.
- VIII **\*Activity Type or Chess Code:** Please select the most appropriate activity type from the drop down list (e.g., Research, Training, Clinical Trial). For a full list of categories assigned CHES codes, visit: [http://sponsoredprograms.uncg.edu/wp-content/uploads/2012/08/G\\_CHES\\_taxonomy.pdf](http://sponsoredprograms.uncg.edu/wp-content/uploads/2012/08/G_CHES_taxonomy.pdf)
- IX **\* Proposal Type:** RAMSeS provides a drop down menu from which you select one from the following types of proposals:



If this proposal does not meet one of these proposal types, please contact the grants program specialist in your college to discuss the specific circumstances. You may also contact your grants and contracts officer in OSP. Information on who to contact is available here: <http://www.ecu.edu/cs-cas/oor/contacts.cfm>

- X **\*Award Type:** The type of the award can usually be found in the funding opportunity announcement (is it a grant, a cooperative agreement, etc.). Select the appropriate type of award.
- XI **\* Will this proposal be submitted electronically to the sponsor?** Indicate if this proposal is being submitted by some electronic method to the sponsor. Select the electronic or detail the other

method. The <sup>3</sup>Office of Sponsored Programs (OSP) ECU needs to know where to submit the application.

Here is an EXAMPLE of the first half of the General Information page:

>> General Information

\* Indicates Required Fields

**Funding Agency(ies)** [Help](#)

\* Funding Agency: National Science Foundation (NSF) 🔍

Funding Opportunity/Sponsor Application No: 13-586

Sponsor Program Name: Ocean Acidification

\* Proposal Guideline URL: <http://www.nsf.gov/pubs/2013/nsf13586/nsf13>

Prime Funding Agency: 🔍

Address: FASTLANE

Contact Phone:

**General Proposal Information** [Help](#)

\* Short Project Name: Ocean Acidification (not project title, used for tracking purposes)

\* Project Start Date: 08/01/2014 📅

\* Project End Date: 07/31/2016 📅

\* Activity Type/Chess Code: [Click Here to Add/Remove CHESS Code](#)  
Research (CHESS 20-22)

\* Proposal Type: New ▼ [\(click here for definitions\)](#)

Select the appropriate submission type: N/A ▼

\* Award Type: Grant ▼

\* Will this proposal be submitted electronically to the sponsor?  Yes  No  
If yes, please enter the following information

Select electronic method: Fastlane ▼ If other please describe: \_\_\_\_\_

\* If NIH, is this proposal a RPPR?  Yes  No  
(Research Performance Progress Report )

XII **NIH RPPR** and **AREA** related questions pertain to specific applications but note the red asterisk.


XIII \* **Award Department:** Select the ECU Department that has the responsibility to manage the contract or grant. This unit will receive all OSP post award information such as monthly financial statements

XIV \* **Primary Award Contact:** Select the lead admin in the department that has the accompanying responsibility to oversee that PI spending on the grant is within UNC FIT Compliance.

XV **Affiliated Center(s) (if applicable):** Select other ECU Centers/Institutes that will contribute space, personnel, or equipment to this project.


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<sup>3</sup> OSP submits proposals on behalf of ECU.

