RAMSeS Administration & RAM Tracker Search

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RAMSeS Overview

- Access and Roles
- Dashboard
- RAM Tracker Search
- Proposal Administration
- Project Administration
- Resources
- **Q&A**



Part I

RAMSeS Access & Roles



Roles in RAMSeS & Backbone

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

- There are two types of RAMSeS roles and users can have either or both:
 - Functional perform actions (entering/submitting) in RAMSeS
 - Data Access authorized to view assigned department data in RAMSeS
- These roles are assigned/managed in <u>Backbone</u> by departmental Role Managers.
- Users with a valid onyen can access Backbone to view role assignments in specific departments, including identifying who Role Manager(s) are for any department.
- For Backbone support, contact Lori Saddler with ORIS, <u>lsaddler@email.unc.edu</u>.



Common Functional Roles for RAMSeS

IPF Approver

Approve IPFs that have been routed for departmental certification.

Closeout Submitter

Submit PS Project ID closeout records for OSP billing specialist (SPA) review.

Closeout Approver

Approve PS Project ID closeout record routed for departmental certification.

PS Project ID Manager

Recommended role for administrators in a department who want to receive RAMSeS auto-generated and Sponsoredprograms@unc.edu emails related to awards in a department. *NOTE: Role needed to access SPARC forms for subcontract management (coming soon).

Primary Award Contact

This is not a role assigned in Backbone but rather a designation completed in the IPF.



Part II

RAMSeS Dashboard



Proposal Dashboard

Start New Proposal

My Proposals

Proposals In My Dept

Financial Guarantee Inbox

Award Dashboard

My Awards

Awards In My Dept

Closeout Submissions

RAM Tracker Transparency

RAM Tracker Search

Other Support Tool

Other Support Tool

Certifications/Approvals

PI Certification Inbox

Dept Approval Inbox

F&A Sharing Agreements

F&A Sharing Agreements

RAMSeS Dashboard

RAMSeS is UNC's system for research administrative management and provides a full range of functionalities for proposal through post-award. The RAMSeS dashboard is the starting point to the user's experience in the system.

- Proposal Dashboard Proposal in My Dept > Proposal Administration
- Award Dashboard Awards in My Dept > Project Administration
- RAM Tracker Transparency RAM Tracker Search
- Other Support Tool
- Certifications / Approvals
- F & A Sharing Agreements

