

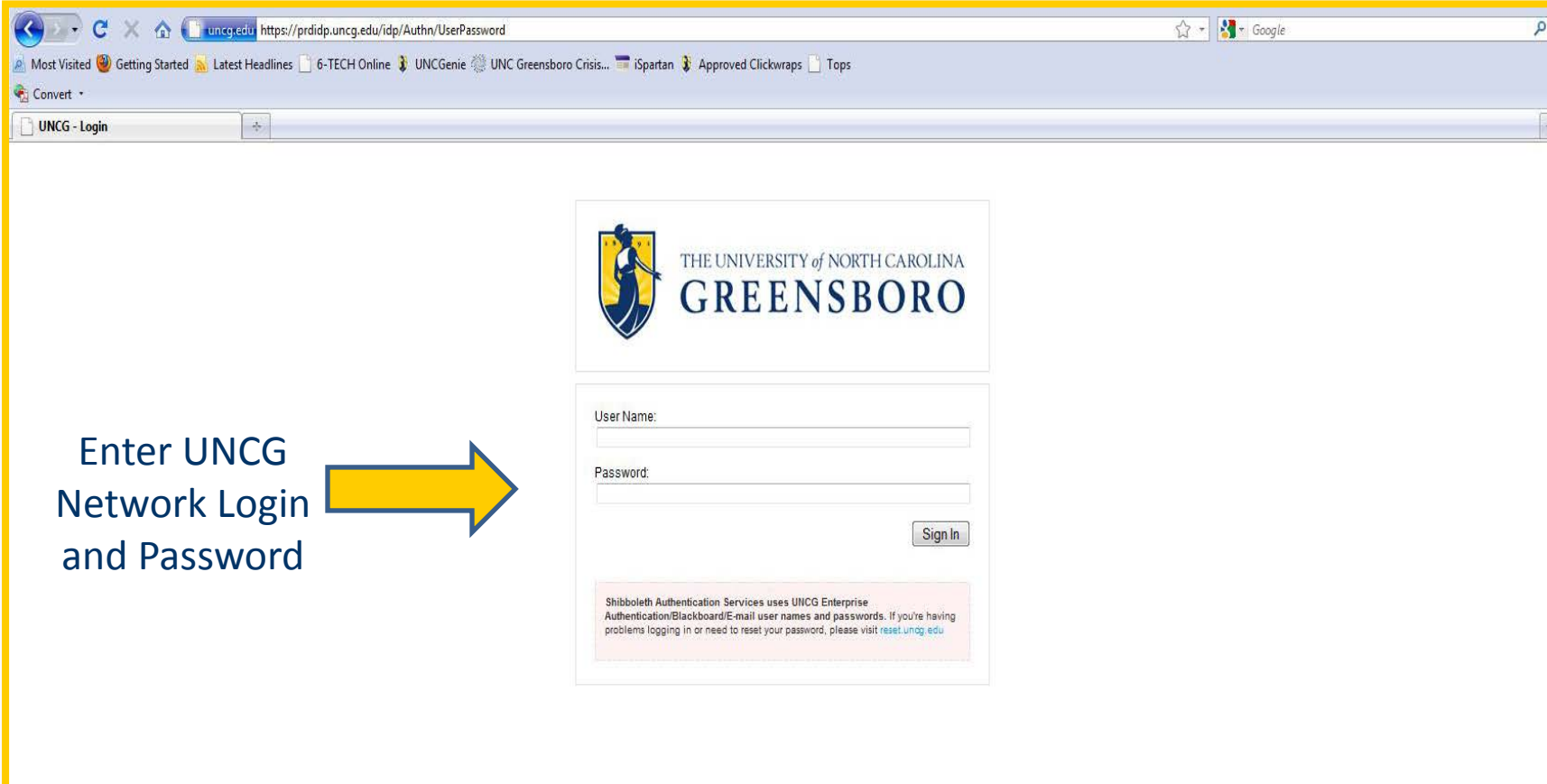
# RAMSeS Quick Reference Guide



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
Office of Sponsored Programs

# Accessing RAMSeS

URL: <https://uncg.myresearchonline.org/ramses/>



Enter UNCG  
Network Login  
and Password

THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

User Name:

