“The eIPF as Compliance Tool”

RAMSeS

Research Administration Management System &

eSubmission Training

OSR Symposium

July 29, 2015
RAMSeS is the official proposal tracking and award management system for The University of North Carolina at Chapel Hill. It is used to create and manage the official University records for externally sponsored projects. Each record contains both financial and compliance information necessary for submission and award of a proposal.

All proposals requesting funding from an external sponsor, whether submitted electronically or via hardcopy, must be routed through RAMSeS. This is accomplished by preparing an electronic Internal Processing Form (eIPF) which is mandatory for all applications regardless of the funding source (federal, state, private, non-profit, etc.) or submission method.

**RAMSeS Submissions**

Log into RAMSeS to create or work with a current submission by going to the following link: https://apps.research.unc.edu/ramses/. There is also a link on the Office Sponsored Research’s webpage http://research.unc.edu/offices/sponsored-research/.

To login, enter your Onyen and password at the login screen.
Once you are logged in, the screen will look like the figure below. The home page, also referred to as the “Dashboard,” is where Principal Investigators (PIs) or administrators create new or access prior submissions and awards. It is also the place for administrators to access proposals affiliated with their respective departments, schools/colleges, etc.

Creating a New Proposal
Click on the Start New Proposal link and complete the required fields.

IMPORTANT: Throughout the IPF you may see a magnifying glass icon (🔍) which signifies a look-up field. Simply click the icon and a pop-up window will appear to allow you to search from relevant databases.

An asterisk (*) indicates that the question must be answered before the page can be saved.

The first screen in RAMSeS is divided into two sections: Funding Agency(ies) and General Proposal Information.
1. Funding Agency

- **Funding Agency**: Select in the pop-up window the Agency/Sponsor that will directly fund the research/project at UNC-CH. Generally speaking, this is the Agency/Sponsor whose name will be on the check to UNC-CH or to whom OSR will send invoices. If the Sponsor is not listed, select “Organization Not Listed” and you may type in the name of the Sponsor.

- **Funding Opportunity/Sponsor Application Number**: (If applicable) enter the alphanumeric number provided by the Sponsor for this proposal. Ex. PAR-14-203

- **Sponsor Program Name**: (If applicable) enter the sponsor’s program name for this proposal. Ex. Jr. Faculty Scholar

- **Proposal Guideline URL**: (If applicable) enter the web address of the guidelines/instructions associated with the Sponsor’s application.

- **Prime Funding Agency**: (If Applicable) the Prime Funding Agency applies when UNC-CH receives a subgrant or subcontract from an intermediate funding source. (e.g., NIH awards a grant to Duke and Duke awards a subgrant to UNC-CH. NIH is the Prime Funding Agency and Duke is the Funding Agency.)
2. General Proposal Information

1. *Project Name*: This may be different than the “Project Title” and is used for tracking purposes.
2. *Initial Start Date*: Please use the calendar to select an initial start date.
3. *Project End Date*: Please use the calendar to select a project end date.
4. *Activity Type or Chess Code*: Please select the most appropriate activity type from the drop down list (e.g., Research, Training, and Clinical Trial). For additional information on CHESS codes at UNC, visit http://intranet.northcarolina.edu/docs/aa/research/sparc/G_CHESS_taxonomy.pdf

5. Proposal Type (Please select one):
   - *Supplement*: Select if requesting additional new dollars, extending period of performance or requesting a change in the scope of work on an existing award.
   - *New*: Select if you are requesting new dollars NOT associated with an existing contract or grant.
   - *Non-Competing Continuation/Progress Report*: Select if requesting release of dollars previously committed by sponsor/agency for an existing contract or grant.
   - *Renewal (competitive)*: Select if requesting new dollars for continuation of an existing award to establish a new budget period.
   - *Resubmission or Amendment*: Select if a previously submitted proposal is being reviewed for funding by the sponsor. The submission of a revised request would occur for the following reasons:
     1. Revised Personnel
     2. Revised Cost Share
     3. Revised Budget
   - *Revision (competitive)*
   - *Recurring Contract*

If this proposal does not meet one of these proposal types, please contact the appropriate grant and contract specialist to discuss the specific circumstances.

