Notice of Termination Replies (NOTRs) are uploaded by the administering department and go through numerous approvals and checkpoints prior to submission to OSR. This “how-to” will familiarize you with RAMSeS’ NOTR node and show you the steps of NOTR processing from the departmental view.

This guide demonstrates the following functions in RAMSeS:

• How to locate unsubmitted NOTRs for completion, submission and approval.
• How to create a new NOTR Excel file.
• How to upload Completed NOTR Files and Corresponding Documents.
• What to do when an NOTR is not required.
• What happens when an NOTR is rejected.
• Where the NOTR goes once it is submitted.
Steps in Completing the Notice of Termination Reply (NOTR)

1. Office of Sponsored Research (OSR) sends e-mail notification to Research Account Manager, lead Principal Investigator (PI), NOTR Submitter, and NOTR Approver.

2. NOTR Submitter locates NOTR record in RAMSeS and prepares and uploads NOTR in RAMSeS for processing and approval.

3. NOTR Approver and PI each certify the NOTR in RAMSeS.

4. OSR receives NOTR and prepares final financial report for submission to funding agency.
Seven days prior to the award budget end date, an email is sent to the Research Account Manager, the PI, NOTR Submitter and NOTR Approver notifying them that the award account is terminating and a Notice of Termination Reply (NOTR) is required to close-out the award.

The process begins with the NOTR Submitter.
NOTR Submitter logs in to RAMSeS by inserting your username and password, and then clicking on the "Login" button.
When an NOTR Submitter logs into RAMSeS, he/she sees the number of NOTR submissions for that department. Clicking on this link opens up a list of the current NOTR submissions available for completion.

CREATE, APPROVE, CERTIFY AND REJECT NOTRs IN RAMSeS

The Proposal Dashboard offers you the ability to:
1. start a new proposal by creating an eIPF
2. edit and track your unsubmitted and submitted proposals
3. view and track proposals on which you’re listed as a contributing member
4. certify all proposals on which you’re cited as the PI
5. authorize proposals in your role as a departmental proposal approver.

The Award Dashboard offers you the ability to:
1. view awards on which you’re listed as a member of the Research Team
2. view awards for administering departments where you have been granted award-data access
3. add notes and/or attachments to awards you have access to
4. view the distributions of award moneys to various accounts

Help options include the following:
- FAQ-lists frequently asked questions
- Help with IPF questions-view the CSR website for questions/responses on the eIPF
- Speak to Someone (Contact Finder)- determine who in the administrative office is best-suited to help you with a particular issue

The PDF Generator is a convenient tool that allows you to convert files to pdf documents and save them to a folder of your choice.
New submissions appear when the list is opened.

To start completion of the NOTR, click on the “<New>” link next to the desired account number.
Take a look at the NOTR launch screen.

Notice the award dates are provided next to the account number.

The information in red provides initial instructions for preparing the document, most importantly, the NOTR Excel worksheet. It also instructs the preparer about what to do when an NOTR is not required.

If an NOTR is required for this account, please complete and upload an NOTR (Excel worksheet), and any relevant email/written correspondence, if available. For any electronic action(s), please ensure that the check request or account adjustment number is listed on the NOTR form. If you have any expected expenditures for which you only have paper documentation, please upload a copy of those actions as well. Notes may also be added if further explanation is needed.

If an NOTR is not required, please click "NOTR Not Required" below and follow instructions as indicated.
CREATE, APPROVE, CERTIFY AND REJECT NOTRs IN RAMSeS

Creating and Uploading an NOTR...

For new NOTRs, the preparer would download the NOTR Excel Form, complete it and store it on the appropriate drive.

When naming the document, choose a name that clearly identifies the account number, such as 5xxxxx.xls.

If an NOTR is required for this account, please complete and upload an NOTR (Excel worksheet), and any relevant email/written correspondence, if available. For any electronic action(s), please ensure that the check request or account adjustment number is listed on the NOTR form. If you have any expected expenditures for which you only have paper documentation, please upload a copy of those actions as well. Notes may also be added if further explanation is needed.

If an NOTR is not required, please click “NOTR Not Required” below and follow instructions as indicated.
Once prepared, the NOTR Form is uploaded by the NOTR Submitter to RAMSeS by:

1. Clicking on the Attachment tab.
2. Browsing to the file location and selecting it.
3. Selecting the type of document from the drop down menu, in this case “NOTR”.
4. Finally, clicking on “Add” to attach the document.

