

To: Research Administrator Support Group  
From: Hamilton Brown  
Date: June 16, 2006  
Re: RAMSeS Update

Last week marked the beginning of many campus training sessions designed to prepare faculty and staff for the upcoming July 1 deployment of the RAMSeS information system, which will replace the Coeus information system. As a follow up to those sessions, the question arose regarding to what extent OSR and SPO would be transitioning to a completely paperless routing, submission, and file management system. To minimize any possible confusion, the information below provides greater detail on how RAMSeS will impact the day-to-day management of electronic as well as paper copies of sponsored research documents and files.

1. If the Sponsor allows for complete electronic submission, i.e. there is no requirement for the submission of paper copies or original signatures on any related documents, then Departments, Schools, and Centers should create and route an eIPF via RAMSeS with all necessary documents attached thereto (e.g. budget, budget justification, checklist, research plan, subcontractor budget/research plan/commitment letter, etc.). Any final proposal (e.g. a Grants.gov application, etc.) should be separately filed to the web-based file upload tool at [http://cfx4.research.unc.edu/file\\_upload](http://cfx4.research.unc.edu/file_upload) previously described in OSR's May 12, 2006 memo to RASG. From this temporary work-around OSR/SPO will then retrieve the proposal, link it to the eIPF, submit it electronically, and maintain it as an electronic file. As further improvements are made to RAMSeS over the next months this temporary tool will become a permanent and more enhanced feature on RAMSeS itself.
2. In some instances, a Sponsor (e.g. Robert Wood Johnson Foundation and others) may require the PI or an institutional official to complete and directly submit a web-based application which cannot be downloaded and saved as an electronic file. When this occurs, business offices must route the eIPF as well as forward a hardcopy of the application to OSR/SPO.
3. If the Sponsor mandates that an application, or any part thereof, be submitted as a paper copy, then business offices must forward hardcopies of these documents with any original PI or Departmental signatures as required to OSR/SPO for approval prior to submission. This should occur simultaneously to and in parallel with the electronic routing of the eIPF.
4. It is important that a barcoded proposal cover sheet be affixed to any hardcopy documents being forwarded to OSR/SPO. This proposal cover sheet will be automatically generated for the eIPF creator as a result of the answers he/she provides on the eIPF. The barcode on the cover sheet allows OSR/SPO to quickly and efficiently identify to which contract specialist the hardcopies should be routed so they can be matched to the electronically routed eIPF.

Not surprisingly, the extent to which we can go paperless is dependent on the requirements of the Sponsor. Even in Grants.gov, some federal agencies are asking for

hardcopy applications in addition to the PureEdge application package being submitted electronically. Therefore, it is essential that we all read the application instructions very carefully so that we are in full compliance with the Sponsor's expectations even though there may be some duplication and redundancies embedded in this process. However, as we transition from paper to electronic documentation our ultimate goal should continue to be to minimize the Departmental and OSR/SPO paper burden for all sponsored programs as much as we possibly can without compromising our ability to comply with a Sponsor's submission requirements.

Best regards  
Hamilton

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