- *Award Type*: Select the appropriate agreement.
  - *Contract*: Select for contracts, then identify the type of contract:
    - Federal
    - Foundation/Non-Profit
    - State
    - Industry
  - *Grant*: Select if this proposal is a non NIH grant.
  - *NIH_Grant*: Select for all NIH grants, then identify the type of NIH grant:
    - Other
    - R01
    - K-Series
    - All Other R-Series
    - F-Series
    - T-Series
    - U-Series
  - *Clinical_Trial*: Select for clinical trials, then identify the type of clinical trial:
    - Federal
    - Foundation/Non-Profit
    - State
    - Industry
  - *Incoming_Subcontract*: Select if this proposal is an incoming subcontract.
  - *Cooperative_Agreement*: Select for cooperative agreements
*Will this proposal be submitted electronically to the Sponsor?: Indicate if this proposal is being submitted by some electronic method to the sponsor.

- **Select electronic method:** Choose one of the following: Grants.gov, website, email, other. If this is being submitted by Cayuse, select Grants.gov.

- **Does the sponsor require a paper copy of this proposal or any part thereof?:** Please indicate if any hard copy documentation is required to be submitted to the sponsor. If so, it will be necessary to bring such documents with bar-coded cover sheet to the appropriate administrative office (OSR, SPO, or OCT). (The PI and eIPF creator will receive an email directing them to provide the cover sheet and any hard-copy documents once the eIPF has been approved by all departments.)

- **If NIH, is this proposal an RPPR?:** Please indicate if this proposal is being prepared for Research Performance Progress Report which is completed through the eRA Commons website. For more information about RPPR and eRA Commons visit the [NIH Grants & Funding FAQ](#).

- **Award Admin Department** (Lead Unit): Select the UNC-CH Department that has the responsibility to manage the contract or grant. This unit will receive all OSR post award information such as monthly financial statements.
• *Please identify a primary award contact who will manage this project should it be awarded:* This individual will provide administrative support once the project is awarded.

• **Affiliated Center/Institute:** Select other UNC-CH Centers/Institutes that will contribute space, personnel, or equipment to this project.

• *Sponsor Deadline:* Enter the date by which the proposal must be received by the Agency/Sponsor. Generally, OSR, SPO, and OCT review proposals in the order in which they are received; however, consideration is given to the sponsor deadline. Proposals should be received by OSR, SPO, or OCT one to two weeks in advance of the sponsor deadline to ensure proper review and timely submission.

• **Previous UNC-CH Account Number** (7 digits, no hyphen): If this proposal amends, supplements, renews or continues an existing project, provide the most recent UNC-CH account number. This information will assist in proposal review.

• *Title of Project:* Include the full title of the proposal which UNC-CH is submitting to the Funding Agency. This title should match the title on the cover letter and face page to the sponsor and the abstract.

Once all the required fields have been completed, click the “SAVE” button located at the bottom of the page. This initial menu will have only the General Info and Submission Notes sections checked as complete. Check marks will appear by other sections as they are filled in and saved.
Subcontractors

If subcontractors are included as part of the proposal, list the subcontractor names and provide the requested information below.

1. Statement of Work
2. Budget
3. Budget Justification
4. If NIH, 398 and 2590 face page, budget pages for initial and out-years, budget justification, checklist, and UNC Subcontract Commitment Letter.
5. If NIH is not the Sponsor Agency, a UNC Subcontract Commitment Letter.
6. The negotiated Indirect Cost Rate Agreement

Additional information that may be required is

1. Representations and Certifications.

NOTE: The IPF Creator should check with proposed subcontractor(s) to verify their conflict of interest policy is CFR-compliant. You can go to this web site to verify if the institution has reported that they are in compliance <http://sites.nationalacademies.org/PGA/fdp/P070596> Delays may occur in the processing the IPF if a CFR-compliant policy is not in place and/or cannot be verified.
Subcontractor Personnel

When the response to the conflict of interest question is ‘No’ on the preceding screen, RAMSeS automatically populates a link for “Subcontractor Personnel” on the IPF Item List.

- Personnel are added for each subcontractor (indicated on Subcontractor screen without a CFR-compliant COI policy) by selecting the appropriate subcontractor from dropdown list of subcontractor(s).