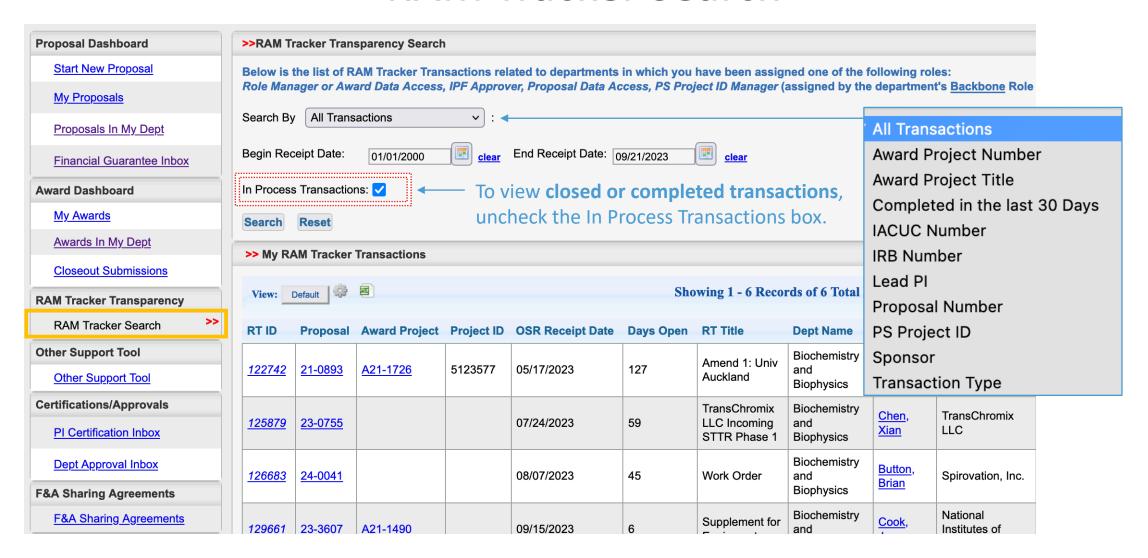


Part III

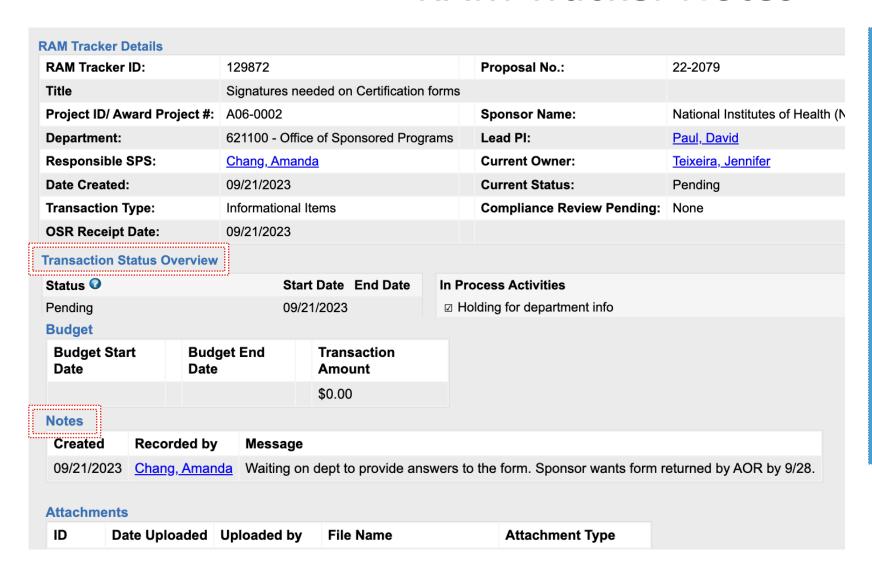
RAM Tracker Search



RAM Tracker Search



RAM Tracker Notes



Use RAM Tracker Notes to keep up to date on specific details and processing **Status** of any transaction which is not yet completed.

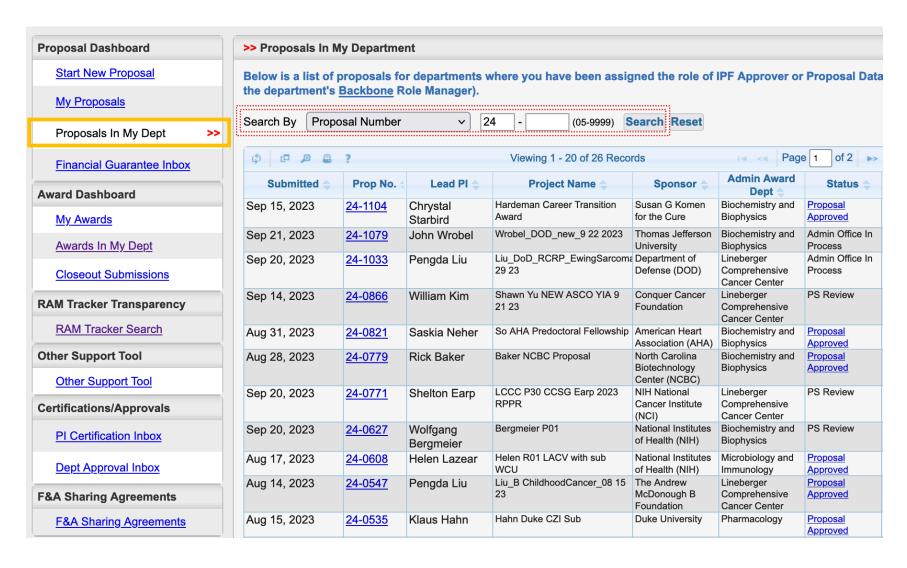
In particular, review
Notes that OSP includes
for details or reasons a
transaction may still be
pending.

Part IV

Proposals



Proposals in My Department



Use the Proposals in My Dept dashboard to filter and view a snapshot of data for all submitted proposals on one screen.

Click on any hyperlink to review the Proposal Administration tabs for the selected proposal.

