OSR Policy 200.7 — RAMSeS (Research Administration Management System & electronic Submission)

Policy Statement

RAMSeS (Research Administration Management System and electronic Submission) is the University's official proposal tracking and award management system. All research proposals requesting funding for a grant, contract or cooperative agreement, whether an electronic or paper submission, must be recorded in RAMSeS. This is accomplished by preparing an electronic Internal Processing Form (eIPF) which is mandatory for each application, regardless of the funding source. Access to RAMSeS requires the user's University ONYEN account or SOM ID.

Reason for Policy

RAMSeS is used to create and manage the official University record for each sponsored project in a consistent, efficient manner. Each record contains both financial and compliance information necessary for proposal submission as well as financial management once an award is funded.

Exclusions/Exceptions

None.

Procedures and Related Policies

The procedure listed below provides guidelines for performing administrative functions within RAMSeS:

- OSR Pol 200.7-Pro 1 Obtaining Administrative Roles in RAMSeS
Research Tool Kits

Proposal Development and Submission: Developing a Proposal

Contacts

Questions and concerns can be submitted online at Ask OSR or by using the OSR staff directory. Within RAMSeS, the “Speak to Someone” option assists in locating the staff member best suited to address project-specific issues.

References

- [Research Administration Glossary at Carolina](#)
- [1. UNC Sponsored Programs and Research Council (SPARC), Approved Delegations of Authority to Sign Grants & Contracts and Cooperative Agreements for Chancellor and the President, Revised, October 17, 2007.](#)
- [3. University Grants Processing Policy.](#)

Revision History

Prior Revisions: The policies in the [Office of Sponsored Research Policies & Procedures Manual](#) supersede any OSR policies, procedures and appendices previously included in the [University Business Manual](#), a publication of UNC Chapel Hill’s [Division of Finance](#).