- A minimum of one individual must be added for each subcontractor indicated on Subcontractor screen. Individuals will be required to complete a UNC COI disclosure.

- Individual’s first and last name, email address and role are required fields. Subcontractor personnel will be identified by email address, and the email address cannot be edited once it has been added and saved. However, if email address is entered and saved incorrectly (prior to IPF submission) the individual may be removed and re-added with the correct email address.

- **NOTE:** Additional personnel added at time of award for subcontractors without a CFR-compliant COI policy will also be required to complete a UNC COI disclosure.
**Personnel**

*All personnel participating in sponsored projects* must be listed on the IPF. COI disclosure will be required for the roles listed in the dropdown box below (except for the roles of Fellow, Fellow (individual NIH Fellowship), Graduate Research Assistant, Project Manager, and Technical Staff).

Provide the requested information about all individuals involved with this proposal. NOTE: The research team must include individuals named on the budget, as well as administrative contacts and investigators whose research protocols (human and animal) may be used on the project (if applicable). (See definitions below.)

- **Add Investigator Information**: Simply click the look-up icon and a pop-up window will appear to allow you to search the UNC database by last name. Please note- Lead Principal Investigator MUST BE entered first. If the individual cannot be found, select “Person Not Listed” at the bottom of the screen and a window will appear to allow you to add the individual manually. Please provide the person’s PID (if known), first name, last name, and click “Submit”. For each research team member, enter the corresponding phone, email address, department, role (see below), and expected percentage of effort (see below). In addition, if an individual holds dual appointments and the wrong department was selected for this IPF, you may change the department.

- **Roles**:
  - Lead PI - must be selected first
  - PI – should be used if there are multiple PIs
  - Investigator – for co-investigators
  - Admin Contact – can edit IPF
- **Lead Principal Investigator:** Every proposal must have one (1) Lead Principal Investigator. This individual is responsible for the technical, regulatory and financial aspects of the project. Please verify that the person listed as the Lead PI is eligible to serve in accordance with the following UNC-CH policy: Only full-time permanent EPA employees are eligible to serve as Principal Investigators on sponsored research projects. Any exceptions require the approval of the department chair and the dean. For additional guidance on this policy, please contact the Office of Sponsored Research (phone 966-3411).

- **Investigator:** This individual is considered to be a primary contributor to the successful conduct of a research project; any person who is responsible for the design, conduct, or reporting of research.

  - **Principal Investigator:** This individual should only be selected if the Sponsor allows for multiple PIs, and must meet all of the criteria for a PI. Other roles that may fall under this designation include: Research Scientist, Research Specialist, Research Associate, or Scholar.

  - **PostDoctoral Research Associate:** This individual has received a doctoral degree and serves on the research project.

  - **Fellow:** This individual is a student, pre or postdoc applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.

  - **Graduate Research Assistant:** A post baccalaureate student who serves on the project.

  - **Clinical Research Coordinator:** This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.

  - **Project Manager:** An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.

  - **Technical Staff:** This individual performs standardized or routine measurements, analyses or procedures in support of the research project.

  - **Undergraduate Student:** This role defines an undergraduate student who does not meet the definition of “Fellow.”

  - **Administrative Contact:** This individual has proposal edit rights, but is not named on the budget (e.g., department contract and grant manager).

  - **Administrative Assistant:** This role is used on a limited basis on eligible funding opportunities, for example, program project or state contracts.

  - **Other Key Participant:** A person contributing effort to the research that does not fit the roles defined by the existing roles.

- **Sponsored Effort %:** The individual’s total effort on the project.

