

RAM Tracker Transparency Guide

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.

The screenshot shows the 'Proposal Administration' section of the RAMSeS system. It features a navigation menu with 'HOME', 'MY DASHBOARD', 'HELP', 'REPORTING', 'ADMIN', and 'LOGOUT'. The main content area includes a flowchart with stages: 'Unsubmitted' (1788), 'Admin Office Review' (PS: 219), 'Departmental Routing' (SPO: 0), and 'Post Approval' (Proposal Approved: 25018). A 'Search Proposals' box is highlighted with an orange border, containing a 'Search By:' dropdown set to 'Proposal Number', a text input field with '23' and a masked field '(05-9999)', and a 'Search' button.

You will not be able to see RTs with statuses of Dept Approval in Process, Not Funded, and Withdrawn.

The screenshot shows the search results for Proposal Number 23-0102. The table has columns: Proposal, Lead Inv, Title, Sponsor, Prime Sponsor, Deadline, Admin Dept., Initial Requested, Status, Type, PS, and RS. The 'Status' column is highlighted with an orange box. An orange arrow points to the 'Proposal' column header.

Proposal	Lead Inv	Title	Sponsor	Prime Sponsor	Deadline	Admin Dept.	Initial Requested	Status	Type	PS	RS
23-0102	Justin Riddle	Causal role of delta-beta coupling for goal-direct...	National Institutes of Health (NIH)		Jul 15, 2022	Psychiatry - Research	\$91,782.72	Funded	Non-Competing Continuation/Progre Report	Helen Hardt	H

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

The screenshot shows the 'Events' tab selected in the navigation menu. Below the menu, there are icons for 'Add Event', 'Print', 'Email', and 'Log'. The main content area is titled 'RAM Tracker Events for this Proposal' and contains a table with columns: ID, Type, Title, Status, Date, and Due Date. The 'ID' column header is highlighted with an orange box, and an orange arrow points to the ID '110201' in the first row.

ID	Type	Title	Status	Date	Due Date
110201	Modification/Amendment	Year 2 NoA	Completed	7/21/2022	

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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.

The screenshot shows the 'Award Administration' interface. On the left, there are two summary cards: 'Post Approval' and 'Financial Guarantees'. The 'Post Approval' card lists: Approved: 25018, JIT Received: 556, JIT Approved: 263, Award Received: 504, and Funded: 57890. The 'Financial Guarantees' card lists: Awaiting Authorization: 17, Authorized New: 138, Authorized Existing: 16, Authorized Extension: 8, and Funded: 4441. On the right, there is a search box with a dropdown menu set to 'PS Project ID' and an input field for the ID. A 'Search' button is located below the input field.

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

The screenshot shows the 'Events' tab in the application. The 'Events on this Project' section displays a table of RAM Tracker Events. An orange arrow points to the ID column. The table has columns for ID, Type, Title, Status, Date, and Due Date. The data rows are:

ID	Type	Title	Status	Date	Due Date
15970	Sponsor Prior Approval	Budget Revision Request	Completed	4/26/2017	
6388	Modification/Amendment	Amendment 2 Authorizing Travel	Completed	6/14/2016	
3320	Modification/Amendment	Re-Budget Approval	Completed	2/12/2016	

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
- PI
- Sponsor
- Status
- Current OSP Owner

The screenshot shows a detailed view of a Transaction record. The fields are:

- Transaction ID: 113340 (Last modified by Barham, Kayleigh on 09/26/2022 (Status Change))
- Proposal Number: 22-0161
- Award Department: 463501 Epidemiology
- Sponsor: Regeneron Pharmaceuticals Inc.
- Project ID / Award Project ID: 5123173 / A22-0634
- PI: Sheahan, Timothy
- Status: Sponsored Projects Specialist Review
- Current Owner: McLean, Lindsey
- Related Transactions: No Related Transactions found

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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 Details	Transaction Status 2	Compliance Reviews	Assignees 0	Notes 0	0	2	0
Duplicate Print Save							
OSP Receipt Date	09/26/2022		Due Date				
Transaction Type	Modification/Amendment		Transaction SubType	Add Subtype			
Proposal Number	22-0161 PI:Timothy Sheahan - Assessing the presence of infectio		Project ID	5123173 PI:Timothy Sheahan			
Budget Start/End Date	<input type="text"/> ↔ <input type="text"/>		Responsible SPS/CO	McLean, Lindsey			
Lead Investigator	Sheahan, Timothy Patrick		Transaction Amount	\$ 0.00			
Award Dept	463501-Epidemiology						
Sponsor	9873-Regeneron Pharmaceuticals Inc.						
Front Desk Notes	<input type="text"/>						
Short Description	<input type="text"/>						

