

Pocket Guide for Proposal Submission and Award Administration

Please note: All questions regarding pre-award activity, submitting proposals into Ramses, reimbursements, award related salary adjustments, or post award administration should be directed to Joy Bhadury or Connie Uselman in the Dean's Office, 334-5338. One exception is that the Economics Department should direct all pre-award inquires to Judy Tuttle.

You must submit your proposal through UNCG's Office of Sponsored Programs via RAMSES. In addition to submitting in RAMSES, if you wish to submit independently to the sponsor, you may indicate this in RAMSES.

<https://uncg.myresearchonline.org/ramses/index.cfm>

Please remember that unless a sponsored research project is in RAMSES, it will not show up in UNCG's official records on contracts and grants. Connie/Joy can help you with navigating RAMSES.

- Complete any IRB requirements. <http://www.uncg.edu/orc/irb.htm>
- Once you receive your award, please check with Daphne Slaughter to ensure that Office of Contracts and Grants has set up your research account properly including budgetary and time line details. Please alert her and Bryan School Office of Research immediately if you spot an error.
- Please alert Connie immediately of any salary adjustments, course buyouts, summer pay, or if you've hired a graduate or research assistant. Please review the payroll deadlines at http://banner.uncg.edu/hr/Transition/Payroll_Deadlines/.
- Setup the following Banner accounts: Runtime, Finance, and HR. <http://its.uncg.edu/Accounts/Banner/>. You will need these to approve payroll forms. Connie will help you with the forms and the process.
- Review the Bryan School Office of Research's web site for any policies and procedures associated with research in the Bryan School. i.e.: Course Buyouts, Intellectual Contributions, Faculty Expertise. <http://www.uncg.edu/bae/or/>
- Get all travel associated with your award pre-authorized through Connie as soon as you are aware of your travel plans.
- Turn in all receipts for reimbursement and travel associated with your award as soon as possible.