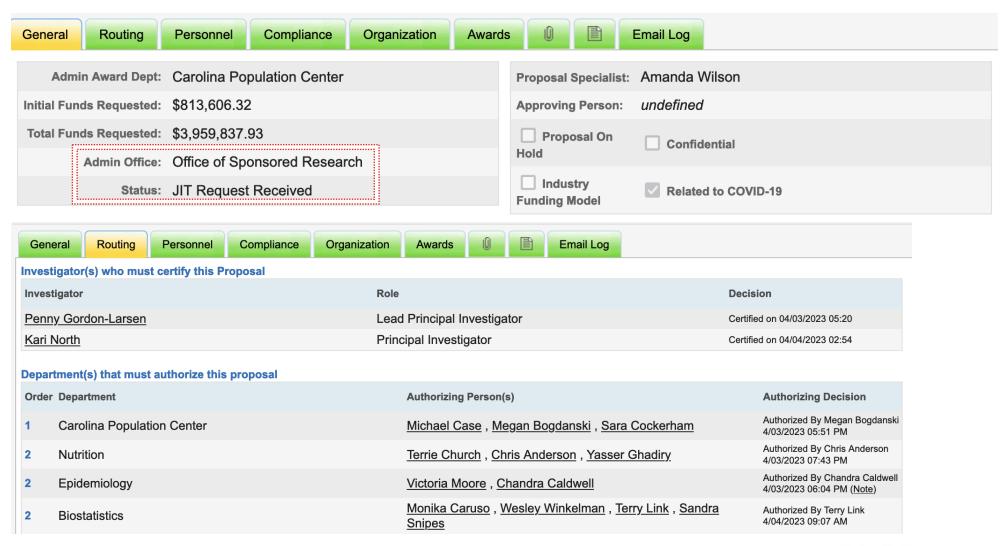
Proposal Administration

Proposal Administration			Back To Search Result
Proposal No:	23-3969 (coversheet) 424	Sponsor:	National Institutes of Health (NIH)
Lead Investigator:	Penny Gordon-Larsen	Prime Sponsor:	NIH National Institute of Diabetes, Digestive, and Kidney Diseases (NIDDKD)
Deadline:	4/10/2023 Resubmission or Amendment	Electronic:	Yes - Grants.gov
Proposal Specialist:	Amanda Wilson	Sponsored Projects Specialist:	Amanda Wilson (69)
Primary Award Contact:	Michael Case	PS Project ID Manager:	Megan Bogdanski, Michael Case, Lexie Groner, Crystal Wright, Stephanie Jackson, Sydney Knoll
Project Title:	Leveraging integrative multi-omics to understa Hispanic/Latino populations	and mechanistic pathways for sever	re obesity and its clinical significance in disproportionately burdened

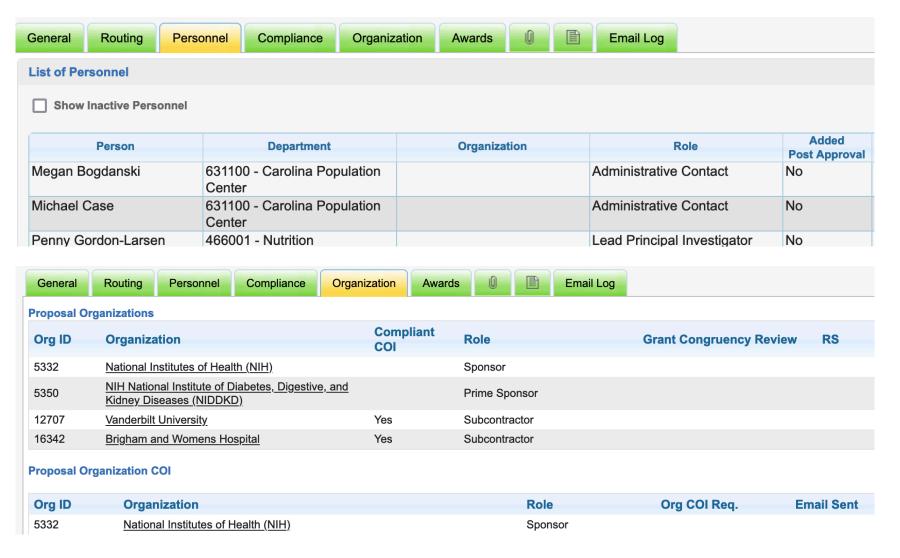


- Again, all blue hyperlinked fields in RAMSeS can be clicked on to access other data fields or screens.
 - For example, clicking on a name will open the Person Details textbox and display the UNC directory info for that individual.
- BEST PRACTICE: Review PS Project ID Managers listed on Proposal or Project Administration screens to ensure individuals in your dept who need access have it.