- **Cost Shared Effort %:** The portion of the individual’s total effort that will be cost shared.
• **Total Calendar Months:** Use this worksheet to assist in the conversion of Time & Effort to Person Months ([link to Conversion Table](#)). There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term. Here is a breakout for each:
  
  o Academic Year (AY) 9 months 39 weeks 273 days
  o Summer Term (SM) 3 months 13 weeks 90 days
  o Calendar Year (CY) 12 months 52 weeks 365 days

### Non UNC Personnel

Consultants (Independent Contractors) are to be added as “Non-UNC” personnel.

a) By checking “This individual is non-UNC personnel,” a screen is triggered which includes four questions about the role of the individual:

1. Does this person substantially contribute to the design of the study?
2. Is this person conducting any experiments or activities?
3. Is this person directly involved in or have control over the collection of data?
4. Is this person involved in the analysis of the data?
(4) Is this person involved in the analysis of the data?

b) Non-UNC personnel with any “Yes” responses are automatically added in the role of “Independent Contractor (Investigator)” and will be required to complete a UNC COI disclosure.

c) Non-UNC personnel with all “No” responses are automatically added in the role of “Independent Contractor” and will not be required to complete a UNC COI disclosure.

The personnel screen will list all UNC personnel participating in the sponsor project followed by the independent contractors. See the example below.

<table>
<thead>
<tr>
<th>Person</th>
<th>Dept</th>
<th>Role</th>
<th>FT/PT</th>
<th>FTE</th>
<th>Clinical 9/12 Month</th>
<th>Salary</th>
<th>Sponsored Effort %</th>
<th>Cost Shared Effort %</th>
<th>% Effort Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Quinn</td>
<td>Vice Chancellor for Research</td>
<td>Lead Principal Investigator</td>
<td>F</td>
<td>1</td>
<td>N/A</td>
<td></td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Phyllis Daugherty</td>
<td>Office of Sponsored Research</td>
<td>Technical Staff</td>
<td>F</td>
<td>1</td>
<td>No 12 Month</td>
<td>N/A</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Michael Kilmartin</td>
<td>Vice Chancellor for Research</td>
<td>Fellow (Individual NIH Fellowship)</td>
<td>F</td>
<td>1</td>
<td>No 12 Month</td>
<td>N/A</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Andy Johns</td>
<td>Vice Chancellor for Research</td>
<td>Administrative Assistant</td>
<td>F</td>
<td>1</td>
<td>No 12 Month</td>
<td>N/A</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Stewart</td>
<td>NON-UNC, all no responses</td>
<td>Independent Contractor</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Geraldine</td>
<td>NON-UNC 1 yes response</td>
<td>Independent Contractor (Investigator)</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
1. Initial/Current Budget Period

- **Begin Date**: The start date for the initial period/first year of the project. Click the graphic next to the field to select the date.

- **End Date**: The completion date of the initial period/first year of the project.

- **Direct (no commas)**: The estimated Direct costs for the first budget year of the project.

- **F&A base** (or Modified Total Direct Costs [MTDC]): consists of all salaries and wages, fringe benefits, materials and supplies, services, travel and subcontracts up to $25,000 of each subcontract (regardless of the period covered by the subcontract). F&A base shall exclude *equipment, capital expenditures, and charges for patient care and tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subcontract in excess of $25,000. (Reminder: Mandatory in-state tuition for eligible GRAs on research grants must be excluded from the F&A cost base for each budget year.) (*Equipment is defined as an item costing greater than $5,000)

- **F&A Rate**: the F&A rate defaults to the current Organized Research rate, but may be changed by simply clicking “Change Rate”. More information on F&A rates is available on the OSR web site.
• **F&A Amount:** Click “Calculate Amt” to obtain the product of the F&A base and the F&A rate. If necessary, this field may now be edited manually. [More information on F&A rates](#) is available on the OSR web site.

• **Initial Funds Req:** This field may either be calculated by clicking “Calculate Total” or changed manually.

**Total Period (Total Request)**

Enter the corresponding information for the Total Period.

2. **Cost Sharing or Cash Matching (initial/current budget period)**

Does the proposal include funds or contributions in the form of cost sharing or cash matching? Please indicate whether this proposal commits UNC-CH, the Department/Institute, and/or a subcontractor to provide cost sharing or cash matching in support of this project.

NOTE: All cost sharing must be documented in accordance with established criteria. The Lead Principal Investigator and his/her Department Chair must concur with and commit to any cost shared resources.

• **If yes, answer the following question:** Please enter the expected cost share amount and the expected cost share account.

