Research Award Management (RAM) Tracker was created to assist 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 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tab on the Proposal Routing Screen for all proposals in statuses other than Dept Approval in Process, Not Funded, and Withdrawn.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.
**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.

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**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

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 OSP Owner

→ **Transaction Details**: OSP 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, OSP, 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 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:
- **OSP 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 OSP 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-OSP 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 OSP Research Administration staff member and has been sent to the OSP Data Management team for final processing.
- **Completed**: A pending award, award-related, or subaward action has been fully processed by all work units within OSP.
- **Marked for Deletion**: The action was a duplicate or not needed and is pending deletion by a RAM.

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

→ **Notes**: Notes are listed in reverse chronological order and include the following:
  - Note ID
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.