Proposal Administration: GENERAL & ROUTING

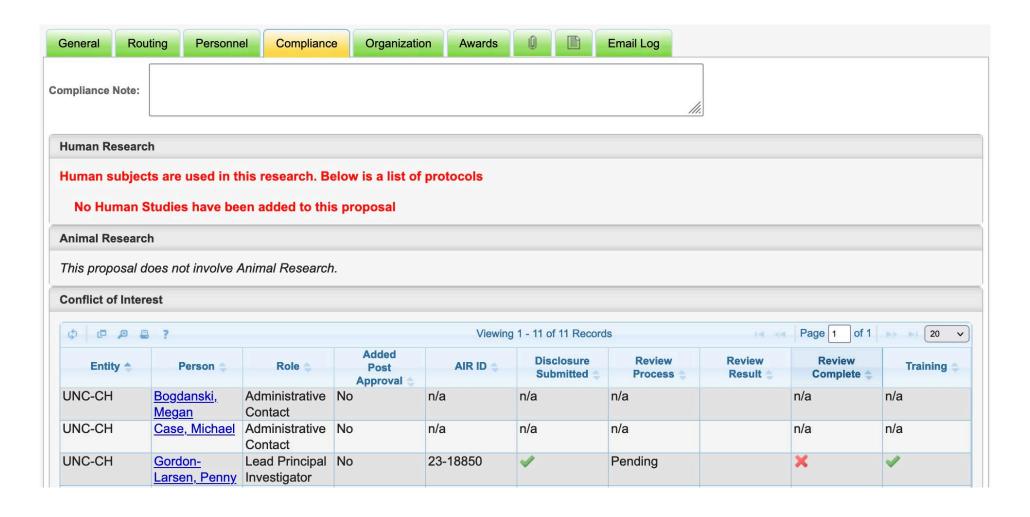


Proposal Administration: PERSONNEL & ORGANIZATION

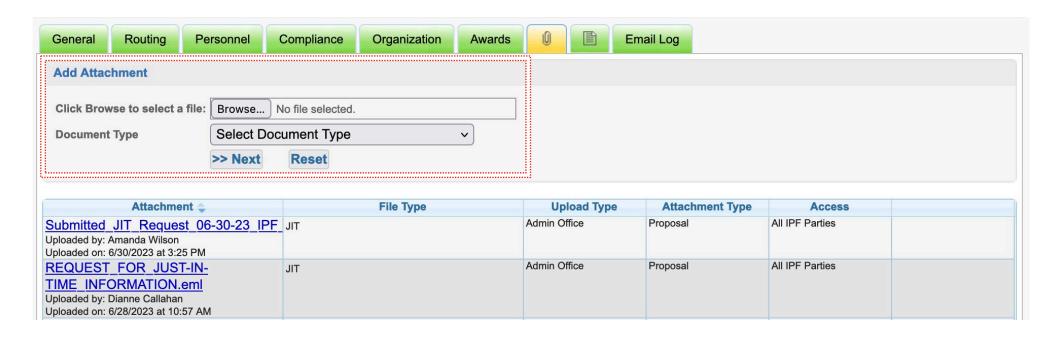


- After an IPF has been submitted, departments are no longer able to make any edits.
- If personnel need to be edited prior to award receipt, work with the Admin Office (OSP or SPO) responsible for approving the proposal to make the changes.

Proposal Administration: COMPLIANCE



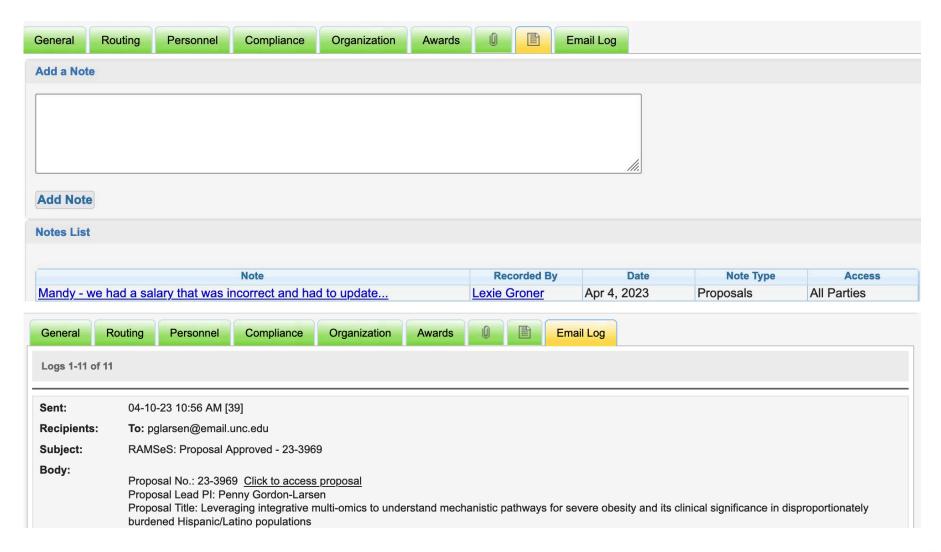
Proposal Administration: ATTACHMENTS



- Department users can continue to add documents to the Attachments tab after the proposal has been submitted.
- Attachments displayed here will only be proposal related.



