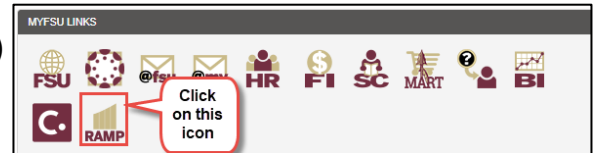


Sponsored Research Administration

Entering an Outgoing Subaward Request in RAMP

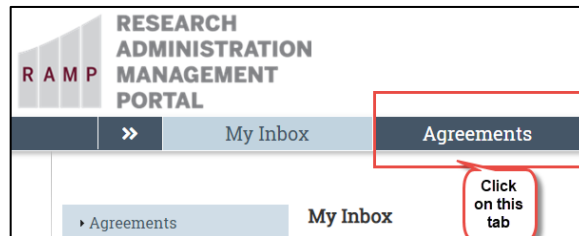
- Log into OMNI (my.fsu.edu)
- Click on the RAMP icon (this will take you to your Inbox in RAMP)



Option 1: Creating a Subaward Request from the Agreements Workspace

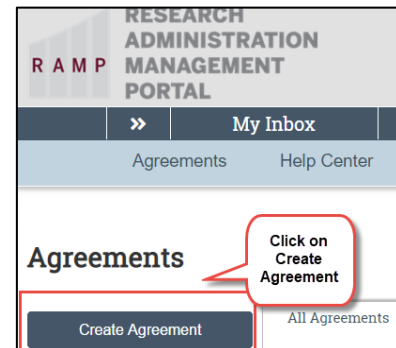
Step 1

- Click on the Agreements tab at the top



Step 2

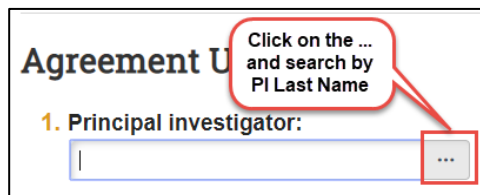
- Click the Create Agreement button on the left side of the page



Step 3

Page 1: Agreement Upload

1. Principal investigator: Click on the ... and search for the FSU PI by their last name, or you can just start typing the PI's name



- i. Click OK at the bottom of the page

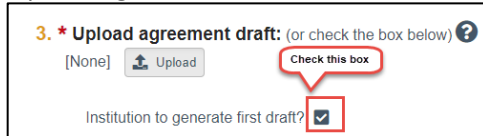
2. Agreement creator: This auto populates with your information, but you can change it to another person if you need to; click on the ... and search for the person by their last name



A screenshot of a form field labeled "2. * Agreement creator:". The field contains a text input box and a small square button with three dots "...". A red callout box points to the button with the text "Click on the ... and search by last name".

- i. click OK at the bottom of the page

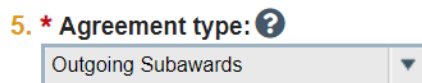
3. Upload agreement draft: Check the box that says "Institution to generate first draft?"



A screenshot of a form section titled "3. * Upload agreement draft: (or check the box below) ?". It includes a "[None]" label, an "Upload" button, and a checkbox labeled "Institution to generate first draft?". A red callout box points to the checkbox with the text "Check this box".

4. Title or internal reference number: PI Last Name_Sponsor_Project Number_Subrecipient Name

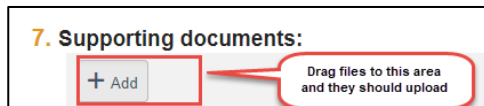
5. Agreement type: Select "Outgoing Subawards" from the dropdown box



A screenshot of a dropdown menu labeled "5. * Agreement type: ?". The dropdown is open, showing the selected option "Outgoing Subawards".