• **If yes, check the appropriate type(s):** Please check all that apply.
  - Agency Mandated: Cost sharing which is required either by Federal statute or established by Sponsor policy. The costs are documented and are necessary and reasonable for proper and efficient accomplishment of project objectives.
  - Voluntary (Mandatory if Awarded): Cost sharing which is not required by Federal statute or sponsor policy, or which is in excess of any such stated requirements and is volunteered to substantively demonstrate the collective university commitment to a project.

• **F&A:** The PI elects to provide cost sharing by charging less than the full indirect cost rate applicable to the project. This type of cost sharing requires F&A rate reduction approval by OSR. The [F&A Cost Policy](#) is available online. F&A rate reduction request forms are available online at:
  - Sponsor is a for-profit entity ([Rate Reduction Request form](#))
  - All other sponsors ([Rate Reduction Request form](#))

• **In-Kind:** Normally encountered in public service-oriented projects involving the contribution of services from outside the University. Such services might be donated by student tutors, private M.D.s, dentists, volunteers, etc., or consist of property donated by non-Federal third parties. Although the University does not pay for such services, these must be documented and should, at a minimum, entail a record of dates and time donated by the individual. IMPORTANT: FAILURE TO MEET OR ADEQUATELY DOCUMENT IN-KIND CONTRIBUTIONS COULD RESULT IN A PRO-RATA PORTION OF UNIVERSITY-INCURRED COST BEING DISALLOWED AND THE CREATION OF A SERIOUS FINANCIAL PROBLEM.

• **Matching:** Involves a University contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project cost is processed in accordance with the agreement such as 75% Federal and 25% non-Federal.
• Salary Cap: A mandatory form of cost sharing whereby a sponsor (typically the NIH) limits the salary payable to a PI.

• Other: Use this field to describe other types of Cost Sharing or Cash Matching.

Are you requesting the Vice Chancellor for Research provide funds to support this proposal? Please indicate whether this proposal commits UNC-CH (not the Department/Institute) or a subcontractor to provide cost sharing or cash matching in support of this project.

Personnel/Space/Equipment

• Do you need additional resources to do this project over and above what is requested in the proposal budget?
  o If yes, check any that apply, and provide justification for each in the space provided. Also indicate if approvals from your (or other) department(s) have been obtained.
F&A Sharing

If you have individuals on your personnel tab from different departments. You will be required to complete the F&A Sharing section of the IPF. The F&A Sharing section will only be visible in IPFs that meet this criteria.

This tab allows the eIPF creator to designate how F&A will be distributed between collaborating departments when the Lead Principal Investigator’s and a Co-Principal Investigator(s)’ home departments are not the same.

The shared F&A percentages will be pre-populated in accordance with the standard formula for the distribution of F&A recoveries outlined in the policy on Sharing of Facilities and Administrative (F&A) Cost Reimbursements in Collaborations (link to policy-PDF). This standard formula (see below) is not fixed (except for the 3.9% for the Dean or Vice Chancellor) and may be revised based on negotiations and agreement between departments; however, any accepted redistribution of the percentages must always total 19.5%.

- 3.9% Dean or Vice Chancellor
- 5.2% Home Department(s) of Principal Investigator(s) and any Qualifying Co-Investigators
- 5.2% Unit where award is administered
- 5.2% Units(s) where work is actually performed (note: if the unit and F&A percentage is already listed above, enter the unit again and indicate zero F&A percent)

Please Note: At this time, the “F&A Sharing” tab on the IPF is strictly for documentation of departmental F&A recovery. All departments are strongly encouraged to revisit and review their internal processes for routing and approving eIPFs when the project involves a Lead PI and collaborating Co-PI(s) from different home departments. The OSR, SPO, and OCT will accept the distribution of F&A as submitted in the eIPF and not attempt to verify or change this information.
Research Subjects

Human Subjects (direct link to OHRE)

Using the magnifying glass will allow you to identify all human subject protocols for every member of the research team listed on the Investigator/Research Team section. Select the relevant protocol(s) that are associated with this proposal. The remaining yes/no questions are necessary for IRBs to accurately link research proposals with approved protocol(s).