Proposal Administration: NOTES & EMAIL LOG

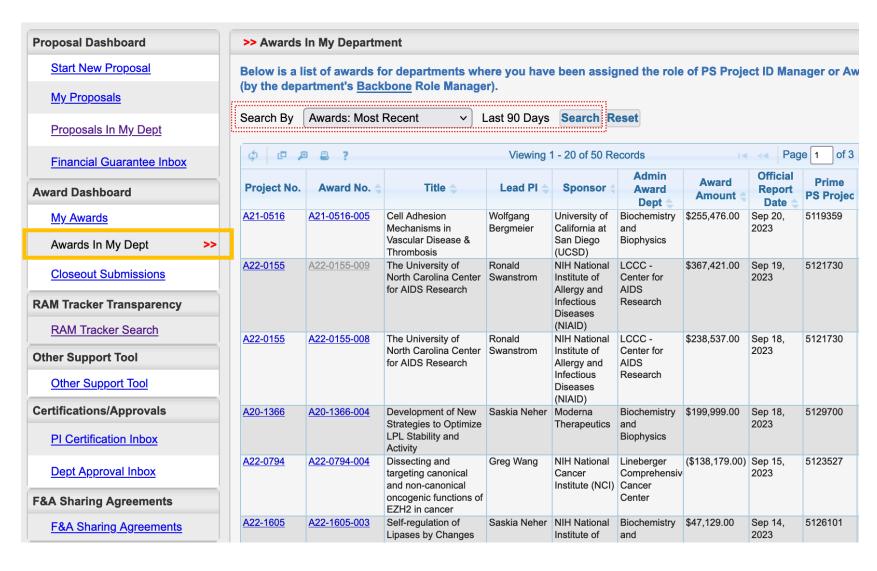


Part V

Award / Project



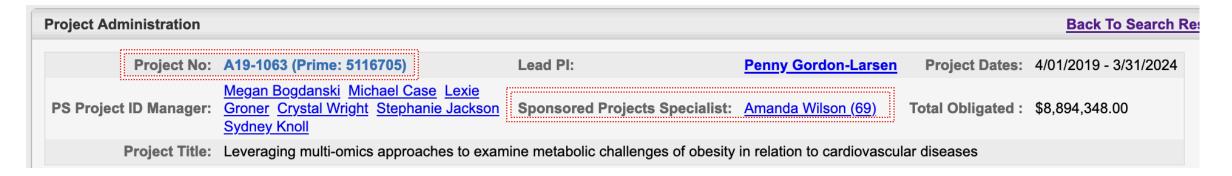
Awards in My Department



Use the Awards in My
Dept dashboard page to
filter and view a snapshot
of data for all awards
(including LOGs) on one
screen.

As with Proposals in My Dept, click on the hyperlinks to review the Project Administration tabs for the selected award.