Password:

Shibboleth Authentication Services uses UNCG Enterprise Authentication/Blackboard/E-mail user names and passwords. If you're having problems logging in or need to reset your password, please visit [reset.uncg.edu](https://reset.uncg.edu)

**Proposal Dashboard**

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Dept](#)
- [Assumption of Risk Inbox](#)

**Award Dashboard**

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

**Certifications/Approvals**

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

Office of Sponsored Programs  
 1713 Moore Humanities  
 Research Administration Building  
 Greensboro, NC 27402-6170  
 Phone: 336-334-5878  
 Fax: 336-334-3140

**>> 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 have created/submitted, or on which you are named
  - [Proposals In My Dept](#) - access proposals in administering / approving departments for which you have been assigned Proposal Data Access\*
  - [Assumption of Risk Inbox](#) - review, approve, and track Assumption of Risk in departments for which you have been assigned as a Assumption of Risk (AOR) Approver\*

- Award Dashboard**
- [My Awards](#) - view Recent Awards, and Active and Inactive Projects on which you are named
  - [Awards In My Dept](#) - view Recent Awards and Projects for administering departments for which you have been assigned Award Data Access\*
  - [ARRA Submissions](#) - view and track departmental ARRA eProgress Reports. Research Account Managers\* also access ARRA eProgress reports from the Unsubmitted tab (for preparation and submission)

- 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 336-334-5878
  - \*For policy and/or procedural questions or assistance, contact the [Office of Sponsored Programs](#) at 336-334-5878
  - [Contact OSP/Administrative Support](#) - Select the topic you need help with to get the name and contact information of the person

