Additional Project under an Existing Award (Subproject)		
Details	**Routing Guidance**	**More Information**
The creation of an additional project (ex. AAB1234) under an existing award (ex. MSN123456).	Use "Request Award Modification" button. Select New project number/advance spending on subsequent year of funding on Smartform. Include full description of request.	

Business Associate Agreements (BAA)		
Details	**Routing Guidance**	**More Information**
These agreements create protections whereby one entity (the Covered Entity) can provide protected health information (PHI) to another entity (the Business Associate) so that the Business Associate can perform a service for the Covered Entity (such as evaluating its systems for improvements).	New RAMP Agreement record. If a Business Associate Agreement is part of a Funded Research Agreement, the Business Associate Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	

Carryover Request		
Details	**Routing Guidance**	**More Information**
Review the award terms and conditions to determine if carryover is allowed and how much is permitted.	Prepare a formal request letter specifying how much funding needs to be carried over along with a detailed explanation. Email the letter to the assigned RSP accountant. If you later receive a modification from the sponsor, you can also forward that to the accountant.	RSP Accountant Lookup

Change in Senior/Key Personnel (non-PI)		
Details	**Routing Guidance**	**More Information**
If key person isn't listed in the Notice of Award.	Contact the RSP accountant assigned.	

Change in Senior/Key Personnel (non-PI)		
Details	**Routing Guidance**	**More Information**
If key person is listed in the Notice of Award.	Use "Request Award Modification" button. Select Change in Key Personnel (other than PI) on Smartform.	

Clinical Trial Check Payments		
Details	**Routing Guidance**	**More Information**
Some sponsors will fund projects by sending paper checks.	Depending on the scenario, there may be different actions to take. Please see the Check Routing Webpage for detailed information on the proper routing of checks.	

Closeout Report (e.g. Final Technical Report)		
Details	**Routing Guidance**	**More Information**
If institution approval is required.	Please email your RSP accountant. Nothing changes here with regards to RAMP.	RSP Accountant Lookup

Competing Continuation / Renewal (NIH Type 2)		
Details	**Routing Guidance**	**More Information**
	Use "Create Renewal" button on the workspace of a Funding Proposal in the Awarded state.	

Competing Revision (NIH Type 3)		

Details	Routing Guidance	More Information
	Use "Create Revision" activity on the workspace of a Funding Proposal in Awarded state.	

Confidential Disclosure Agreements (CDA)		
Details	**Routing Guidance**	**More Information**
	New RAMP Agreement record. If a Confidential Disclosure Agreement is part of a Funded Research Agreement, the Confidential Disclosure Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	Agreement Negotiation

Continuation (NIH look at Progress Report-RPPR)		
Details	**Routing Guidance**	**More Information**
If the Sponsor requires budget, statement of costs, or institution approval	Use "Create Continuation" button on the workspace of an Award record in the Active state.	Note: For interim and final RPPRs - no RAMP record is needed.

Continuation (NIH look at Progress Report-RPPR)		
Details	**Routing Guidance**	**More Information**
If the Sponsor requires only technical progress report with no institution approval	Have your PI send to the sponsor.	

Continuation (Non-competing continuation; progress report, NIH Type 5)		
Details	**Routing Guidance**	**More Information**
	Use "Create continuation" button on the workspace of an Award record in the Active state.	

Contracts / Research Agreements		
Details	**Routing Guidance**	**More Information**
New agreements that support sponsored research and require signatures by both parties (UW and the sponsor).	Prior to RSP review, the document needs to be uploaded to RAMP and routed through your Dean's Office. Your Dean's Office will then review the documentation and project for submission through RAMP for processing. From there, the award will be processed and/or negotiated by the appropriate RSP Team.	Agreement Negotiation Webpage

Correction of Data or Budget Amount		
Details	**Routing Guidance**	**More Information**
	Simply email your RSP accountant. No changes at RAMP go-live.	