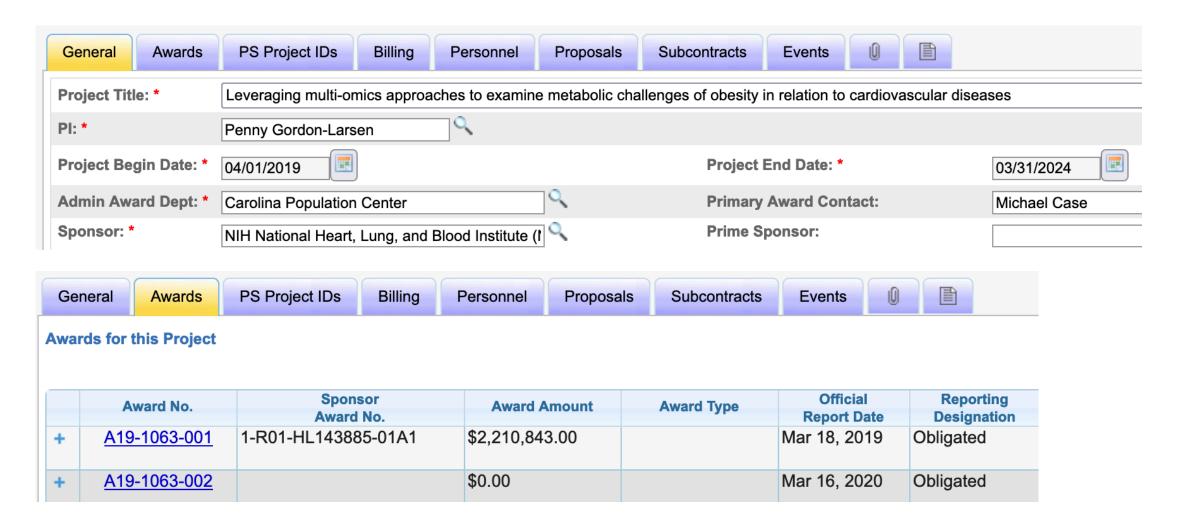
Project Administration



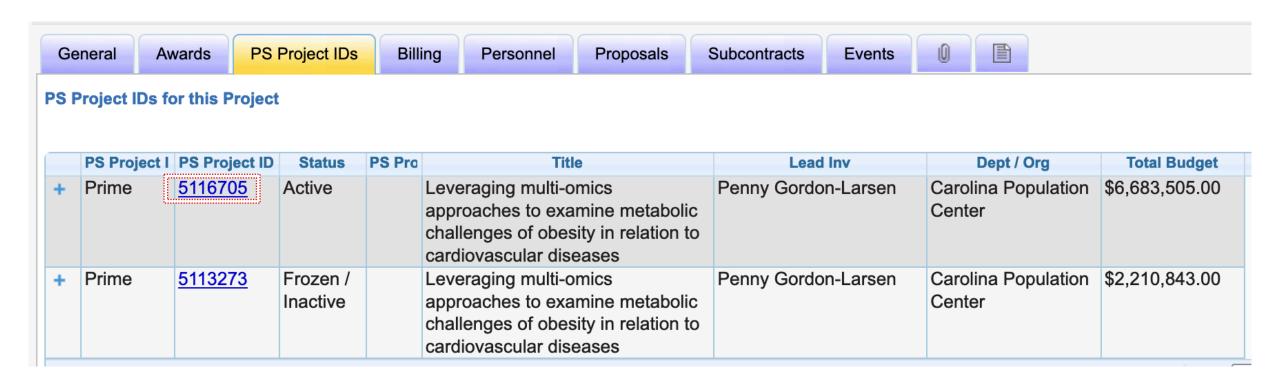
- Header details in Project Administration repeat similar information as listed in Proposal Administration with the addition of identifying the specific award / project numbers.
 - Project No. in RAMSeS is synonymous to the ConnectCarolina contract number and refers to the number assigned for all years of an award.
 - Types of Project ID numbers:
 - Prime prime PS Project ID
 - Subaccount (SUBACCT) PS Project ID assigned to UNC PIs
 - **Subcontract** (SUBCON) PS Project ID assigned to subcontracts with external PIs