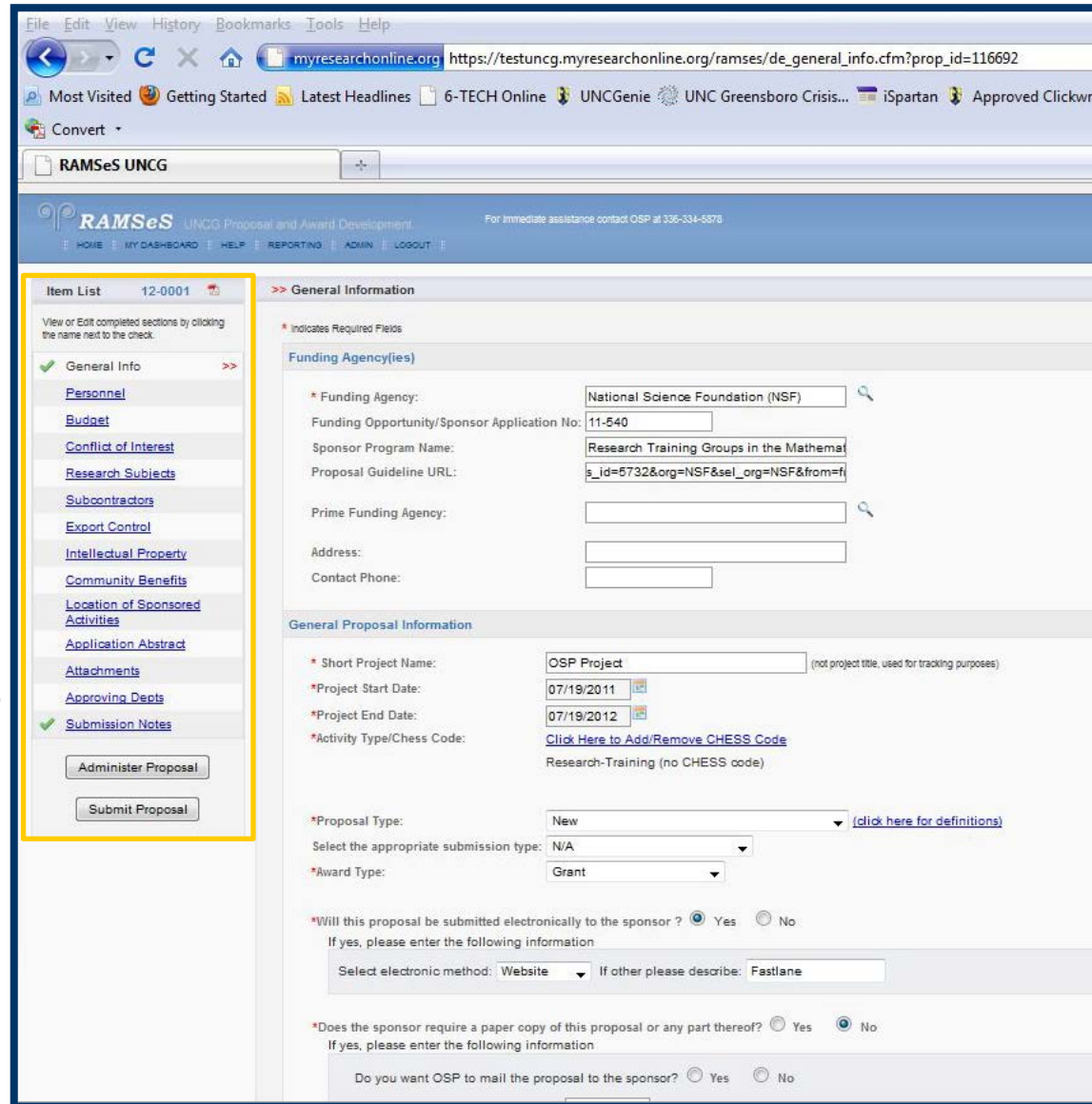
Home/Project Dashboards

- Start New Proposal - New submission/award transfers
- My Awards – Access active/inactive awards
- My Proposals – Access unsubmitted /submitted proposals
- Awards In My Dept – Access departmental awards
- Proposals in My Dept – Access your departments proposals
- ARRA Submissions – Access ARRA reports
- Dept Approval Inbox – Approve departmental proposals
- PI Certification Inbox – Electronically review and certify proposals
- Assumptions of Risk Inbox – Access to proposals with an AOR

# Proposal Checklist

*Before submitting your proposal, please make sure that you have completed all items in the checklist below:*

- General Information
- Investigator/Research Team
- Budget
- Research Subjects
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored Activities
- Application Abstract
- Attachments
- Approving Depts
- Submission Notes
- Submit Proposal Button



Item List 12-0001

View or Edit completed sections by clicking the name next to the check.

- ✓ General Info >>
- Personnel
- Budget
- Conflict of Interest
- Research Subjects
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored Activities
- Application Abstract
- Attachments
- Approving Depts
- ✓ Submission Notes

Administer Proposal

Submit Proposal

RAMSeS UNCG Proposal and Award Development

For immediate assistance contact OSP at 335-334-5370

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myresearchonline.org https://testuncg.myresearchonline.org/ramses/de\_general\_info.cfm?prop\_id=116692

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>> General Information

\* Indicates Required Fields

Funding Agency(ies)

\* Funding Agency: National Science Foundation (NSF)

Funding Opportunity/Sponsor Application No: 11-540

Sponsor Program Name: Research Training Groups in the Mathematical

Proposal Guideline URL: s\_id=5732&org=NSF&seI\_org=NSF&from=f

Prime Funding Agency:

Address:

Contact Phone:

General Proposal Information

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

\* Project Start Date: 07/19/2011

\* Project End Date: 07/19/2012

\* Activity Type/Chess Code: [Click Here to Add/Remove CHESSE Code](#)  
Research-Training (no CHESSE code)

\* 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: Website If other please describe: Fastlane

\* Does the sponsor require a paper copy of this proposal or any part thereof?  Yes  No  
If yes, please enter the following information

Do you want OSP to mail the proposal to the sponsor?  Yes  No

# General Information

Select electronic method: Grants.gov    If other please describe: \_\_\_\_\_

\*Does the sponsor require a paper copy of this proposal or any part thereof?  Yes  No  
If yes, please enter the following information

Do you want OSP to mail the proposal to the sponsor?  Yes  No

How many copies are required?

Sponsor's Mailing Address and Contact Phone Number:

\*If NIH, is this proposal a SNAP?  Yes  No  
(Streamlined, Non-Competing, Award Process)

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

\* Award Admin Dept:

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

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

\* Sponsor Deadline:  Time:  Eastern

Postmark:  Receipt:

Previous Acct/Fund Number:

\* Title of Project:

In order to submit paper copies of your proposal, please be sure to include the sponsor's mailing address and phone number.