If the proposal involves human subjects and no submission to the IRB has been made, indicate:

- **JIT:** (Just in Time processing) the review package will be submitted for IRB review once UNC-CH is notified that funding/award is imminent.
- **Not Submitted**
Using the magnifying glass will allow you to identify all animal protocols for every member of the research team listed on the Investigator/Research Team section. Select the relevant protocol(s) that are associated with this proposal. The remaining yes/no questions are necessary for the IACUC to accurately link research proposals with approved protocol(s).

If the proposal involves animal subjects and no submission to the IACUC has been made, indicate:

- **JIT:** (Just in Time processing) the review package will be submitted for IACUC review once UNC-CH is notified that funding/award is imminent.
- **Not Submitted**
Special UNC-CH clearances may be required if these research materials are used in the sponsored research. Please contact DEHS for guidance dehs@unc.edu
Export Control

Export Control web sites have been created to assist with determining whether compliance issues exist. The OSR will assist PIs in assessing the application of such regulations, but primary compliance responsibility will rest with the Lead Principal Investigator of the research. If you have any questions about export control regulations, please visit one of the Export Control web sites:

- [http://osr.unc.edu/policies/export_control.php](http://osr.unc.edu/policies/export_control.php)

Lead Principal Investigators shall determine with OSR input that:

- any research effected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required
- any change in the scope or addition of new staff may require a re-determination
- * Do you anticipate sending/transporting anything or receiving anything from outside of the US? This applies to both actually exporting or importing equipment or other items or hand-carrying items into or outside of the country.
• * Do you anticipate any travel outside the US associated with this project?  
  This applies to any member of the research team.

• * Will you send your research results to a foreign country or foreign national?  
  This applies to unpublished documentation. The term “foreign national” is defined as a person (natural 
  person as well as a corporation, business, association, partnership, society, trust, or any other entity, 
  organization, or group, including government entities) who is not a lawful permanent resident of the 
  United States (i.e. an individual who has not been lawfully accorded the privilege of residing 
  permanently in the United States as an immigrant in accordance with the immigration laws or who is not 
  a protected individual. (A “foreign national” is a person that has not been issued a “green card” by the 
  U.S. government, or who possesses only a student visa)

• * Is any member of the research team a foreign national? See above for definition.

Intellectual Property

Management of intellectual property has significant overlap with management of sponsored research. 
Contractual terms in sponsored research agreements and licensing or material transfer agreements can
sometimes conflict. Your answers to these questions will help us speed communication and avoid problems that may delay your project.

For additional information regarding any of the Intellectual Property questions, please contact the Office of Technology Development (OTD) at otd@unc.edu or you may visit Commonly Asked Questions and Answers About Patents & Licensing.

- **Disclosure**: Disclosure refers to the submission of a Report of Invention (ROI) to the Office of Technology Development. An ROI may lead to the filing of a patent application and may further lead to commercial licensing of the invention, regardless of whether a patent application was filed. An ROI may be submitted electronically at https://cfx.research.unc.edu/blue/

- **Patent**: A patent is a Federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

Sponsored research projects may contemplate further development of UNC inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations require that OSR take care to address these issues appropriately in the sponsored research agreement.

- **Transfer Agreement**: A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the UNC researcher has obtained the limited right to use something owned by another entity. UNC researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, OSR must take care to avoid conflicting obligations between the transfer agreement and the sponsor of the proposed research.

- **License**: A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If a UNC invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, OSR must take care to avoid granting rights in that invention to the sponsor.

**Is this proposal an SBIR (Small Business Innovative Research Program)?**

- SBIR is a highly competitive program that encourages small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation’s R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

**Is this proposal an STTR (Small Business Technology Transfer Program)?**

- STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation’s premier
nonprofit research institutions. STTR’s most important role is to foster the innovation necessary to meet the nation’s scientific and technological challenges in the 21st century.

Community Engagement

All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (e.g., university, employee, student, and visitor spending). However, this question addresses projects that emphasize benefits to North Carolina citizens beyond the immediate university community. Please check all that apply to this project.

- *Can some or all of the proposed project activity be considered community engagement?
- *Will some or all of the proposed project budget be used for community engagement?

The information requested in this section is being gathered at the UNC General Administration’s request to assist them in reporting on research activities that meet the needs of North Carolina’s citizens.
Locations of Budget Expenditures

Please indicate the locations where your research budget will be expended and assign a percentage of the budget expended to each location. Percentages should reflect the portion of the total budget which would be expended in that location.