Cost Share Updates		
Details	**Routing Guidance**	**More Information**
Updates to the cost share entries in SFS	To request an updates, please complete and submit a Cost Share Update Form through the proper channels.	More information on cost sharing can be accessed here: Cost Share Webpage

Data Use Agreement		
Details	**Routing Guidance**	**More Information**
Often referred to as a "DUA," this refers to the	New RAMP Agreement record. If a Data Use	Agreement Negotiation Webpage

agreements described in the HIPAA Privacy Rule for the use and disclosure of protected health information (PHI). DUAs allow for the sharing of a data set which has the direct identifiers stripped out to create a “Limited Data Set.”	Agreement is part of a Funded Research Agreement, the Data Use Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	

Department Change (Active Award/Proposal ownership)		
Details	**Routing Guidance**	**More Information**
When an already set-up award or project will be transferring from one UW department to a different UW department.	Complete the Project/Award Transfer Form. Once completed, email the form to the assigned RSP accountant .	See the Internal Transfer for Proposals/Grants webpage for more information.

Edits Change		
Details	**Routing Guidance**	**More Information**
	Simply email your RSP accountant. There are no changes at RAMP go-live.	

Effort Commitment Updates		
Details	**Routing Guidance**	**More Information**
If individual is not listed in the Notice of Award	Commitment changes for individuals who are not listed on the Notice of Award can be made with out sponsor approval. No action is needed.	For more guidance go here.

Effort Commitment Updates		
Details	**Routing Guidance**	**More Information**
If individual is listed in the Notice of Award - AND- the reduction is greater than 25% of the original commitment	Prepare a request for approval from the sponsor on department letter head signed by the PI. Forward the letter to the effort inbox: effort@rsp.wisc.edu; copy the assigned RSP Post Award accountant.	RSP Accountant Lookup Effort Guidance Document - Prior Approval for Significant Change in Work Activity

Effort Commitment Updates		
Details	**Routing Guidance**	**More Information**
If individual is listed in the Notice of Award - AND- the reduction is not greater than 25% of the original commitment	Prepare and submit a completed commitment update form to RSP.	Commitment update form

F&A Waiver Request		
Details	**Routing Guidance**	**More Information**
Proposal budgets must incorporate indirect costs in accordance with the established UW rates. If you wish to deviate, a waiver must be requested and approved prior to proposal submission.	Use the "Manage Ancillary Reviews" activity on the workspace of a Funding Proposal. Add a new Ancillary Review to Brenda Egan as reviewer and Review Type "Indirect Cost Waiver"	See the "Required Approvals" section on the Proposal Preparation Webpage

Fee for Service Agreements		
Details	**Routing Guidance**	**More Information**
	Create a new RAMP agreement record and select "FeeForServ" as the document type. Route through normal channels.	Agreement Negotiation Webpage

Financial Reports		
Details	**Routing Guidance**	**More Information**
Reports detailing how funding was actually spent.	Some sponsors have templates, others do not. Regardless, all finacial reports need to be	RSP Accountant Lookup

	reviewed and approved by RSPaccountant prior to submission to the sponsor.	

Funded Research Agreement		
Details	**Routing Guidance**	**More Information**
	Create a new RAMP record: Funding Proposal and Agreement record.	

Gift Deposits		
Details	**Routing Guidance**	**More Information**
Gifts are handled by accounting services, not RSP.	Contact Accounting Services	Accounting Services Webpage

Intergovernmental Personnel Assignment (IPA) Agreements		
Details	**Routing Guidance**	**More Information**
IPA agreements are used when UW faculty will be on assignment to a different institution/agency but will stay on UW payroll.	Create a new RAMP record, select IPA as the document type, and route through the normal channels.	See the "Intergovernmental Personnel Act Assignment Agreement (IPA Agreement)" section on the Award Set-up Webpage

Just In Time (JIT) Requests		
Details	**Routing Guidance**	**More Information**
After the proposal is submitted, the sponsor may have questions or require additional information before making an award. Some sponsors call this a Just-In-Time (JIT) request.	Use "Send Grants Status" activity activity on the workspace of a Funding Proposal in the Pending Sponsor Review state. Select "JIT Changes Requested" in the SmartForm. If "Send Grants Status" activity is not available, use the "Send Email" activity and select the RSP Specialist as the recipient.	See the "Requests for Additional Information and JIT" section of the Proposal Preparation Webpage

Limited PI		
Details	**Routing Guidance**	**More Information**
	Use the "Manage Ancillary Reviews" activity on the workspace of a Funding Proposal. Add a new Ancillary Review to your divisional/dean's office representative as reviewer and Review Type "Limited PI." Add documentation.	

