RESEARCH **ADMINISTRATION RAMP** MANAGEMENT PORTAL

## HOW TO REQUEST AN ADVANCE - AWARD ANTICIPATED

There will be times when a new award is forthcoming but is delayed due to things like contract negotiations. The University must have received assurance from the sponsor that a program or activity has been recommended for funding.

The department shall assume the risk by providing financial backing of only the direct cost amount to be advanced during the approved advance time period (not the associated indirect costs). The department is advised to limit its exposure to risk by limiting the amount of advance and/or the period of the advance.

## To Request an Advance on an Anticipated Award

From your RAMP Dashboard, click the Grants tab. On the Funding Proposal tab click the "Sponsor Review" tab to locate the Funding Proposal with the anticipated award forthcoming. Use the "Filter by" function to find Funding Proposal, then click the "Name" hyperlink to open the Funding Proposal workspace.

Dash	board	Admin	Agreements	СС	DI Exp Cor	oort itrol	Grants	IACUC	;
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## Send Grants Status Update

On the Funding Proposal workspace, click the "Send Grants Status Update" activity.

1. In the "Send Grants Status Update" pop-up window, select "Award Anticipated" as the Grants status.

Pending Sponsor Review	Advance - Award Anticipated	002960 Funding Proposal
Next Steps	Proposa 🗅 Execute "Send Grants Status Update" on FP00002960 - Work - Microsoft Edge - 🗆 🗙	n
View Eunding Proposal	PD/PI: Dhttps://mpclkfsustage4.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?Activity A Q	5/1/2022
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Create Funding Award	Internal S Award Anticipated Award Anticipated	\$880,737
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COI Disclosure Status	Dra O Not Funded	
Eunding Anticipated	O Withdraw Submission (Proposal Not Reviewed)	
Award Letter Deserved		
Award Letter Received	Clear	
<ul> <li>Withdraw Submitted or Not Funded Proposal</li> </ul>		
2 Send to COI	Budgets 2. Comments:	is Change Log
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% Manage Relationships	Nap	Total In Financials?
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1 Add Attachments	Nama	
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🖪 Send Grants Status Update		
🖪 Send Email		
🌲 Assign Specialist	OK Cancel	
🔮 Manage Guest List		
Add Comment		

2. In the Comments field, enter a comment indicating the PI is requesting an Advance, then click "OK."

RAMP sends a notification to the assigned Specialist and the Funding Proposal moves to the "Proposal Status Confirmation" state.

Proposal Status Confirmation	Advance - Award	FP0000	FP00002960 Funding Proposal		
Next Steps	Proposal Information		Budget Information		
View Eunding Proposal	PD/PI:	Bruce Locke	Starting Date:	5/1/2022	
view Fulluling Proposal	Department:	Chemical Engineering	Number of Periods:	3	
Printer Version	Specialist:	Susanne Stamm	Total Direct:	\$593,073	
	Sponsors:	Georgia Institute of Technolog	Total Indirect:	\$287,664	
	Internal Submission Deadline:	4/13/2022	Total:	\$880,737	
Funding Anticipated     Award Letter Received     Return to Pending Sponsor     Review     Withdraw Submitted or Not     Funded Proposal	Draft Department Revi Clarification Requested	Specialist Review Clarification Requested	Complete		
% Manage Relationships	Budgets SF424 Summary His	story Reviewers Attachments Financials	Reviewer Notes Related Projects	Change Log	
🏟 Manage Tags	Activity	Autho	▼ Activity D	ate	
Create Agreement	A Send Grants Status Update	Stam	n, Susanne 4/19/2022 8::	26 AM	
JIT Changes Required	Submitted to Non-grants.gov Spons	or Stamr	n, Susanne 4/18/2022 10	0:06 AM	

Specialist clicks the "Funding Anticipated" activity, and then clicks "OK" in the "Funding Anticipated popup window. The Funding Proposal moves to the "Pending Sponsor Review Award Anticipated" state.

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ext Steps	Prop	osal L	J Execute Funding Anticipated on FP00002900 - Work - Microsoft Edge	on	5/1/2022
View Funding Proposal	Depar	tment	https://mpclkfsustage4.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?Activi	C	3
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Manage Relationships	Budg	ets		ts	Change Log
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Create Agreement	1	Send	+ Add	2 8:2	26 AM
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## To Request Departmental Approvals for the Advance

The Specialist creates the Award in RAMP Grants. From the Award workspace, the Specialist uses the "send email" activity to let the department know they can request departmental ancillary approvals for the advance request. Click the link in the Outlook email notification to be directed to the newly created award workspace.

From the Award workspace, click the "Manage Ancillary Reviews" activity. On the "Manage Ancillary Reviews" form click the [+Add] button, complete all of the questions on the "Add Ancillary Review" form, click **OK or OK and Add Another**.

Printer Version		
	S Manage Ancillary Reviews	
Create Funding Award	Add Ancillary Review	
COI Disclosure Status	1. Identify each organization or person + And 1. * Select either an organization or a person as reviewer:	
Funding Anticipated	Review Type Org Person Organization:	
Award Letter Received	Person: ····	
<ul> <li>Withdraw Submitted or Not Funded Proposal</li> </ul>	2. * Review type:	Q4. Comments: Must include all of
Manage Ancillary Reviews	Advance Account	the information outlined here:
% Manage Relationships	W	
Manage Tags	3. * Response required?	Amount requested for advance:
Create Agreement		
JIT Changes Required	4. Comments:	
1 Add Attachments		Advance period requested:
Copy		
🐐 Send Grants Status Update		Backing (Dept. Fund, & Project
💉 Send Email		ID#)·
Assign Specialist		10").
Manage Guest List		
Add Comment	5. Supporting documents:	Available Backing Funds:
Funding Proposal	+ Add	Existing advance? (Y/N):
	There are no items to display	<b>č</b> , , ,
	Required     OK     OK OK and Add Another	Cost-share in proposal? (Y/N):

Once all the ancillary reviews have been added, click "OK" and a notification is sent to the organization or person selected.

ge Ancillary Rev	views		ide eddi	4 I .					
+ Add	organization or p	erson who should prov	ide addi	tional i	review.				
	Review Type	Org	Person	Reqd	Accepted	Notified	Comments	Docs	
🗹 Update	Advance Account	Chemical Engineering		yes		no		0	X
									ок

Complete the rest of the requested edits, click the "Send Email" activity to notify the Specialist that the ancillary reviews have been requested.

Once the Specialist has reviewed and documented Central Office approval of the advance, they will enter the advance account details into the award SmartForm and request Department Edits. (See How to Complete Department Edits on the Award in Draft State.) When department edits are complete, the award will be submitted for Final Review.