

How do I Submit a Financial Guarantee?

STEP 1: Log on to RAMSeS with your ONYEN at <u>https://ramses.research.unc.edu/ramses/</u>

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RESEARCH AT CAROLINA
RAMSeS
Application for Grant, Contract, or Cooperative Agreement Office of Sponsored Research @ UNC-Chapel Hill
The Internal Processing Form (IPF) must be completed and approved by the appropriate UNC-CH personnel prior to the submission of an application or proposal for a grant, contract or cooperative agreement. If you have any questions whether or not you need to complete this document, please contact the Office of Sponsored Research (OSR) at 919.966.3411
Continue to Login
If you are having difficulty logging in with your ONYEN it could have expired, you can change or reset your password <u>HERE</u>

STEP 2: Under Proposal dashboard, select Proposals in My Dept

RAMSES UNC-CH Proposal and Award Development									
Proposal Dashboard	>> Welcome to RAMSeS (Research Administration Management System & eSubmission)								
Start New Proposal	The RAMSeS Research Proposal and Award Management Information System provides a full range of functionalities - from pre-Award								
My Proposals	(creation and electronic routing of Proposals, including electronic Departmental Approval and PI Certification) through post-Award (PS Project ID set-up and Award Management) - and also serves as a data repository with a comprehensive reporting functionality.								
Proposals In My Dept	Proposal Dashboard								
Financial Guarantee Inbox	 <u>Start New Proposal</u> - initiate new proposals by creating and submitting eIPFs. <u>My Proposals</u> - access proposals you initiated, or on which you are listed or have been designated as Primary Award Contact (via IPE General Information screen) 								
Award Dashboard	Proposals In My Dept - access proposals in administering / approving departments for which you have been assigned the role of IEC Approver of Represent Data Access*								
My Awards	Financial Guarantee Inbox - review, approve, and track Financial Guarantee in departments for which you have been assigned								
Awards In My Dept	as a Project Financial Guarantee (PFG) Approver*.								

STEP 3: Identify the IPF number and OPEN the Proposal OR use search by (use dropdown list to search by PI, Sponsor or Project Name) then OPEN the proposal.

>> Proposals In My Department										
Below is a list of proposals for departments where you have been assigned the role of IPF Approver or Proposal Data Access (by the department's <u>Backbone</u> Role Manager).										
Search By Proposal Number V: 19 - (05-9999) Search Reset										
φ 🗗 🔎	8 ?		Viewing 1 - 20 of 1,86	9 Records	14 <4	Page 1 of 9	94 🍺 🖬	20 🗸		
Submitted	Prop No.	Lead PI 💠	Project Name 💠	Sponsor 🖕	Admin Award Dept 🗢	Status 💠				
05/29/2019	<u>19-5354</u>	Kun Lu	Exposure to Metal Mixtures and Coronary Heart Disease across Diverse Populations	New York University School of Medicine	Environmental Sciences and Engineering Operations	Proposal Approved	<u>Copy</u>	2		
05/28/2019	<u>19-5315</u>	Jacqueline Gibson	Modelling and predicting drinking water contamination risk in North Carolina to enhance community resilience	NCSU Water Resources Research Institute (WRRI)	Environmental Sciences and Engineering Operations	Proposal Approved	<u>Copy</u>	2		
05/28/2019	<u>19-5241</u>	Hudson Santos	Placental Origins of Positive Child Health	National Institutes of Health (NIH)	School of Nursing	Proposal Approved	<u>Copy</u>	1		

STEP 4: Select the tab named Financial Guarantee and click the appropriate links.

Proposal Routing Status									
Proposal No:	<u>19-5354</u> ★ (coversheet) 424 Sponsor:		New York University School of Medicine						
Lead Investigator:	Kun Lu	Prime Sponsor:	National In	stitutes of H	ealth (NIH)				
Deadline:	5/31/2019 New	Electronic:	No						
Proposal Specialist:	Ronda Farrell Sponso	red Projects Specialist:	Ronda Far	<u>rell (05)</u>					
Primary Award Contact:	Kriste Smith	PS Project ID Manager:	Kriste Smith, Doris Dworschak, Lynda Peterson, Kay Corbett, Jennifer Hodges, Todd Downes, Kim Wanke			<u>rnda Peterson, Kay</u> ownes, Kim Wanke			
Project Title:	Exposure to Metal-Mixture	es and Coronary Hea <mark>rt D</mark> i	sease acros	s Diverse Po	opulations				
View IPF Administer	Proposal								
Approvals Complian	nce Status History	Financial Guarantee	Awards	Events	Notes	Attachments			
The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Office of Sponsored Research.									
Investigator	Role	Decision			on				
Kun Lu		Lead Principal Investig	gator		Certifie	d on 05/29/2019 03:34			

NOTE:

If there is a COI issue...here is where you will see the notification that there is a COI matter pending and that a Financial Guarantee is not possible (see sample along with Compliance Tab display). If there are no COI issues, proceed to Step 5

Sample error message

Approvals	Compliance	Status History	Financial Guarantee	Awards	Events	Notes	Attachments			
COI has not	COI has not been completed for this proposal. A Financial Guarantee cannot be created. Please see the <u>Compliance Tab</u>									
for more info	for more information.									

