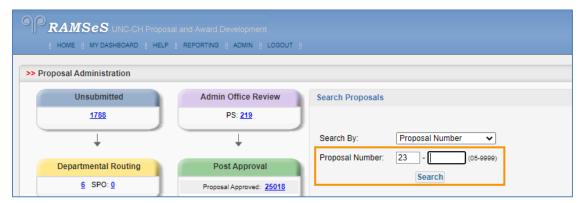
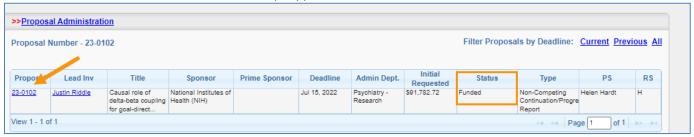
Research Award Management (RAM) Tracker was created to assist Office of Sponsored Program (OSP) staff and leadership with day-to-day management of proposal and award transactions, by providing real-time visibility of the status of transactions as they make their way through OSP. The RAM Tracker (RT) transparency feature enables individuals with access to proposals and/or awards in RAMSeS to view key RAM Tracker information via the Events tab by searching both the Proposal Number or Project ID, as outlined below.

Searching via Proposal (IPF) Number

Under the Admin tab you can search for any submitted Proposals. Anyone with access to the proposal may view the Events tab and open RAM Trackers.



You will not be able to see RTs with statuses of Dept Approval in Process, Not Funded, and Withdrawn.



All RTs will be located under the Events tab and can be accessed by clicking the ID hyperlink.

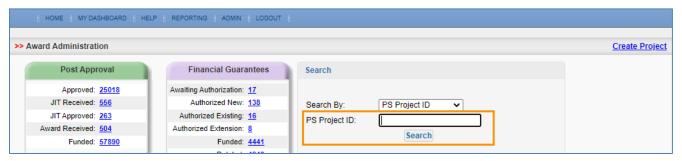


Searching via Project ID

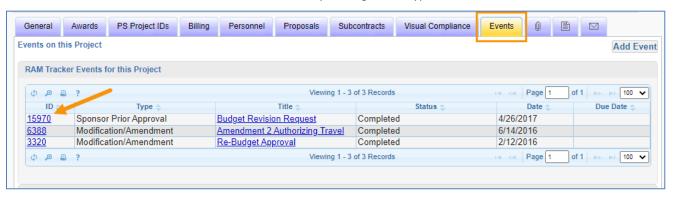
The Project Administration screen is available to anyone with access to the project's award(s).

*NOTE: Individuals with access to a proposal do not automatically have access to its associated awards.

Under the Admin tab you can search by the Project ID for established agreements.



All RTs will be under the Events tab and can be accessed by clicking the ID hyperlink.



Understanding RAM Trackers

RAM Tracker records are listed in reverse chronological order (newest at the top). The display contains the following information for each RAM Tracker:

- RAM Tracker ID
- Transaction Type
- OSP Receipt Date
- Status

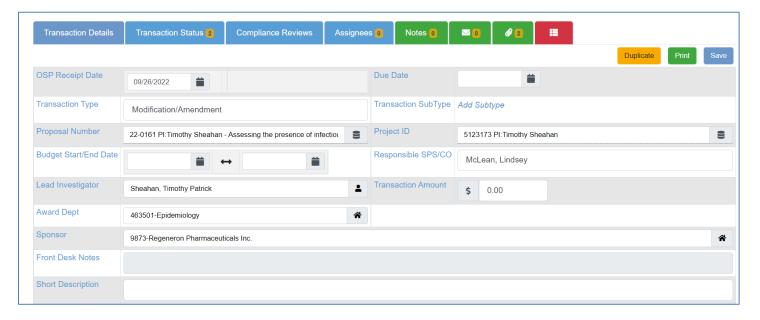
Transaction:

- Transaction ID
- Proposal Number
- Project ID/Award ID
- Award Department
- P
- Sponsor
- Status
- Current OSP Owner



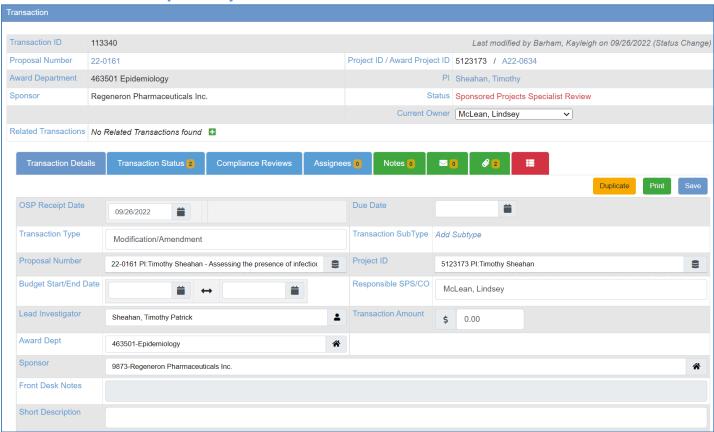
Transaction Details:

- OSP Receipt Date
- Due Date (as applicable)
- Transaction Type
- Transaction Sub
- Proposal Number
- Project ID (as appropriate)
- Budget Start and End Dates
- Responsible SPS/CO
- Lead Investigator
- Transaction Amount
- Award Department
- Sponsor
- Front Desk Notes
- Short Description



Transaction Types:

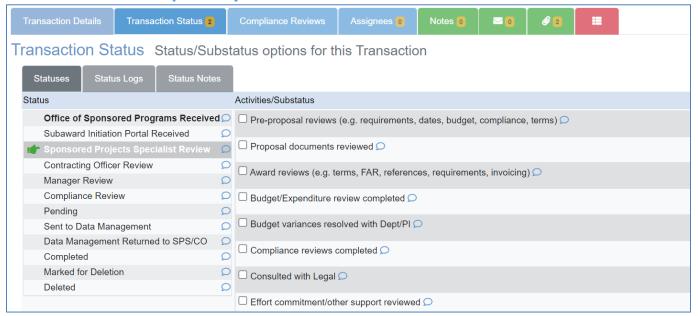
- Financial Guarantee requests for project ID prior to the award being funded, also call LOGs
- **Award** new funding agreement
- Incoming Subaward new funding agreement, where UNC is subrecipient
- Modification/Amendment revisions to existing projects
- Outgoing Subaward funding agreement where UNC is the Pass-Through Entity
- Sponsor Prior Approval request for action that requires sponsor approval
- Non-Financial Agreement non-financial, binding agreement, such as Confidentiality Agreement, etc.
- Budget Revisions changes to existing budget, that may or may not require sponsor approval
- New Subproject ID Request request for project ID issued under existing prime project ID
- Release of Restricted Funds requests to budget applicable restricted funds for an existing project
- KK Date Extensions This DOES NOT change the KK dates, it is a revision is project dates for clinical trials
- Informational Items information that is needed for award management but may not require an action
- IPAS now PAR, Prior Approval Request, that requires either internal or Sponsor approval
- **F&A Waiver** request to waive University established F&A rate
- Prepaid Card Request request for Bank of America pre-paid card, typically for participant use in clinical studies
- Ledger 4 Clinical Trials request for Industry clinical trial setup
- Visual Compliance Search Result review for SPS/CO for visual compliance search result



Transaction Status: Each status contains activities that provide detail as to what action is being taken. If you have a question about the activity or status and the information is **NOT** in the "Notes" then contact the Current Owner.

Below are the Statuses:

- Office of Sponsored Programs Received: An action has been created and is being assigned for review.
- **Subaward Initiation Portal Received:** A SIP submission has been received and is being reviewed by the non-industry contracting team before being assigned to a Contracting Officer.
- Sponsored Projects Specialist Review: An action is currently under review by a Sponsored Project Specialist.
- Contracting Officer Review: An action is currently under review by a Contracting Officer.
- Manager Review: An action is currently under review by the applicable team manager.
- Compliance Review: OSP is reviewing all required compliance elements and may be working with other central offices.
- **Pending**: OSP is waiting on an action or information from a non-OSP entity, which can be the department, other central office or Sponsor.
- **Sent to Data Management**: A pending project ID request action has been fully processed by RA and has been sent to the OSP Data Management team for final processing.
- **Data Management Returned to SPS/CO**: There is additional information that is needed for Data Management to process the action.
- Completed: An action has been fully processed by OSP and no further action needs to be taken.
- Marked for Deletion: The action was a duplicate or not needed and is pending deletion by a manager.
- Deleted: An RT that has been deleted.



Compliance Reviews: This tab indicates if that all required and applicable compliance checks have been completed as required by Federal and State regulations.



Assignees: This tab is currently not in use.

Notes: Notes are listed in reverse chronological order and include the following:

- Note ID
- Note Content
- Type
- Creator
- Created On
- Recorded By



Emails: This includes emails that are sent via RAM Tracker, such as the Project ID has been established.

Attachments: These are attachments in RAM Tracker ONLY, these may or may not be the same attachments in RAMSeS for that project. Documents uploaded to RAM Tracker records may be viewed via Project Administration, Attachments tab by non-Admins, Read-Only Admins, and Admins.

* NOTE: For projects with multiple proposals, RAM Tracker attachments for all proposals are displayed via the Project Events tab.

Only RAM Tracker attachments designated with "All Parties" access may be viewed by campus/non-Admins and Read-Only Admins.

Use the Attachments Tab in the Proposal or Project Administration pages.