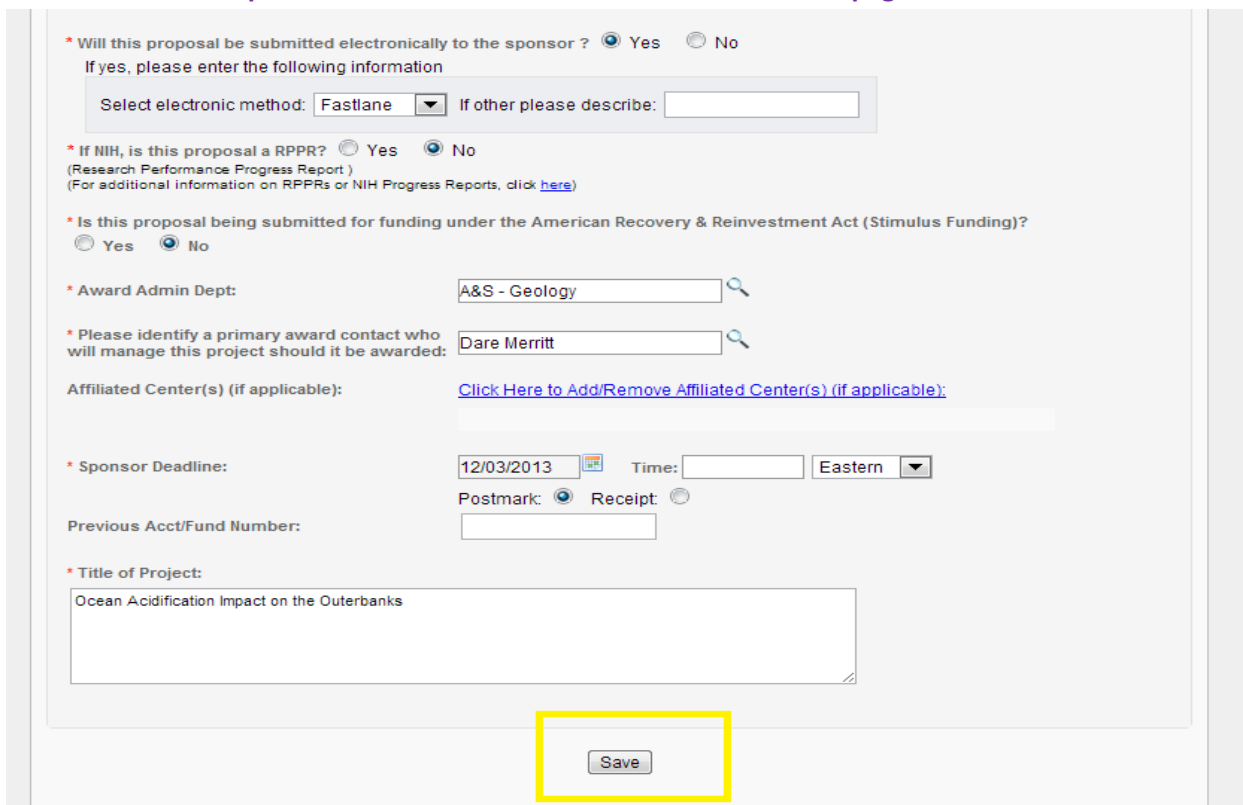
XVI \* **Sponsor Deadline:** Refer to the funding agency guidelines when you select the year, month a date from the calendar  icon.

XVII **Previous Acct/Fund Number:** *depending on the award type*, there will or could be a fund number. Six (6) digits, no hyphen): If this proposal amends, supplements, renews or continues an existing project, provide the most recent ECU account number.

XVIII \* **Title of [your] Project:** Type the full title of the proposal that ECU will be submitting to the Funding Agency. The title must match the title on the application to the sponsor. **Special note:** If this is an NSF collaborative research proposal, take special note that the title of the project must begin with the words Collaborative Research: remaining title.

XIX **NOW, select SAVE<sup>4</sup>** Once the page is saved, the screen will change to include an Item List (a table of contents will open up on the left hand side). Please make note of your Proposal Number list at the top of the “Item List.” You will now have a list of pages that must be completed before the proposal can be submitted for institutional approval. As you complete each pages, a green check mark  will appear beside the page. **Remember:** RAMSeS is not perfect. A half completed budget page can issue a green check mark.

### Here is an Example of the second half of the General Information page



\* Will this proposal be submitted electronically to the sponsor?  Yes  No  
If yes, please enter the following information

Select electronic method: Fastlane  If other please describe:

\* If NIH, is this proposal a RPPR?  Yes  No  
(Research Performance Progress Report)  
(For additional information on RPPRs or NIH Progress Reports, click [here](#))

\* Is this proposal being submitted for funding under the American Recovery & Reinvestment Act (Stimulus Funding)?  
 Yes  No

\* Award Admin Dept: A&S - Geology

\* Please identify a primary award contact who will manage this project should it be awarded: Dare Merritt

Affiliated Center(s) (if applicable): [Click Here to Add/Remove Affiliated Center\(s\) \(if applicable\):](#)

\* Sponsor Deadline: 12/03/2013  Time:  Eastern

Postmark:  Receipt:

Previous Acct/Fund Number:


\* Title of Project:  
Ocean Acidification Impact on the Outerbanks

**Save**

<sup>4</sup> A yellow box does not appear around the SAVE button. **Be aware** that the page must be saved or all your details will be lost.