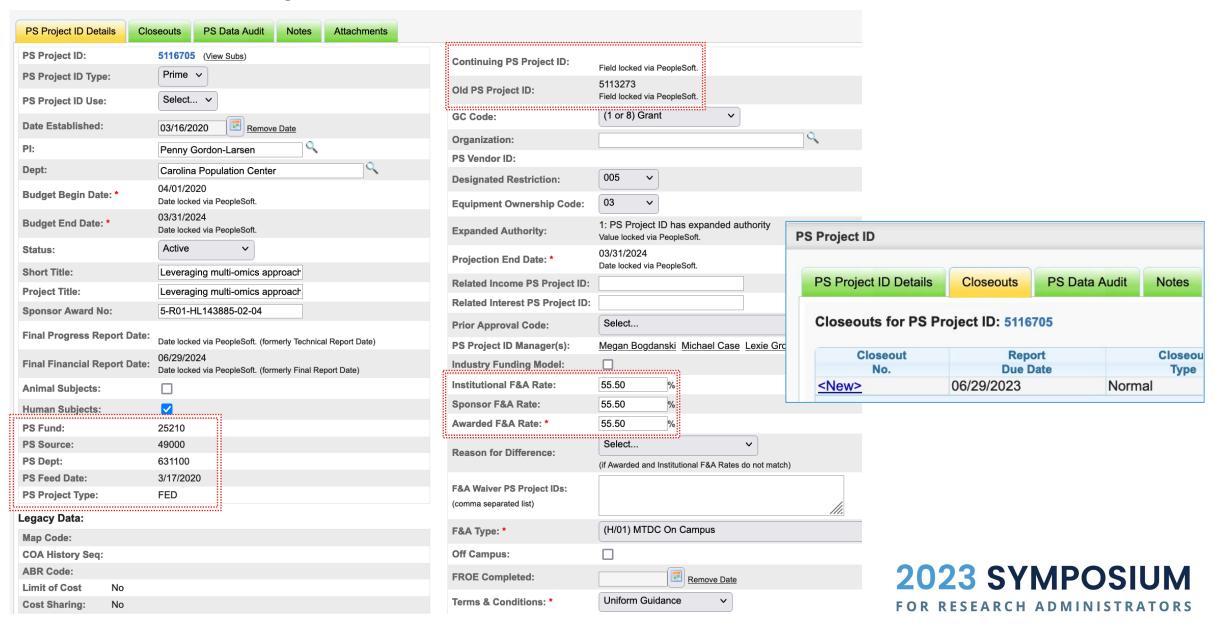
Project Administration: GENERAL & AWARD



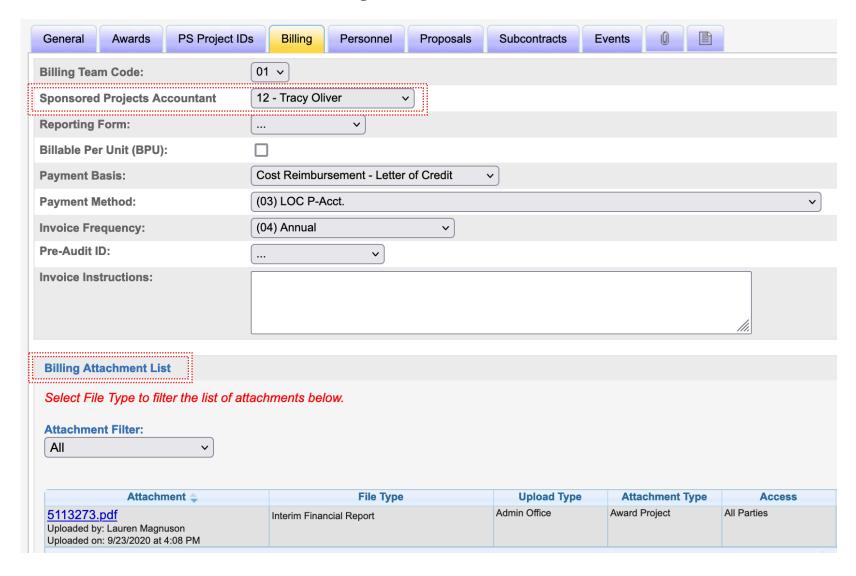
Project Administration: PS PROJECT ID



Project Administration: PS PROJECT ID



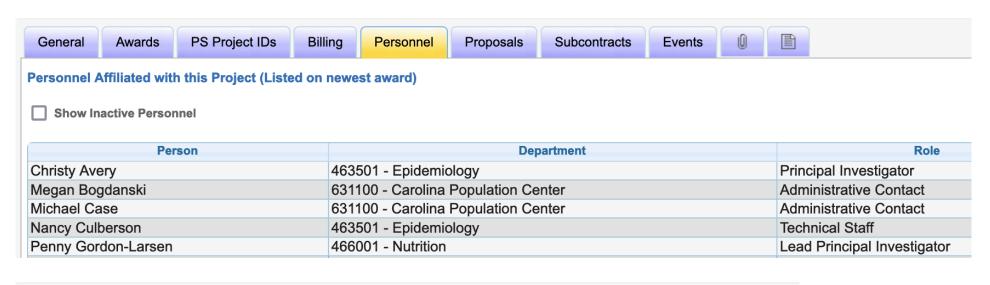
Project Administration: BILLING



Once an invoice or financial report (FFR) has been submitted to the sponsor, a copy of the document is uploaded to RAMSeS attachments and it will also display in the Billing Attachment List.

*On Billing Per Unit (BPU) ledger 6 projects that are billed by the department, depts can upload invoices on RAMSeS attachments and they will display here.

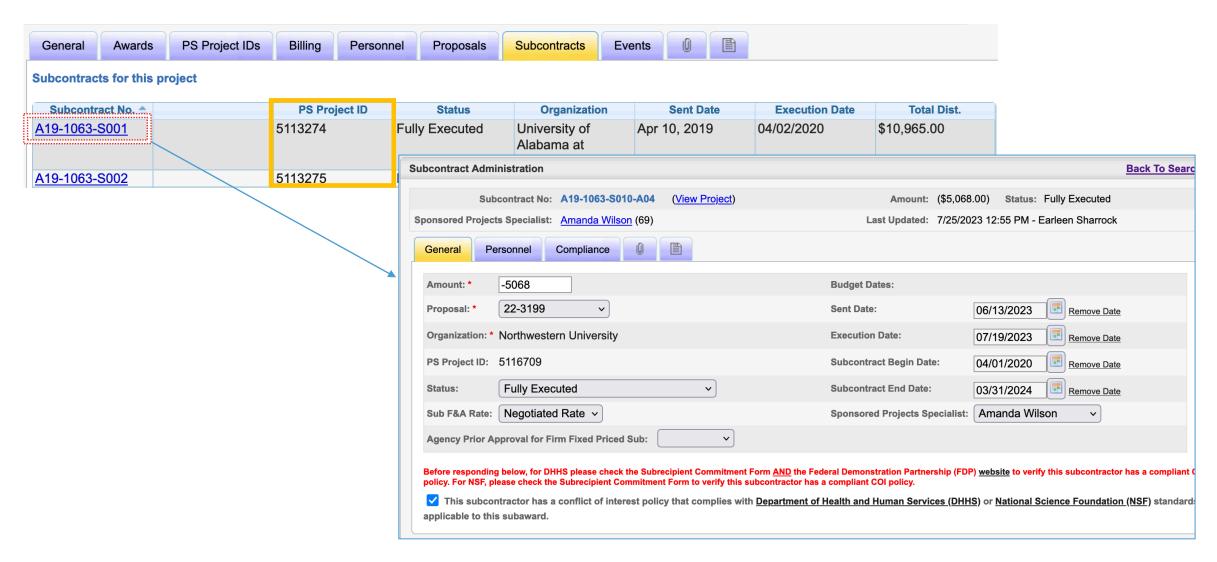
Project Administration: PERSONNEL & PROPOSALS