Material Transfer Agreements (MTA)		
Details	**Routing Guidance**	**More Information**
The exchange of materials among scientists is a common, and much needed, practice. Material Transfer Agreements (MTAs) are contracts that protect the rights of both the recipient and the provider of these materials.	New RAMP Agreement record. If a Material Transfer Agreement is related to a Funded Research Agreement, the Material Transfer Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	Please see the MTA Webpage for more information.

Modification to Agreement or Award Terms & Conditions		
Details	**Routing Guidance**	**More Information**
Mod received by RSP - Adding Time & Money that was not part of the original proposal.	RSP will "Create Award Modification" and select "NOA has been received by department/division" on SmartForm.	

Modification to Agreement or Award Terms & Conditions		
Details	**Routing Guidance**	**More Information**
Mod received by campus	Use "Request Award Modification" button in	

	RAMP and select "NOA has been received by department/division" on SmartForm.	

Modification to Agreement or Award Terms & Conditions		
Details	**Routing Guidance**	**More Information**
In any other case	Use "Request Award Modification" button on the workspace of an Award record in the Active state. Select the appropriate Request Type in the SmartForm.	

Modification to Agreement or Award Terms & Conditions		
Details	**Routing Guidance**	**More Information**
Mod received by RSP - Adding Time & Money that was part of the origional proposal (incrementally funded)	RSP will "Create Award Modification".	

NIH Loan Repayments		
Details	**Routing Guidance**	**More Information**
	Contact Brenda Egan in RSP.	

New Proposal Applications, Competing Continuations (Renewal), Resubmissions		
Details	**Routing Guidance**	**More Information**
All new proposals/applications for extramural support funding. Competing continuations, where the continuation of a project is subject to an open competition, are also treated as new proposals. Likewise the re-submission of a proposal will follow the same process as a new proposal.	Use "Create Funding Proposal" button in RAMP.	Please see the Proposal Preparation Webpage for additional information.

No-Cost Extensions (NCE)		
Details	**Routing Guidance**	**More Information**
An extension of the end dates of a sponsored project without additional funding. Each sponsor has different requirements for NCEs, be sure to review the award terms and conditions. An NCE must be requested in advance of the end date of the award based on agency requirements.	Use "Request Award Modification" button in RAMP. Select No Cost Extension on SmartForm. Add an Ancillary Review to the appropriate Division/School/College to the Mod Request. NCE's require Division approval.	In-depth guidenace can be found on the No-Cost Extension Request Webpage

Non Funded Research Agreements		
Details	**Routing Guidance**	**More Information**
There are many types of agreements that facilitate research at the UW, but may not involve the exchange of funding. These are often refereed to as non-funded agreements or NFAs.	New RAMP Agreement record. If a Non-Funded Research Related Agreement is part of a Funded Research Agreement, the Agreement will be linked to the Funded Research Agreement by "Managing Relationships" in RAMP.	Agreement Negotiation Webpage

Non-competing continuation (progress report, NIH type 5)		
Details	**Routing Guidance**	**More Information**
	Use "Create continuation" button on the workspace of an Award record in the Active state.	

PI Change		
Details	**Routing Guidance**	**More Information**

Sponsor approval is needed to change the Principal Investigator of an award.	Use "Request Award Modification button on the workspace of an Award record in the Active State. Select Change in Key Personnel (PI change) on Smartform.	

Post-Submission Materials and Sponsor Questions		
Details	**Routing Guidance**	**More Information**
	Use "Manage Ancillary Review" OR Use "Send Email" activity in RAMP on the workspace of an Funding Proposal to send an email to the assigned Specialist for this record. Attach the documents for the specialist to submit to the sponsor. Identify the email address where the materals are to be sent and the deadline.	

Pre-Award Question after Award Setup		
Details	**Routing Guidance**	**More Information**
	Email your RSP accountant. There are no changes here with RAMP go-live.	

Pre-Proposal		
Details	**Routing Guidance**	**More Information**
If the Sponsor requires budget, institution approval or submission	Use "Create Funding Proposal" button in RAMP. After submission, record status will be changed to "Withdrawn." If the sponsor invites PI to submit a full proposal, use the "Copy" activity on the pre-proposal Funding Proposal workspace, then complete and route the record as you would a new funding proposal.	

