

RAM Tracker Transparency Guide

Effective: May 22, 2018

Research Award Management (RAM) Tracker was created to assist OSR 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 OSR. The RAM Tracker 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 (IPF) ID or Project ID, as outlined below.

Searching via Proposal (IPF) ID

- RAM Tracker records are displayed via the Events tab on the Proposal Routing Screen for all proposals in statuses other than Dept Approval in Process, Not Funded, and Withdrawn.
- Anyone with access to the proposal may view the Events tab and open RAM Trackers.

RAMSeS UNC-CH Proposal and Award Development

HOME | MY DASHBOARD | HELP | REPORTING | LOGOUT

Proposal Dashboard

- Start New Proposal
- 1 My Proposals
- Proposals In My Dept
- Financial Guarantee Inbox

Award Dashboard

- My Awards
- Awards In My Dept
- Closeout Submissions

Certifications/Approvals

- PI Certification Inbox
- Dept Approval Inbox

Office of Sponsored Research
104 Airport Drive
Suite 2200, CB 1350
Chapel Hill, NC 27599-1350
Phone: 919.966.3411
Fax: 919.962.5011

Proposal Routing Status

Proposal No: **18-1087** (coversheet) 424 Sponsor: American Thrombosis and Hemostasis Network (ATHN)

Lead Investigator: **Alice Ma** Prime Sponsor: Centers for Disease Control and Prevention (CDC)

Deadline: 9/29/2017 Non-Competing Continuation/Progress Report Electronic: Yes - Email

Proposal Specialist: **Martika Jenkins** Sponsored Projects Specialist: **Martika Jenkins (27)**

Primary Award Contact: **Dean Riddick** PS Project ID Manager: **Rocky Riviella, Dean Riddick, Tracy Riley, Sonia Colon, Ann Hume**

Project Title: CommunityCounts: Public Health Surveillance for Bleeding Disorders

View IPF

Approvals | Compliance | Status History | Financial Guarantee | Awards | **Events** | Notes | Attachments

RAM Tracker Records

RAM Tracker ID	Project ID	OSR Receipt Date	Status	Transaction Type	Current Owner
31988		3/28/2018	Subaward Post-Review	Informational Items	Gibbs, LaToya
31982		2/27/2018	OSR Receipt	IPAS	Jenkins, Martika
30637	5109326	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30636	5109325	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30635	5109324	9/25/2017	Subaward Post-Review	Outgoing Subaward -> Initial subaward	Harris, Christie

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Project Administration

Project No: **A18-0905 (Prime: 5109180)** Lead PI: **Alice Ma** Project Dates: 9/30/2015 - 9/29/2020

PS Project ID Manager: **Rocky Riviella, Dean Riddick, Tracy Riley, Sonia Colon, Ann Hume** Sponsored Projects Specialist: **Martika Jenkins (27)** Total Obligated : \$865,906.00

Project Title: CommunityCounts: Public Health Surveillance for Bleeding Disorders

General | Awards | PS Project IDs | Billing | Personnel | Proposals | Subcontracts | **Events** | [Print] | [Export]

RAM Tracker Records

RAM Tracker ID	Project ID	OSR Receipt Date	Status	Transaction Type	Current Owner
31988		3/28/2018	Subaward Post-Review	Informational Items	Gibbs, LaToya
31984	5103563	2/27/2018	OSR Receipt	Release of Restricted Funds	Jenkins, Martika
30637	5109326	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30636	5109325	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30635	5109324	9/25/2017	Subaward Post-Review	Outgoing Subaward -> Initial subaward	Harris, Christie
30634	5109323	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30633	5109322	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30632	5109321	11/30/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30631	5109320	9/25/2017	Completed	Outgoing Subaward -> Initial subaward	Espinosa, Barbara
30630	5109319	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30629	5109318	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30628	5109317	9/25/2017	On Hold	Outgoing Subaward -> Initial subaward	Harris, Christie
30110	5109180	11/08/2017	Completed	Financial Guarantee	Shoffner, Dinah

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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).
- RAM Tracker records are displayed for all created RAM Trackers during the project via the Events tab.

The screenshot shows the RAMSeS Project Administration interface. The 'Project Administration' tab is selected. The project details include: Project No: A16-0842 (Prime: 5103462), Lead PI: Ronald Swanstrom, Project Dates: 5/01/2013 - 1/31/2019. The PS Project ID Manager is listed with several names: Tracey Conrad, Cynthia Akridge, Kimberly Claiborne, Mary Lou Coffman, Sharon Cox, Paula McCoy, Ning Fu, Peggy Voyce, Sandra Wiggins, Frances Bolton, Donna Owens, Sharon Daniel, and Ashleigh Jackson. The Sponsored Projects Specialist is Marybeth Lavrakas (12) and the Total Obligated is \$760,000.00. The Project Title is 'HIV-1 persistence in the CNS and myeloid cells'. The 'Events' tab is highlighted. Below the tabs, the 'Events on this Project' section shows 'RAM Tracker Events for this Project' with a table of 9 records. The table has columns for ID, Type, Title, Status, Date, and Due Date. The records are as follows:

ID	Type	Title	Status	Date	Due Date
36226	Budget Revisions	Load Balance from 5033417 into Continuation PSID (DENIED)	Completed	3/6/2018	
32589	IPAS	Request - NCE	Completed	1/10/2018	1/31/2018
32184	IPAS	Foreign Trave for Sarah Joseph	Completed	12/19/2017	

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
- OSR Receipt Date
- Status

The RAM Tracker record may be accessed by clicking the RAM Tracker ID hyperlink; the RAM Tracker contains the following:

- **Transaction:** Transaction ID, Proposal Number, Project ID/Award ID, Award Department, PI, Sponsor, Status and Current OSR Owner
- **Transaction Details:** OSR Receipt Date, Due Date (as applicable), Transaction Type, Transaction Sub Type (as applicable), Proposal ID/Project ID (as appropriate), Responsible PA (SPS), Budget Start and End Dates, Transaction Amount (as applicable), Award Department, Short Description, Sponsor name
 - **Transaction Types:**
 - **Financial Guarantee** – requests for project ID prior to the award being funded, LOG
 - **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.