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

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Transaction	
Transaction ID	113340 Last modified by Barham, Kayleigh on 09/26/2022 (Status Change)
Proposal Number	22-0161 Project ID / Award Project ID 5123173 / A22-0634
Award Department	463501 Epidemiology PI Sheahan, Timothy
Sponsor	Regeneron Pharmaceuticals Inc. Status Sponsored Projects Specialist Review
Current Owner McLean, Lindsey ▼	
Related Transactions	No Related Transactions found +

Transaction Details	Transaction Status 2	Compliance Reviews	Assignees 0	Notes 0	0	2	0
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OSP Receipt Date	09/26/2022 📅	Due Date	📅
Transaction Type	Modification/Amendment	Transaction SubType	Add Subtype
Proposal Number	22-0161 PI: Timothy Sheahan - Assessing the presence of infectio ☰	Project ID	5123173 PI: Timothy Sheahan ☰
Budget Start/End Date	📅 ↔ 📅	Responsible SPS/CO	McLean, Lindsey
Lead Investigator	Sheahan, Timothy Patrick 👤	Transaction Amount	\$ 0.00
Award Dept	463501-Epidemiology 🏠		
Sponsor	9873-Regeneron Pharmaceuticals Inc. 🏠		
Front Desk Notes			
Short Description			

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.

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Transaction Details | Transaction Status **2** | Compliance Reviews | Assignees **0** | Notes **0** | **0** | **2** |

Transaction Status

Status/Substatus options for this Transaction

Statuses | Status Logs | Status Notes

Status	Activities/Substatus
Office of Sponsored Programs Received	<input type="checkbox"/> Pre-proposal reviews (e.g. requirements, dates, budget, compliance, terms)
Subaward Initiation Portal Received	
Sponsored Projects Specialist Review	<input type="checkbox"/> Proposal documents reviewed
Contracting Officer Review	
Manager Review	<input type="checkbox"/> Award reviews (e.g. terms, FAR, references, requirements, invoicing)
Compliance Review	<input type="checkbox"/> Budget/Expenditure review completed
Pending	
Sent to Data Management	<input type="checkbox"/> Budget variances resolved with Dept/PI
Data Management Returned to SPS/CO	<input type="checkbox"/> Compliance reviews completed
Completed	
Marked for Deletion	<input type="checkbox"/> Consulted with Legal
Deleted	<input type="checkbox"/> Effort commitment/other support reviewed

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

Transaction Details | Transaction Status **2** | **Compliance Reviews** | Assignees **0** | Notes **0** | **0** | **2** |

Compliance Reviews

Compliance Reviews related to this Transaction

	N/A	Waiver Received	Pending	Approved/Completed
IRB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IACUC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Compliance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
COI	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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

Transaction Details | Transaction Status **3** | Compliance Reviews | Assignees **0** | **Notes 3** | **0** | **2** |

Transaction Notes

Any Notes related to this Transaction

Showing 1 - 3 Records of 3 Total Records

ID	Note	Note Type	Created	Recorded By	Delete
73616	Amendment 2 authorizes the project team to use travel money to attend a conference that wasn't in the original budget. No rebudgeting involved. Marking as completed now that we have the FE document and filing in the folder/RAMSeS.	General	8/19/2016 - 08:51 AM	Strayhorn, John	
72787	Still have not received FE document.	General	8/12/2016 - 09:46 AM	Strayhorn, John	
66234	PE originals sent to the state agency on 6/17/2016 via snail mail. Waiting on FE original to return before processing. Christina email from 6/16/2016 explains the Amendment and no action is necessary from DM's standpoint. Will need to file upon receipt of FE.	General	6/17/2016 - 10:34 AM	Strayhorn, John	

Showing 1 - 3 Records of 3 Total Records

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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.*

Transaction Details	Transaction Status 3	Compliance Reviews	Assignees 0	Notes 3	3	2	
Attachments	Related Documents						
Showing 1 - 2 Records of 2 Total Records							
File Name	File Size	Uploaded By	Upload Date	Type	NOTE	PRIVILEGE	
5102522 FE NCDHHS Contract 33020 Amd 2 - Demarco.pdf	4,119,529	LaToya Gibbs	08/18/2016	Agreement_WIP	Fully Executed Contract	Admin Only	DELETE
5102522 Amd Budget Realignment Time Sensitive Contract Signature Process # 33020.msg	237,568	Stephanie Skipp	06/15/2016	Modification/Amendment_WIP		Admin Only	DELETE
Showing 1 - 2 Records of 2 Total Records							