Make sure the deadline entered into RAMSeS is accurate according to the sponsors' guidelines.

Be sure to save any changes.



*Please Remember:*

**All sections of RAMSeS must be completed properly.**

*The following slides highlight sections with the most frequent errors and/or omissions.*



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
Office of Sponsored Programs

# Personnel

- **Sponsored Effort:** The percentage of estimated committed effort for your project.
- **Allocation of Credit:** The total F&A Dist on the General Info must equal 100%, but may be divided among several PIs. It will be 100% for a single PI. Please note this is not a reflection of the amount of F&A requested, but the F&A recovered by the University and returned to the PI(s) (10%) and Departments(10%) at the end of each fiscal year.

myresearchonline.org https://testuncg.myresearchonline.org/ramses/de\_inv.cfm?CFID=47509&CFTOKEN=59637373

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RAMSeS UNCG Proposal and Award Development For immediate assistance contact OSP at 336-334-6878

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Item List 12-0001 >>Personnel

View or Edit completed sections by clicking the name next to the check.


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Administer Proposal

View Routing Status

**Please add the Dean's Office as an approving department in the Approving Depts section for all departments affiliated with this proposal.**


Add Personnel Information [Help](#)


\*Last Name:  

First Name:

Phone:

Email:


\*Dept:  

\*Role:  

\*Sponsored Effort %:

\*Cost Shared Effort %:

Calendar Months:

Allocation of Credit %:  

Will this investigator be provided a reduction in course load as a result of this project being funded?  
 Yes  No

If yes, are funds requested from the sponsor to accommodate that reduction?  
 Yes  No

Save Personnel

List of Personnel:

| Person             | Dept               | Role                        | Sponsored Effort % | Cost Shared Effort % | % Effort Calendar Months Total | Allocation of Credit % | Course Reduction |    |   |
|--------------------|--------------------|-----------------------------|--------------------|----------------------|--------------------------------|------------------------|------------------|----|---|
| Darneshia Blackmon | Sponsored Programs | Lead Principal Investigator | 2%                 | 0%                   | 2%                             | 2                      | 100%             | No | <a href="#">Remove</a> <a href="#">Edit</a> |
| Lloyd Douglas      | Sponsored Programs | Investigator                | 10%                | 0%                   | 10%                            | 1                      | 0%               | No | <a href="#">Remove</a> <a href="#">Edit</a> |

Reset

# Budget

Please remember to:

- Include your budget and justification in your attachments.
- The current F&A rate is 43.5%.

myresearchonline.org https://testuncg.myresearchonline.org/ramses/de\_budget.cfm

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Item List 12-0001

>> Budget

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Administer Proposal

View Routing Status

Periods of performance and estimated budgets. For one-year projects and non-competing continuations, both columns should match.

\* Indicates Required Fields

| Initial/Current Budget Period                                 | Total Period/Total Request                                  |
|---|---|
| Begin Date: 07/19/2011  | Begin Date: 07/19/2011                                      |
| End Date: 07/19/2012  | End Date: 07/19/2012  |
| Direct: \$ 1000.00  | Direct: \$ 1000.00  |
| F&A Base: \$ 1000.00  | F&A Base: \$ 1000.00  |
| F&A Rate: 43.50 % <a href="#">Change Rate</a>                 | F&A Rate: 43.50 % <a href="#">Change Rate</a>               |
| F&A Amount: \$ 435.00 <a href="#">Calculate Amt</a>           | F&A Amount: \$ 435.00 <a href="#">Calculate Amt</a>         |
| F&A Base 2: \$ 0.00   | F&A Base 2: \$ 0.00   |
| F&A Rate 2: 43.50 % <a href="#">Change Rate</a>               | F&A Rate 2: 43.50 % <a href="#">Change Rate</a>             |
| F&A Amount 2: \$ 0.00 <a href="#">Calculate Amt</a>           | F&A Amount 2: \$ 0.00 <a href="#">Calculate Amt</a>         |
| Initial Funds Req: \$ 1435.00 <a href="#">Calculate Total</a> | Total Funds Req: \$ 1435.00 <a href="#">Calculate Total</a> |

Budget and Budget Justification must be attached in the attachments section of this proposal.