## Subcontractors

In RAMSeS, you are required to disclose subcontractors for which funds are requested. If subcontractors are not included in the project, you must indicate that there are no subcontractors on the project. If subcontractors are included as part of the proposal, the  appears and is searchable. If the subcontractor is not listed, add as prompted manually. All subcontractors for which funds are requested need to provide<sup>5</sup>:

1. Subcontractor Budget
2. Subcontractor Budget narrative
3. F&A agreement
4. NIH [398 Forms](#) and NIH [2590 Face Page](#) as relevant
5. [Subcontractor Organization Commitment Form](#)
6. Any forms required by the sponsor from a subcontractor described in the Funding Announcement

## Personnel Page

Provide the requested information about the lead ECU personnel and all ECU individuals involved with this proposal. Personnel entered must include all those entered on the internal budget spreadsheet, as well as administrative contacts and investigators whose research protocols (human and animal) may be used on the project (as applicable). **TBD graduate personnel would not be entered. To Add Personnel Information:** Simply click the Last Name field and a pop-up window will appear to allow you to search the ECU database by last name. Please note, again, the Lead Principal Investigator MUST BE entered first. The system defaults to title the first individual entered as the Lead Principal Investigator. *In addition, if an individual holds dual appointments they must be entered twice with effort split appropriately between the two units.*

### Personnel Role Definitions

- I *Lead Principal Investigator:* Every proposal must have one lead PI. This individual is responsible for the technical, regulatory and financial aspects of the project. The lead PI is typically synonymous with the PI or the PD on a grant application.
- II *Investigator:* This individual is considered to be a primary contributor to the successful conduct of a research project; any person who is responsible for the design, conduct, or reporting of research.
- III *Principal investigator:* This individual should only be selected if the Sponsor allows multiple PIs, and must meet all of the criteria for a PI. Other roles that may fall under this designation include Research Scientist, Research Specialist, Research Associate, or Scholar.
- IV *Postdoctoral Research Associate:* this individual has received a doctoral degree and serves on the research project.
- V *Co-Investigator:* This individual is the co-PI on the project.
- VI *Fellow:* This individual is a student, pre or post doc, applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on the grant application.
- VII *Graduate Research Assistant:* post baccalaureate student working on the project.

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<sup>5</sup> These items will need to be attached in the Attachments Section in RAMSeS

VIII *Clinical Research Coordinator*: This individual has significant responsibility for the conduct of a human subjects study.

IX *Project Manager*: An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.

X *Technical Staff*: This individual performs standardized or routine measurements, analyses or procedures in support of the research project.

XI *Undergraduate Student*: This role defines an undergraduate student who does not meet the definition of "Fellow". You would not include an undergraduate **TBD**.

XII *Administrative Contact*: Not really necessary to include unless in the preparation phase of the RAMSeS file you want to allow an admin contact editing privileges, (e.g., Gina Betcher)

XIII *Administrative Assistant*: This role is used on a limited basis on eligible funding opportunities such as for a program project or state contracts.

XIV *Senior/Key Participant*

XV *Inactive*

### Personnel Screenshot

>> Personnel

Total credit allocation currently added to this proposal = 0%

Add Personnel Information [Help](#)

\* Indicates Required Fields

This individual is non-ECU personnel.

Last Name: \*

First Name: \*

Phone:

Email: \*

Role: \*  Select Role... ?