Remember, any document can be uploaded here, not just NOTRs. If other supporting documents were necessary, they too, would need to be attached.
Important to Remember:

1. Make sure your completed NOTR form has the proper extension: (.xls for Excel) so it can be opened by those reviewing it.

2. A document type must be selected. If you forget to choose the type of document, an error message will appear and your file will not get attached.
Clicking on the “Add” button attaches the document in RAMSeS and places it in a list of attachments at the bottom of the screen. It is listed but not submitted until the “Submit for Processing” button is clicked.

If an NOTR is required for this account, please complete and upload an NOTR (Excel worksheet), and any relevant email/written correspondence, if available. For any electronic action(s), please ensure that the check request or account adjustment number is listed on the NOTR form. If you have any expected expenditures for which you only have paper documentation, please upload a copy of those actions as well. Notes may also be added if further explanation is needed.

If an NOTR is not required, please click “NOTR Not Required” below and follow instructions as indicated.

Notice at this point, you can remove any document prior to submission. After clicking the “Submit for Processing” button, this option disappears.
Now click on “Submit for Processing” to submit your completed NOTR.

A message will appear on screen to make sure you are ready to submit.

If you are ready, click “OK”. Once submitted, you cannot replace or remove the original NOTR. It is now part of the account history.

If an NOTR is required for this account, please complete and upload an NOTR (Excel worksheet), and any relevant email/written correspondence, if available. For any electronic action(s), please ensure that the check request or account adjustment number is listed on the NOTR form. If you have any expected expenditures for which you only have paper documentation, please upload a copy of those actions as well. Notes may also be added if further explanation is needed.

If an NOTR is not required, please click “NOTR Not Required” below and follow instructions as indicated.
An NOTR Number is generated (5xxxxx-1) and assigned to the original NOTR. If additional versions are necessary, they will be numbered sequentially.

The NOTR Submitter’s job is done for the moment.

The NOTR Approver and the PI must now approve the document before it can go any further.

Clicking on the "Approvals" tab provides the names of the NOTR Approver and the PI.
The NOTR Approver receives an email message that there is an NOTR awaiting his/her approval.

The PI will be asked to certify only after the NOTR Approver has approved the NOTR.

Logging into RAMSeS, the NOTR Approver can see what items await his/her review and approval.

(Often, the NOTRSubmitter and the NOTR Approver are the same person, as is the case here.)
Clicking on the “Dept. Approval Inbox” provides a list of items to be approved under the “To be Authorized” tab.

Notice under the “Status” column that the NOTR is categorized as “Awaiting Approval”.

Click on the account number to bring up the NOTR.
CREATE, APPROVE, CERTIFY AND REJECT NOTRs IN RAMSES

To open the NOTR for review, simply double-click on the NOTR document.

Likewise, click on the Notes tab to check for explanations and comments, and the Approval tab for a list of approvers. Approval or rejection of the NOTR can be made while in any of these tabs.

Your review is requested of the documentation attached above, including any notes that may have been added. You may add a note as well, if need be.
Notice that both the NOTR Approver and the PI have the opportunity to approve or reject the NOTR.

Both must authorize the NOTR for it to continue through the process and be submitted to OSR.

Once review is complete and you are ready to approve the NOTR, click on the “Approve This NOTR” tab to continue with the approval process.
The NOTR Approver is asked to certify the NOTR. Clicking “OK” certifies the document on behalf of the NOTR Approver.
A note appears at the top of the screen indicating the NOTR has been approved by the NOTR Approver.

Clicking on the “Approvals” tab shows the approval in green.

The PI Certification remains in red, indicating the NOTR awaits his/her approval.
The PI then receives the request to certify the NOTR.

The PI checks his/her PI Certification Inbox for items requiring certification.
Just as the NOTR Approver did previously, the PI can open the NOTR to review it before certifying.
Once s/he has reviewed the NOTR and is ready to approve it, the PI clicks on the “Certify This NOTR” button.