The sum of percentages in all locations must equal 100%. It currently adds up to 0.00%. Please add/remove locations accordingly.

**UNC-CH Locations:**
In the drop-down box, select the specific campus location(s) where research will be conducted.

**In-State County Locations:**
In the drop-down box, select the NC county or counties in which sponsored activities will occur. More than one county can be selected or all counties can be selected.

**Out-of-State Locations:**
In the drop-down box, select the state(s) in which sponsored activities will occur. More than one state can be selected or all states can be selected.

**International Locations:**
Please select the name(s) of the country or countries where sponsored activities will occur.
Locations Relevant to Your Project

Many projects are associated with a particular geographic location. For example, for projects involving or affecting human or animal populations (collecting new data or analyzing existing data), these geographic locations would be where the humans or animals live. For environmental studies, these geographic locations would include the site(s) of the phenomenon under study.

Please add geographic location(s) relevant to your project below. Ensuring that all pertinent locations are reflected allows UNC-CH to accurately map the areas relevant to this project.

Once you input all of the locations for your project, click the “Locations Listing Complete” button at the bottom of the page.
Please select a CIP code (Science Code) that describes the type of research contained in this proposal: The CIP is a taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It was developed to facilitate NCES’s collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity. For additional information on Science Codes please visit the National Center for Education Statistics web site.

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**Attachments**

You may add as many attachments as necessary. These attachments will be viewable to all the IPF approvers across campus that are listed on the “Approving Departments” tab. You may edit and/or remove an attachment before it is submitted. Once submitted, however, attachments may only be viewed. Within the RAMSeS system, these documents will be labeled ‘IPF’ indicating that they were uploaded during the submission of the IPF.

Additional proposal documents may be uploaded after the IPF has been submitted and assigned for viewing by the following roles: IPF Creator, Lead PI Only, Admin Award Dept IPF Approver, Lead PI Appt. Dept IPF Approver, Certifying Investigator(s), Research Team, or All IPF Parties. Any document uploaded after the IPF is submitted will be automatically viewable by the Admin Office as well as OSR, OCT, and SPO. Such documents may include JIT a copy of the IRB or IACUC approval documents. Within the RAMSeS system, these documents will be labeled ‘Post Approval’ indicating that they were uploaded after the IPF was submitted.
Approving Departments

Please review the “List of Approving Departments” at the bottom of this screen. Note: the Award Department is always listed first and cannot be changed or removed. The additional departments listed are those that must approve the eIPF. The routing order for these departments can be made sequential or concurrent by changing the number in the drop down box. You may add other departments by clicking the magnifying glass icon and choosing from the alphabetical list. You can only remove a department with a “Remove” field next to the role.
Submission Notes

Submission notes are used to communicate important information about the project both prior to and after submission. Information here could provide budget information, state whether sponsor guidelines limit the F&A rate for submissions, or may outline the reasons for voluntary cost sharing or matching.

Submission notes CANNOT be deleted or edited and everyone with access to the proposal in RAMSeS can read them. Exercise your best judgment when drafting a RAMSeS submission note.

Routing

Once all the eIPF sections to the left of each RAMSeS screen have a green check mark beside them, the Submit button for the entire proposal becomes active. Clicking the Submit button initiates the routing process for review and approval. Submitting the proposal for review and approval triggers email notifications to all persons needing to review and approve the proposal before the sponsor deadline.

Click the Submit button and read through the submission confirmation statements. Then click the Yes button to continue.
What happens once the submit button is pressed?

- Emails are generated to the following individuals/groups:
  - Person who prepared proposal (IPF Creator)
  - Admin. Award Department
  - Lead PI/PI’s (to certify eIPF and conflict of interest)
  - Research Team (to certify conflict of interest)
  - eIPF approvers (to approve at department level)
- eIPF electronically routed to each approving department
- eIPF routed to SPO/OSR/OCT once last department approves with an email to the following individuals:
  - Person who prepared proposal (IPF Creator)
  - Lead PI

Emails are auto-generated to the PI, the initiator and the departmental approver.