- Select Role...
- Investigator
- Principal Investigator
- Postdoctoral Research Associate
- Fellow
- Graduate Research Assistant
- Clinical Research Coordinator
- Project Manager
- Technical Staff
- Undergraduate Student
- Administrative Contact
- Administrative Assistant
- Co-Investigator
- Senior/Key Participant
- Inactive

Will this investment be a significant workload as a result of this project being funded?  
 Yes  No

If yes, are funds available to moderate that reduction?  
 Yes  No

Dept:

Sponsored Effort %:

Cost Shared Effort %:

Contract Type:  ?

Summer:  Yes  No

\* Allocation of Credit %:  ?

[Save Personnel](#)

Person	Dept	Role	Added Post Approval	Sponsored Effort %	Cost Shared Effort %	% Effort Total	Contract Type	Allocation of Credit %	Course Reduction	Summer
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### Non-ECU Personnel

Independent contractors (non-ECU personnel) can now be entered into your RAMSeS file. These are lead individual experts outside of ECU (not employed by ECU). In the budget they will be listed and accounted for as an independent contractor(s). **NOTE: subcontractors do not appear listed here. Do not**

**enter subcontractor information here.** Complete details as \* **required**. Each independent contractor file needs to be saved or details will be lost.

### Sponsored Effort

This is the percentage of effort requested from the sponsor to support each project lead personnel (i.e., the Lead PI, etc.). **What amount of effort is sponsored by the sponsor? The percentage of sponsored effort must match the internal budget spreadsheet.** [Contract Type](#) links to definitions:

Academic Year (AY) 9-M = 39 weeks 273 days

Summer Term (SM) 3-M = 13 weeks 90 days

Calendar Year (CY) 12-M = 52 weeks 365 days

**NOTE: Effort in RAMSeS accounts only for the first year of the project. Effort that will include both AY and Summer should be annualized. Effort for dual appointments must be entered twice with effort split appropriately between the two units.**


### Calculating Sponsored Effort – Additional Notes

- **Effort Calculator Link:** [http://www.ecu.edu/cs-acad/osp/effort\\_calculator.cfm](http://www.ecu.edu/cs-acad/osp/effort_calculator.cfm)
- **UNC Effort [Link handy!!!](#)**
- **Cost Shared Effort %:** The portion of the individual's effort that will be cost shared. Account for Cost Shared effort only when the sponsor *requires* a form of cost share. **Never volunteer match/cost share.**

## Budget Page

The first step in budget development is completion of the internal budget form. The OSP make a template available, periodically updating the template as required, always available here: <http://www.ecu.edu/cs-acad/osp/budgetprep.cfm> . Be sure to use the completed internal budget template as your guide for completing this important snapshot budget section in RAMSeS.

### Initial/Current Budget Period

- Begin Date:** the start date for the initial period/first year of the project. The calendar  icon allows you to select the begin and end date for YEAR ONE of your project.
- End Date:** the completion date of the initial period/YEAR ONE of the project.
- Direct:** (no commas) Enter the total cumulative direct costs estimated from the internal budget spreadsheet for the first/ initial budget year.
- The F&A base:** may be different from the total direct costs (refer to the internal budget form)
- F&A Rate:** The F&A rate defaults to ECU's current negotiated rate for research, but it may be changed for sponsor compliance by simply clicking "Change Rate". The rate used should match the rate input in the internal budget spreadsheet.
- F&A Amount:** Click "[Calculate Amt](#)" to obtain the product of the F&A base and the F&A rate. If necessary, this field may be edited manually.
- Initial Funds Req:** This field may either be calculated by clicking "[Calculate Total](#)" or changed manually.
- Enter the corresponding information for the Total Period.