Pre-Proposal		
Details	**Routing Guidance**	**More Information**
If the Sponsor does not require budget or institution approval	The PI may submit the necessary materials directly to the sponsor without RSP approval.	

Progress Report		
Details	**Routing Guidance**	**More Information**
If the sponsor needs institution approval or submission	Use "Create Continuation" button on the workspace of an Award record in the Active state.	

Progress Report (NIH type 5 RPPRs)		
Details	**Routing Guidance**	**More Information**
	Use "Create Continuation" button on the workspace of an Award record in the Active state.	

Project in Advance of Award		
Details	**Routing Guidance**	**More Information**
If a new award is required	Use the "Request Advance Account" activity on the Funding Proposal. Include justification for the Advance Account. If your dean's/divisional office approves the request, it is routed to RSP for processing.	

Project in Advance of Award

Details	Routing Guidance	More Information
If requesting a subsequent year of funding or new project under an existing award	Use the "Request Award Modification" activity on the active Funding Award (AWD) record. Select "New project number/advance spending on subsequent year of funding". Include full description of requested changes. If your dean's/divisional office approves the request, it is routed to RSP for processing.	If automatic carryover is authorized and units will be spending on the same project that has ended and are awaiting a modification for another year of funding, do not request an advance account. Units can continue spending on the existing project.

Proposal documents unrelated to budget needing signature while still in draft		
Details	**Routing Guidance**	**More Information**
	Use "Send Email" activity on the workspace of the Funding Proposal. Select RSP Proposal Team as the recipient of the email.	

Rejection Notice (Unfunded Proposal)		
Details	**Routing Guidance**	**More Information**
	Use "Withdraw Submitted or Not Funded Proposal" activity on the Pending Sponsor Review Funding Proposal Record. Indicate Reason for Withdrawal as "Not Funded".	

Relinquishment		
Details	**Routing Guidance**	**More Information**
	Email your RSP accountant. There is no change here with RAMP go-live.	

Renewal / Competing Continuation (NIH Type 2)		
Details	**Routing Guidance**	**More Information**
	Use "Create Renewal" button on the workspace of a Funding Proposal in the Awarded state.	

Resubmission of proposal (NIH -AI suffix)		
Details	**Routing Guidance**	**More Information**
	Use "Create Resubmission" activity in RAMP from the workspace of a Funding Proposal in "Not Funded" State	

Revised Budget		
Details	**Routing Guidance**	**More Information**
If adjusting the bottom line total amount of a pending application	Use "Manage Ancillary Reviews (Type: Other)" or "Send Email" activity to obtain Dean's Office review and approval. Then, use "Manage Ancillary Reviews (Type: Other) or "Send Email" to request "RSP Specialist" review and submission.	

Revised Budget		
Details	**Routing Guidance**	**More Information**
If reallocating within the bottom line of previously awarded budget	Email RSP Accountant. No change at RAMP go live.	Please note: if there are changes in commitments or cost share as a result, see those details on this chart for additional routing requirements

Revised Budget		
Details	**Routing Guidance**	**More Information**

Correction of Data or Budget Amount	Email RSP Accountant. No change at RAMP go live.	

Revision (NIH Type 3)		
Details	**Routing Guidance**	**More Information**
	Use "Create Revision" activity in RAMP from the workspace of an Awarded Funding Proposal.	

Sponsored Project Check/Award		
Details	**Routing Guidance**	**More Information**
	See Routing Guidance	

Supplements		
Details	**Routing Guidance**	**More Information**
A supplement is a process by which funds are added to an existing awards. These funds are outside of what we previously committed by the sponsor.	Use "Create Revision" activity in RAMP from the workspace of an Awarded Funding Proposal.	

Termination or Early Termination Notice		
Details	**Routing Guidance**	**More Information**
For various reasons, a sponsor (or the UW) may decide to terminate an award prior to completion. Terminations can have legal ramifications and need to be reviewed by RSP.	Email RSP Accountant.	If requesting notification to the sponsor for early completion of an award, please work with your award accountant.

Transfer (Incoming from another Institution)		
Details	**Routing Guidance**	**More Information**
	Use "Create Funding Proposal" button in RAMP. Question 1, Type of Application, "Is this award being transferred from another institution?" Answer yes.	

Transfer (Institutional)		
Details	**Routing Guidance**	**More Information**
	Email RSP Accountant. No change at RAMP go live.	