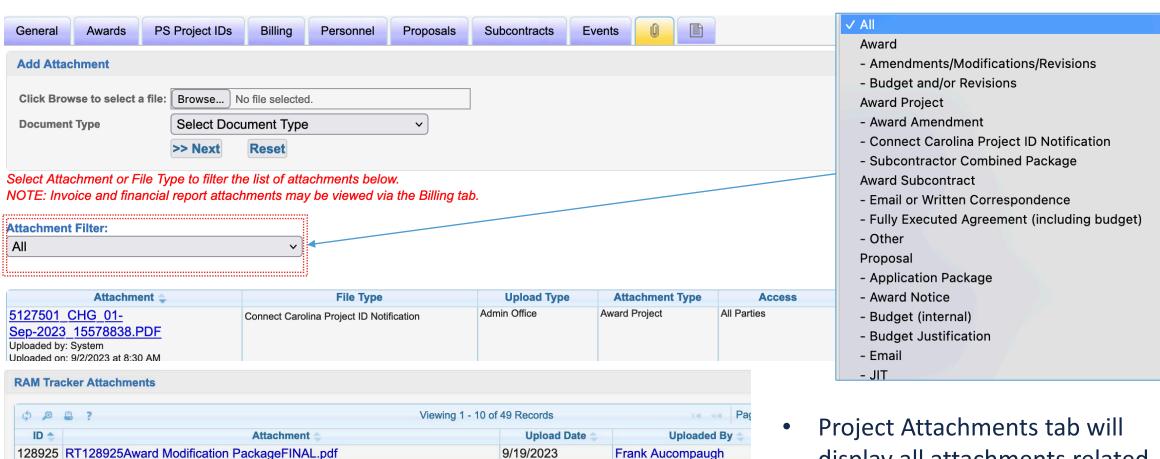


 Updates to personnel on a RAMSeS Project are made by the Sponsored Programs Specialist (SPS).

Project Administration: SUBCONTRACTS



Project Administration: ATTACHMENTS



9/19/2023

9/19/2023

9/18/2023

8/31/2023

Frank Aucompaugh

Frank Aucompaugh

Frank Aucompaugh

Stacy Barca

 Project Attachments tab will display all attachments related to the award including proposal

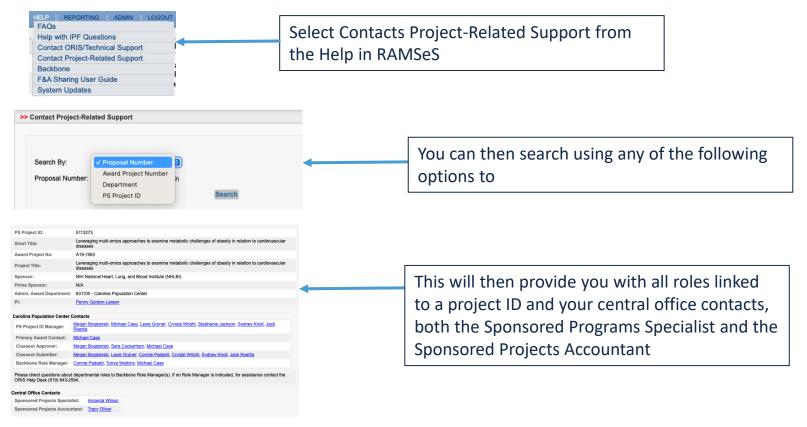
128925 703999003SubawardamendmentFE.pdf

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128925 BUDGET LOAD RT 128925.xls

128925 RE UC San Diego Subaward amendment 703999003.msg

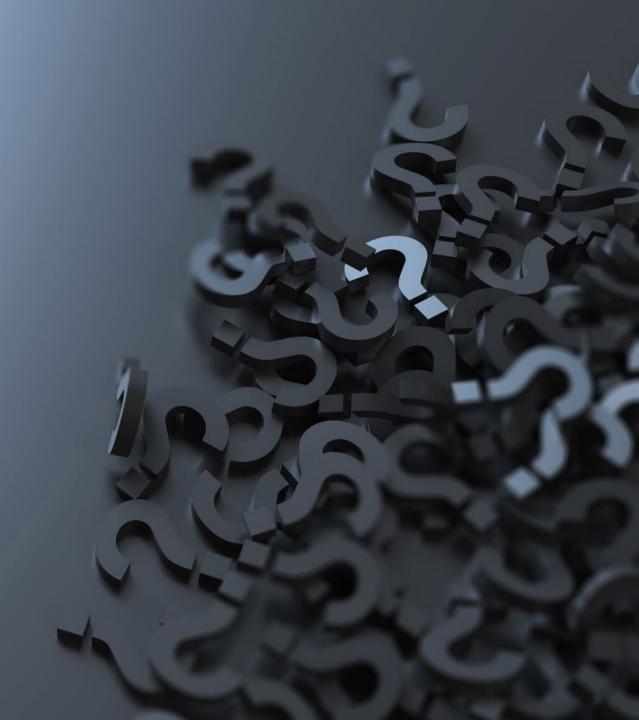
• For Project Specific Questions Contact your Assigned Sponsored Programs Specialist or Sponsored Projects Accountant:



- •For Backbone support, contact Lori Saddler with ORIS, <u>lsaddler@email.unc.edu</u>.
- For general questions, contact SponsoredPrograms@unc.edu



Questions?





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