## Cost Sharing or Cash Matching (initial/current budget period)

- i. **\*Does this proposal include funds or contributions in the form of cost sharing or cash matching?** Please indicate whether this proposal commits ECU, the Department/Institute, and/or a subcontractor to provide cost sharing or cash matching in support of this project. If yes, enter the expected cost share amount (on the internal budget spreadsheet) and the expected cost share account. If yes, **\*Check the appropriate cost sharing/cash matching type(s):** Please check all that apply:
  - a. **Agency Mandated:** Cost sharing which is required either by Federal statute or established by Sponsor policy. The costs are documented and are necessary and reasonable for proper and efficient accomplishment of proposed objectives. **This agency mandated/required cost share is also documented in the attachments section of RAMSeS.**
  - b. **Voluntary (Mandatory if Awarded):** Cost share that is not required by Federal Statute or sponsor policy, or which is in excess of any such stated requirements and is volunteered to substantively demonstrate the collective university commitment to a project. **This form of cost share is exceptionally not recommended by ECU.**
    - **NOTE:** All cost sharing must be documented in accordance with established criteria. The Lead Principal Investigator and her/his Department Chair must concur with and commit to any cost shared resources. This has to be fully noted in RAMSeS.
  - c. **F&A:** As cost share, the PI elects to provide cost sharing by charging less than the full indirect cost rate applicable to the project. This type of cost sharing requires F&A rate waiver or reduction approval by the Vice Chancellor for Research and Graduate Studies. It must also be allowable by the sponsoring agency.
  - d. **In-kind:** Normally used for public service kinds of projects that involve the contribution of services from outside of the University. These services can be of donated student tutors, volunteers, third-party property, etc. In-kind effort is also used when allowed by the sponsor that requires cost share.
    - **IMPORTANT:** Failure to meet or adequately document in-kind contributions could result in a pro-rata portion of University-incurred costs being disallowed and the creation of a serious financial problem.
  - e. **Matching:** involves a University contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project costs is processed in accordance with the agreement such as 75% Federal and 25% non-federal.
  - f. **Salary Cap:** A mandatory form of cost sharing whereby a sponsor (typically the NIH) limits the salary payable to a PI and the amount of their salary over the cap would be the amount of cost share.
  - g. **Other:** Use this field to describe other types of Cost Sharing or Cash Matching.
- ii. **\*Are you requesting the Dean, Chair or Vice Chancellor provide funds to support this proposal?** Please indicate whether this proposal commits ECU (not the Department or Institute) or a

subcontractor to provide cost sharing or cash matching in support of the proposed project. If it is an **F&A Cost Share**, the answer would be YES.

### Personnel/Space/Equipment

\*Will the proposed project make significant use of institutional infrastructure not currently allocated to the investigator?

“Infrastructure” includes space (office, lab, off-site), equipment (new or increased use of shared), technology (ECU-provided servers, e.g.), or facilities services (new construction, modification, maintenance).

**NOTE:** Complete all details in this section according to project specifications and **SAVE** the page. If you are working collaboratively with another department or within the department or externally, this section deserves accurate and full attention.

### F&A Sharing

This tab appears when the research team involves two or more multidisciplinary departments, or a faculty member has a dual appointment, or the team is multidisciplinary among colleges or centers. The Lead PI designates how F&A will be distributed between collaborating units when the Lead PI’s and a Co-Principal Investigator(s)’ units are not the same. Allocation and use of F&A funds follow the lead PI college/school/unit level contributions to the overall F&A rate. The official F&A policy can be found on this page: <http://www.ecu.edu/cs-acad/grants/Policies.cfm>

RAMSeS defaults to the standard formula for the distribution of F&A recoveries to the unit. Breakdown of the PI share among the other senior personnel from the other units follows this suit. **Therefore, this section of RAMSeS requires full and careful consideration as pertains.** For added detail about issues to think about to determine the breakdown of F&A sharing, consult this handy pdf: [Issues to Consider in Determining the F&A Distribution Pre-award Agreement Allocation](#). Prepare an MS Word document that breaks down the F&A sharing and attach in RAMSeS. **SAVE** the page.

### Conflict of Interest

It is important for the PI to ensure that members of the Research Team are not involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research and/or a member’s relationship with the Sponsor. If you think a conflict exists, see ECU’s information about [Conflicts of Interest](#). **SAVE** the page.

### Research Subjects

**Human Subjects** ([direct link to Office of Research Compliance Administration \(ORCA\)](#))

Select yes/no questions linked to the proposal moving forward.

If the proposal involves human subjects and no submission to the IRB has been made, indicate:

- JIT: (Just in Time processing) the review package will be submitted for IRB review once ECU is notified that funding/award is imminent.
- Not Submitted

### **Animal Subjects** ([direct link to ORCA](#))

Select the yes/no question linked to the proposal moving forward.

