

To: Research Administrator Support Group  
From: Andrew Reynolds  
Date: February 19, 2007  
Re: RAMSeS Update- Post Submission Enhancements

Good morning-

Over the weekend, the Office of Sponsored Research and the Office of Research Information Systems rolled out two enhancements to the IPF Attachments feature in RAMSeS.

As you may know, when uploading attachments, there is now a much wider and more descriptive selection of document types to choose from on the drop-down menu. This allows RAMSeS users to more precisely identify specific documents being uploaded to IPFs. The first enhancement being introduced is the ability to designate a security/access level for each document being attached. Since certain types of documents may contain sensitive information, or may otherwise require limited access, this feature allows the person uploading a document to make the determination as to who may access that document. Although assigning access to documents requires an extra step when uploading attachments, it will be advantageous to have all documents relevant to an IPF associated electronically with it in one place, and will eliminate the need for departments to email confidential documents to the Admin Office under separate cover.

With this enhancement in place, the process of uploading attachments will differ only slightly. Once the document has been selected, click the "NEXT" button to designate the security level. At the top of the "Assign Access" list that appears, you'll notice that "Admin Office" has been pre-selected, allowing OSR/SPO/OCT access to all documents. Also, depending on the type of document being uploaded, the list will be pre-populated with suggested security levels, e.g., Lead PI only. The suggested security levels are not fixed, and may be changed at the discretion of the person uploading the document. To allow access to everyone associated with the IPF select "All IPF Parties" at the bottom of the list. (This allows access as it has been all along, to the IPF creator, all IPF Approvers and individuals on the IPF.) To designate access to a specific party or parties, make selections accordingly from the list. You may select as many categories as needed.

The second enhancement being introduced is the ability for Administration Award Departments to upload the final, complete proposal at any point after the IPF has been submitted. This will allow OSR/SPO/OCT immediate access to the final, complete proposal at the time an award is received, thereby streamlining the process of setting up an award and establishing an account. We strongly encourage departments to take advantage of this enhancement and upload their final proposals as soon as they become available.

In the near future this post-submission attachment enhancement will be expanded to allow Admin Award Departments to upload other documents as well. For the time being, we have limited post-submission attachments to final, complete proposals only, since we don't yet have mechanisms in place to manage receipt of other types of documents.

Beginning this week, the view within submitted IPFs will be organized by category. You will be able to access Approvals, Notes, Attachments, Status History and Development Workspace, by clicking on the appropriate tab across the top of the page. For example, the list of uploaded attachments may be accessed by selecting the "Attachments" tab.

Attachments will be listed with detailed information about who uploaded the document, when, the document type and access levels. Only those individuals who have been granted access to attachments will be able to view them. Also, individuals with access to documents may change the security level by clicking on the access designation link located in the "Access" column on the right hand side of the attachments list.

If you have questions, or experience difficulty with these enhancements, or with any aspect of RAMSeS, please contact the ORIS Help Line at 843-2594. And, as always, we welcome your feedback and suggestions. Contact Hamilton Brown ([hlbrown@email.unc.edu](mailto:hlbrown@email.unc.edu) / 843-0874) or Jim Peterson ([jim\\_peterson@unc.edu](mailto:jim_peterson@unc.edu) / 966-2542) at any time.

Thanks very much.

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Andrew Reynolds  
Reporting and Operations Analyst  
Office of Sponsored Research  
phone-(919)962-4396  
fax-(919)962-5011  
[email-andrewr@email.unc.edu](mailto:email-andrewr@email.unc.edu)