The PI is also asked to certify the NOTR, just like the NOTR Approver.
A note appears to indicate the NOTR has been certified by the PI. Now both approvals are in green, indicating the NOTR is now ready for review by OSR.
What if I don’t need to complete an NOTR?
In the NOTR screen, the last sentence in red instructs the preparer what to do when an NOTR is not required.

Begin by clicking on the “NOTR Not Required” button at the bottom of the screen.

If an NOTR is required for this account, please complete and upload an NOTR (Excel worksheet), and any relevant email/written correspondence, if available. For any electronic action(s), please ensure that the check request or account adjustment number is listed on the NOTR form. If you have any expected expenditures for which you only have paper documentation, please upload a copy of those actions as well. Notes may also be added if further explanation is needed.

If an NOTR is not required, please click “NOTR Not Required” below and follow instructions as indicated.
If you click on “NOTR Not Required” you will be asked to indicate why that is the case. Currently, there are two options, “Extension Expected” and “Other.”

Because the number one reason for deferment of an NOTR is “extension expected”, this is a choice. “Other” cases that warrant deferment should be significantly less in number.

If a case of an extension, select “Extension Expected” and then click on “Next.”
The screen appears requesting supporting documentation for the extension request. Download attachments by:

1. Clicking on the Attachment tab;
2. Browsing to the file location and selecting it;
3. Selecting the type of document from the drop down menu, in this case “NOTR”;
4. Finally, clicking on “Add” to attach the document.

(Notes may also be added by clicking the “Notes” tab.)

Please upload any supporting documentation, e.g., extension request submitted to the agency, approval for extension received from the agency, etc. NOTE: Supporting documentation is required to complete this submission. Notes may also be added if further explanation is needed.
The added document appears at the bottom of the screen.

Notice at this point, you can remove any document prior to submission. After clicking the “Submit for Processing” button, this option disappears.
Select “Submit for Processing” and a pop-up window will appear asking if you’d like to submit the NOTR. Clicking on “OK” will submit the request.

Please upload any supporting documentation, e.g., extension request submitted to the agency, approval for extension received from the agency, etc. NOTE: Supporting documentation is required to complete this submission. Notes may also be added if further explanation is needed.
A message will appear to tell you your request is pending.

The request now goes to the NOTR Approver and the PI for certification before continuing to OSR.
If you select the option “Other”, a pop-up window will appear for an explanation.

Clicking on the “next” button will bring up a pop-up window asking if you are certain you wish to submit.

Clicking on “OK” submits the request or appropriate approvals.
All requests regarding the submission or postponement of NOTRs require authorization by the NOTR Approver and the PI, so they are always informed of the NOTR status. Thus, once an NOTR Submitter makes a request, it will be rerouted to the NOTR Approver and the PI for approval in RAMSeS.
Through the NOTR tabs, you will be able to track each NOTR from creation to completion.

The “My Dept.” tab shows all NOTRs administered by your department.
Okay, but what happens when the NOTR is rejected?
NOTRs can be rejected by the NOTR Approver or the PI.

If “Reject This NOTR” is selected, a pop-up screen appears requiring an explanation for the rejection.

Once the explanation is complete, the NOTR Approver or the PI selects the “Reject” button.
Once rejected, an email will be sent to the NOTR submitter, NOTR approver, PI, and Research Account Manager so appropriate revisions can be made.

In RAMSeS, the rejected NOTR is recategorized as “unsubmitted” and recycled through the approval process again. The original NOTR and supporting documents remain attached to it.

Once approved by the NOTR Approver and PI, the NOTR will be routed to OSR for processing.
Now that we have all our approvals, what happens next?
CREATE, APPROVE, CERTIFY AND REJECT NOTRs IN RAMSeS

OSR receives the NOTR…

Dept. & PI Approved

OSR through RAMSeS

UNC-Chapel Hill
Office of Sponsored Research

DEPARTMENT & PI REVIEW AND APPROVAL
OSR reviews each type of NOTR and ensures that each is ready for further processing.

If anything is in question at this stage, the department is contacted for clarification.

The NOTRs are then assigned to various individual reporters to process the NOTR in conjunction with the final report (an FROE—Final Report of Expenditures) and subsequent close-out of an award.

Once in the appropriate reporter’s hands, s/he will contact the department with questions that may arise.

Because reporters have many NOTRs to process, the better prepared the NOTR, the more swiftly it can be processed.