Compliance tab – COI message

Approvals	Compliance	Status His	story Fina	ancial Guaran	tee Award	ds Events	Notes	Attachmen	ts	
Compliance Note:										
Human Rese	arch								1	
This propose	al does not in	volve Human	Research.							
Animal Rese	arch									
This propose	al does not in	volve Animal	Research.							
Conflict of In	terest									
¢ 🗗 🔎	₽ ?		Vie	wing 1 - 2 of 2	Records	14	A Page 1	of 1 🗪	≥1 20 ∨	
Entity 🔶	Person 💠	Role 💠	Added Post	AIR ID 👙	Disclosure	Review	Review	Review	Training 💠	
			Approval 👙		Submitted	Process 🤤	Result 🤤	Complete		
UNC-CH	<u>Liu, Chih-</u> <u>Wei</u>	Postdoctora Research Associate	No	19-27426	~	Completed	No Conflict	~	~	
UNC-CH	<u>Lu, Kun</u>	Lead	No		X	Unsubmitted		X	1	
		Principal Investigator								

STEP 5: Click to add Financial Guarantee to Proposal (green arrow just below approvals tab)

Proposal Routing Status									
Proposal No:	19-5212 🐔 (coversheet) 424 Spor	sor: National Aeronautics and Space Administration (NASA)							
Lead Investigator:	Jason West Prime Spor	isor:							
Deadline:	5/31/2019 Electro	onic: No							
Proposal Specialist:	Ronda Farrell Sponsored Projects Specia	alist: <u>Ronda Farrell (05)</u>							
Primary Award Contact:	Kriste Smith PS Project ID Mana	ager: <u>Kriste Smith, Doris Dworschak, Lynda Peterson, Kay</u> Corbett, Jennifer Hodges, Todd Downes, <u>Kim Wanke</u>							
Project Title:	Health and Air Quality Applied Sciences Tean	n: Using Science to Inform Management (4th year Extension)							
View IPF Administer Proposal Approvals Compliance Status History Financial Guarantee Awards Events Notes Attachments									
Add Financial Guara	antee to Proposal								

STEP 6: A pop-up box will display for you to **complete the Financial Guarantee Information** and **click submit** Financial Guarantee for Processing.

Please enter Financial Guarantee Information below									
Description of Assura agency):	ances of Funding (e.g., recent telephone conversation with funding agency; correspondence from								
Prim project ID 5110891: NIOSH Training grant year 2 of 5 will be ended as of June 30th, 2019. In order to insure continuity (lapses in trainees, employees, facilities expensesetc) from the current budget year and the next one beginning 07/01/2019, we request nine NEW project IDs for all the parent project and the cores. Please see attached.									
PS Project ID Type:	New PS Project ID (w/Multiple Sub PS Project IDs)								
Contact Information	n 🗇								
Name:	Kay Corbett								
Phone Number:	(919) 843-2596								
Email Address:	kay.corbett@unc.edu								
	Submit Financial Guarantee For Processing Cancel								

STEP 7: Attach the LOG to the IPF. After you submit the Financial Guarantee, you will be returned to the Proposal Routing status screen. **Click Attachments** to display all the uploaded attachments and access the option to add a new one.

Proposal Routing Status								
Proposal No:	19-5212 📩 (coversheet)	424 Sponsor:	National Aeronautics and Space Administration (NASA)					
Lead Investigator:	Jason West	Prime Sponsor:						
Deadline:	5/31/2019 Supplement	Electronic:	No					
Proposal Specialist:	Ronda Farrell Spons	sored Projects Specialist:	Ronda Farrell (05)					
Primary Award Contact:	Kriste Smith	PS Project ID Manager:	Kriste Smith, Doris Dworschak, Lynda Peterson, Kay Corbett, Jennifer Hodges, Todd Downes, Kim Wanke					
Project Title:	Health and Air Quality A	Applied Sciences Team: Usir	ng Science to Inform Management (4th year Extension)					
View IPF Administer	View IPF Administer Proposal							
Approvals Complia	nce Status History	Financial Guarantee	Awards Events Notes Attachments					

STEP 8: Click Browse to select a file. **Document Type:** "OTHER" Click >> Next

Proposal Routing Status								
Proposal No:	19-5212 🟂 (coversheet)	424 Sponsor:	r: National Aeronautics and Space Adminis	stration (NASA)				
Lead Investigator:	Jason West	Prime Sponsor:	r					
Deadline:	5/31/2019 Supplement	Electronic:	n No					
Proposal Specialist:	Ronda Farrell Spons	ored Projects Specialist:	: Ronda Farrell (05)					
Primary Award Contact:	Kriste Smith	PS Project ID Manager:	r: Kriste Smith, Doris Dworschak, Lynda Peterson, Kay Corbett, Jennifer Hodges, Todd Downes, Kim Wanke					
Project Title:	Health and Air Quality A	pplied Sciences Team: Usi	sing Science to Inform Management (4th ye	ear Extension)				
View IPF Administer I Approvals Complian	View IPF Administer Proposal Approvals Compliance Status History Financial Guarantee Awards Events Notes Attachments							
Add Attachment								
Click Browse to select a	file:	В	Browse					
Document Type	Select Document	Туре 💊						
>> Next Reset								

STEP 9: Follow up with OSR after seven business days.