### **Research Materials**

Identify the sensitive materials required for the project as pertains. Special ECU clearances may be required if these research materials are used in the sponsored research.

**SAVE** the page.

### **Export Control**

Through your proposed research project, do you intend to export / send some part of it outside of the United States? The right answer to this question applies to both exporting and importing equipment or other items or hand-carrying items into or outside of the country.

This section of RAMSeS requires careful attention to detail. There are complete definitions for terms used in every question. **SAVE** the page. More information about export control and concerns can be found [here](#). If you have any questions about export control regulations, please contact ORCA (phone-328-9473).

### **Intellectual Property**

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. Your answers to these questions will help us speed communication and avoid problems that may delay your project. Note the **SAVE** feature at the bottom of the page. For added assistance: [Office of Technology Transfer](#)

### **Community Engagement**

New as of 2013, this category describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good. (Carnegie

Foundation for the Advancement of Teaching). This question addresses projects that emphasize benefits to North Carolina citizens beyond the immediate university community. Please check all that apply to this project. Will this project:

- \* Does this project promote economic development?
- \* Does this project provide information, services or other resources directly to the community?
- \* Does this project promote the health and well-being of community residents?
- \* Does this project involve the study of birth-to-12th grade education?
- \* Does this project promote adult education and/or life-long learning?
- \* Does this project involve research with an Institute or Center within ECU?

**SAVE** the page.

### **Location of Sponsored Activities**

Indicate where will the work take place and by what percentage. Cross check with the section on Community Engagement. List locations where actual expenditures will occur. For expenditures on ECU's campus, list the appropriate building(s) and by what percentage of the 100% of the project that location will be utilized under the grant. For expenditures not at ECU but within NC, list the appropriate counties (note that All Counties is an option at the top of the list). For expenditures not in NC but within the USA, list the appropriate states (note that All States is an option at the top of the list). For International locations, list the appropriate countries.

### **Locations Relevant to Your Project**

Indicate List locations where significant portions of the scope of work will be performed or that will be significantly impacted by the project. Note that All Counties is an option at the top of the list of counties and All States is an option at the top of the list of states.

### **Application Abstract**

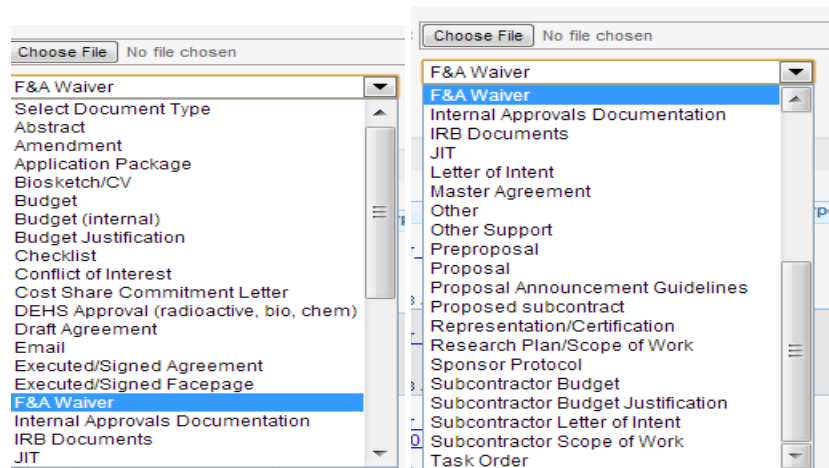
\*From a drop down menu, select the CIP Science Code to indicate the type of research proposed. For additional information on Science Codes please visit the [National Center for Education Statistics web site](#).

The abstract will be used for the Research Abstracts Database (RAD). RAD is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the ECU campus. The abstract should be plainly written and in sufficient detail to summarize: (1) the purpose(s) or problem(s), (2) the hypothesis(es) or objective(s), and (3) the method(s) of the project(s).

