



Section 200: General OSR Policies

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

Responsible Officer: Associate Vice Chancellor for Research

Responsible Unit: Office of Sponsored Research

Effective date: July 1, 2008

Last revised on: October 17, 2008

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.
 2. University of North Carolina Policy Manual, 500.4.4.
 3. University Grants Processing Policy.
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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](#).