If this proposal's F&A Rate is not 43.50% and/or cost sharing or cash matching is being requested, please include a submission note stating where to find this in the agency guidelines.

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

\*Does this proposal include funds or contributions in the form of required cost sharing or cash matching?

Yes  No

If yes, please fill in below:

[Click Here to Add Cost Sharing/Cash Matching Unit](#)

No cost share units have been added.

Check the appropriate cost sharing/cash matching type(s): Please check all that apply

Agency Mandated % or Amount:

Please check all that apply

F&A

Voluntary (Mandatory if Awarded) Amount:

Please check all that apply

F&A

# Approving Departments

- Please include the Dean's Office for all departments involved with your proposal.
- Routing order can be consecutive or concurrent.

The screenshot shows the RAMSeS UNCG web application interface. The browser address bar displays the URL: [https://testuncg.myresearchonline.org/ramses/de\\_approving\\_depts.cfm?CFID=47509&CFTOKEN=59637373](https://testuncg.myresearchonline.org/ramses/de_approving_depts.cfm?CFID=47509&CFTOKEN=59637373). The page title is "RAMSeS UNCG Proposal and Award Development".

The main content area is titled "Approving Departments" and contains the following text:

**Please add the Dean's Office as an approving department in the Approving Depts section for all departments affiliated with this proposal. Add all departments affiliated with this proposal below.**

One of the following offices will authorize this proposal on behalf of the University.

**Do not add these departments:**

- Office of Contracts and Grants
- Office of Sponsored Programs

Below this text is a form to "Add Approving Department" with a "Department:" input field and an "Add Department" button. A "Help" link is also present.

The "List of Approving Departments:" section contains a table with the following data:

| Routing Order | Dept Number | Department                        | Role(s)   |                        |
|---------------|-------------|-----------------------------------|---|------------------------|
| 1             | RSS         | Sponsored Programs                | Investigator , Lead Principal Investigator , Award Dept |                        |
| 2             | RSH         | Research and Economic Development | Other Approving   | <a href="#">Remove</a> |

At the bottom of the table is an "Authorize Department Listing" button.

The sidebar on the left contains a checklist of proposal sections:

- General Info
- Personnel
- Budget
- Conflict of Interest
- Research Subjects
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored Activities
- Application Abstract
- Attachments
- Approving Depts >>
- Submission Notes

Buttons at the bottom of the sidebar include "Administer Proposal" and "View Routing Status".

# Review Your Proposals Anytime

## To Access your proposals:

- From My Proposals select either the Unsubmitted or Submitted Proposal tab
- Click on the proposal number



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myresearchonline.org https://testuncg.myresearchonline.org/ramses/index.cfm?event=dashboard.proposal.affiliated

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**Proposal Dashboard**

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- 1 My Proposals >>**
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**Award Dashboard**

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- Awards In My Dept
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**Certifications/Approvals**

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Office of Sponsored Programs  
1713 Moore Humanities  
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Phone: 336-334-5878  
Fax: 336-334-3140

**>> My Proposals**

Unsubmitted Proposals Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are listed.

| Created    | Prop No.                | Project Name | Sponsor                           | Deadline   | Role  |  |
|------------|-------------------------|--------------|-----------------------------------|------------|-------|--|
| 07/19/2011 | <a href="#">12-0001</a> | OSP Project  | National Science Foundation (NSF) | 07/20/2011 | Owner | <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a> |

View 1 - 1 of 1 Page 1 of 1

Print View All

THE UNIVERSITY OF NORTH CAROLINA  
**GREENSBORO**

# RAMSeS Contacts

- **Chris Davis** (336) 334-5134 or [cwdavis@uncg.edu](mailto:cwdavis@uncg.edu)  
For problems and how to questions regarding the forms or accessing proposal and award information
- **Chris Farrior** (336) 334-9702 or [cifarrio@uncg.edu](mailto:cifarrio@uncg.edu)  
For any problem logging into RAMSeS or error messages while in RAMSeS