**REQUIRED:** \*Give permission to include the abstract in the Research Abstracts Database (RAD): Please indicate whether or not this abstract may be published in RAD. Situations of highest sensitivity against disclosure such as potentially patentable invention should prevent the full abstract being entered but this must be indicated. E.g., *A patentable invention will become a part of the output of the proposed work.* If sensitive information is a concern, summarize around the sensitive data what the main purpose, goals and objectives of the proposed work. **SAVE** the page.

## Attachments

In addition to the standard attachments, you may add as many attachments as necessary. A drop down feature allows PIs to select attachments and then indication of document type distinguishes the type of attachment. Two screen shots show the depth of the selection of “document type”:



## Standard Required Attachments

- Internal budget completed
- Budget justification
- Project description (at least a strong DRAFT)
- Application Guidelines
- Submission guidelines
- Required Subaward documents (statement of work, F&A agreement, budget, budget justification, letter of intent signed by authorized official) if applicable
- Grants.gov application package as applicable

All attachments are those representative to what is to be sent to an external sponsor. ECU faculty engaged in the RAMSeS system at ECU are the lead personnel at ECU. Meaning, the attachments would not be labeled “subcontract” *unless* an external organization was to serve as a subcontractor on a project led by ECU faculty. The Subcontract page would be complete to require subcontract documents.

Attachments will be viewable to all the approvers across campus listed on the “Approving Departments” tab. This is indicated by All Parties IPF (internal proposal form). Attachments can be added after RAMSeS has routed but flexibility within attachments is significantly reduced (only OSP can delete old



attachments; draft attachments). Within the RAMSeS system, these documents will be labeled 'IPF' indicating that they were uploaded during the submission of the IPF

Additional proposal documents may be uploaded after the RAMSeS file has been submitted and assigned for viewing by the following roles: RAMSeS file Creator, Lead PI, Admin Award Dept IPF Approver, Lead PI Appt. Dept IPF Approver, Certifying Investigator(s), Research Team, or All IPF Parties. Any document uploaded after the RAMSeS file is submitted will be automatically viewable by the Admin Office as well as OSP. Such documents may include JIT a copy of the IRB or IACUC approval documents; a completed project narrative; the final application package. Within the RAMSeS system, these documents will be labeled 'Post Approval' indicating that they were uploaded after the IPF was submitted.

## Approving Departments

Please review the "List of Approving Departments" at the bottom of this screen. Note: the Award Department is always listed first and cannot be changed or removed. The additional departments listed are those that must approve the RAMSeS file. The routing order for these departments can be made sequential or concurrent by changing the number in the drop down box. You may add other departments by clicking the magnifying glass icon and choosing from the alphabetical list. You can only remove a department with a "Remove" field next to the role.

## Submission Notes

Submission Notes can be entered at any stage (e.g., pre-submission of the RAMSeS file, or after). Submission notes cannot be deleted. These are read by UNC Chapel Hill-GA and ECU Admin.

Submission Notes should include

- Unique details about the submission
- Contact information for the sponsor and related submission requirements
- Confirmation on any reduced F&A, and this list is only an example

## Submitting and certifying the RAMSeS file

Submitting the RAMSeS file and certifying the RAMSeS file are two separate functions in RAMSeS. Submission routes the RAMSeS file for approvals; meaning, the PI listed as lead investigator in the proposal will receive email notification to certify their approval of the RAMSeS file by [locating the proposal in their PI Certification Inbox](#). The PI certifies the following:

- a. The information submitted with the application is true, complete and accurate.
- b. The PI accepts responsibility for the scientific, fiscal and ethical conduct of the project.
- c. The PI will comply with all relevant state and federal regulations, University policies and contractual obligations.
- d. The PI has reviewed all pre-submission compliance requirements.

In this order: 1) All lead project personnel certify. 2) Department leads certify. 3) The College certifies. 4) The Office of Sponsored Programs certifies and submits.

Until the file is fully certified, the proposal cannot be submitted externally by the Office of Sponsored Programs.

Submitting a RAMSeS file: a file can be submitted by the preparer of the file not necessarily the lead investigator. **A file cannot be clearly prepared or completed without oversight by the lead project personnel.**