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- Budget Revision – 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
- KK Date Extensions – This **DOES NOT** change the KK dates, it is a revision is project dates
- Informational Items – information that is needed for award management but may not require an action
- IPAS – now PAR, Prior Approval Request that requires internal, OSR, 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

Transaction

Transaction ID	46994 NCE request	<i>Last modified by Smith, Ginger on 07/27/2018 (Modification)</i>	
Proposal Number	15-0934	Project ID / Award Project ID	5102666 / A15-1575
Award Department	318900 Mathematics	PI	Forest, Greg
Sponsor	National Science Foundation (NSF)	Status	Completed
		Current Owner	Smith, Ginger

Related Transactions: *No Related Transactions found* [Add](#)

[Transaction Details](#) [Transaction Status](#) [Compliance Reviews](#) [Assignees](#) [Notes](#) [Transaction Logs](#)

[Print](#) [Save](#)

OSR Receipt Date	<input type="text" value="07/24/2018"/>	Fiscal Year: 2019	Due Date	<input type="text"/>
Transaction Type	<input type="text" value="Sponsor Prior Approval"/>	Transaction SubType	Request for No-Cost Extension Edit	
Proposal Number	<input type="text" value="15-0934"/>	Project ID	<input type="text" value="5102666"/>	
Workflow ID	<input type="text"/>	Responsible PA	<input type="text" value="Harris, Christie"/>	
Budget Start Date	<input type="text" value="09/15/2015"/>	Transaction Amount	<input type="text" value="\$0.00"/>	
Budget End Date	<input type="text" value="08/31/2019"/>	Lead Investigator	<input type="text" value="Forest, Greg"/>	
Award Dept	<input type="text" value="Mathematics"/>			
Sponsor	<input type="text" value="National Science Foundation (NSF)"/>			
Front Desk Notes	<input type="text" value="NCE Request"/>			
Short Description	<input type="text" value="NCE request"/>			

→ 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:

- **OSR Receipt**: A pending award or award-related action has been created and is being assigned to a Sponsored Project Specialist for review.
- **SPS Review**: A pending award or award-related action is currently under review by a Sponsored Project Specialist.
- **RAM Review**: A pending award or award-related action is currently under review by a Research Administration Manager.
- **SAM Review**: A pending subaward action is currently under review by a Subaward Manager.
- **SAS Review**: A pending subaward action has been assigned to a Subaward Specialist for creation or amendment.
- **Negotiation**: A pending award or award-related action is currently under negotiation between OSR and internal and/or external parties.

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- **On Hold:** A pending award or award-related action is currently on hold pending action and/or information from a non-OSR party, and the Sponsored Project Specialist can do no additional work until that is resolved.
- **Sent to Data Management:** A pending award or award-related action has been fully processed by an OSR Research Administration staff member and has been sent to the OSR Data Management team for final processing.
- **Completed:** A pending award, award-related, or subaward action has been fully processed by all work units within OSR.
- **Marked for Deletion:** The action was a duplicate or not needed and is pending deletion by a RAM.

Transaction Status

Current Status: [Update Status](#)

- OSR Receipt
- SPS Review**
- RAM Review
- SAM Review
- SAS Review
- Negotiation
- On Hold
- Sent to Data Management
- >> Completed
- Marked for Deletion
- Deleted

Activities

- Pre-proposal reviews (e.g. requirements, dates, budget, compliance, terms)
- Proposal documents reviewed
- Award reviews (e.g. terms, FAR, references, requirements, invoicing)
Modified by Harris, Christie on 07/25/2018
- Budget/Expenditure review completed
Modified by Harris, Christie on 07/25/2018
- Budget variances resolved with Dept/PI
- Compliance reviews completed
Modified by Harris, Christie on 07/25/2018
- Consulted with Legal
- 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.

Compliance Reviews

	N/A	Waiver Received	Pending	Approved/Completed
IRB	<input checked="" type="checkbox"/> <small>Recorded on 07/25/2018 By Harris, Christie</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IACUC	<input checked="" type="checkbox"/> <small>Recorded on 07/25/2018 By Harris, Christie</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debarment/Sanctions	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> <small>Recorded on 07/25/2018 By Harris, Christie</small>
COI	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> <small>Recorded on 07/25/2018 By Harris, Christie</small>

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

- Note ID

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- Note Content
- Type
- Creator
- Created On
- Last Modified By
- Last Modified Date

Transaction Details	Transaction Status	Compliance Reviews	Assignees	Notes		Transaction Logs
Notes						
ID	Note	Type	Created By	Created On	Modified By	Modified On
210593	Submitted to NSF. Approved and moving to data management.	General	Morgan, Betty	07/26/2018	Morgan, Betty	07/26/2018
210311	1st request for a No-cost extension to NSF. FW to Betty for approval. Reviewed award, budget and compliance.	General	Harris, Christie	07/25/2018	Harris, Christie	07/25/2018
View 1 - 2 of 2 Page 1 of 1						

→ **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.