6. Description: Enter RAMP funding proposal number and a basic description of the subaward or anything important to note; if it is anticipated that this will be a multi-year sub, include the anticipated total amount of funding

7. Supporting documents: Drag and drop files to upload

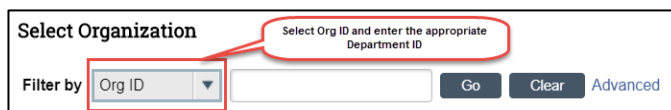


A screenshot of a form section titled "7. Supporting documents:". It features a "+ Add" button and a large rectangular area for file uploads. A red callout box points to the upload area with the text "Drag files to this area and they should upload".

Supporting documents that have to be uploaded **MUST INCLUDE:**

- Subrecipient vs Contractor Determination Form (should have been completed at the proposal stage)
- Scope of Work
- Budget
- Budget Justification
- Indirect Costs/F&A Rate Agreement, if applicable
- any other documents needed for the outgoing subaward/amendment (for example: special reports or deliverables)

8. Responsible Department: Click on the ... and select Org ID from the dropdown box to the right of the Filter by, then enter the Department ID for this project



A screenshot of a form section titled "Select Organization". It includes a "Filter by" label, a dropdown menu with "Org ID" selected, a text input field, and "Go", "Clear", and "Advanced" buttons. A red callout box points to the dropdown menu with the text "Select Org ID and enter the appropriate Department ID".

- i. Click OK

9. Is this agreement associated with a sponsored award?: This should always be Yes (If it is No, this request should NOT be entered in RAMP)



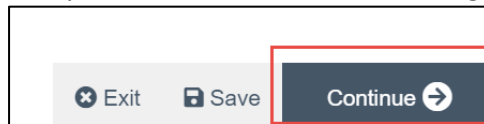
i. Enter the OMNI project number that is funding the subaward/amendment

(Please note: If the project is in advance status, we will not be able to process the subaward and will send it back to the department under “Clarification Requested.” The department will receive frequent reminders while it is in this state. To avoid receiving the reminders, the department may withdraw the request and resubmit the request once the project is out of advance.)

10. Select the office that is responsible for managing the award associated with this agreement: Select Sponsored Research Administration

10. * Select the office that is responsible for managing the award associated with this agreement:
 Sponsored Research Administration (Public Funds)

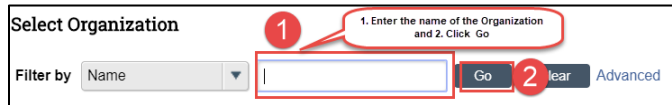
11. Click the Continue button at the bottom of the page (by clicking “Continue,” the Agreement record is automatically saved, and an RO number is assigned)



Step 4

Page 2: General Information

1. Select an organization: Click on the ... and search for the name of the Contracting Party (aka subrecipient)



i. If it does not show up, manually enter it under Contracting Party Name

2. Contracting party contact name: Enter the name of the subrecipient authorized signer
3. Contracting party contact email: Enter the contracting party contact’s email address
4. Contracting party contact phone: Enter the contracting party contact’s phone number
5. Agreement collaborators (institutional staff given read/edit permissions for this Agreement): Click on the ... and enter the staff* in your office who have permission to read/edit this Agreement record

*If you wish to assign a PI Proxy(s) to receive and respond to notices about this Agreement record on your behalf, the individual(s) must be added to #5 above first, then follow the below instructions, after Step 8, to assign them as a PI Proxy.

6. Click Continue at the bottom of the page

Step 5

Page 3: Outgoing Subaward Information (information that was formerly on the Subrecipient Request Form)

1. Enter the Subrecipient’s PI name
2. Enter the Subrecipient’s type of institution (For-profit, Non-profit, Institute of Higher Education, or Other)

3. Enter the Subrecipient PI's email address
4. Enter the Subrecipient PI's phone number
5. Enter the Subrecipient's Unique Entity Identifier (UEI)
6. For "Check all that apply to the scope of work being conducted by the subrecipient," click on any of the items the **subrecipient** will work with and provide the requested documentation for that item (Human Subjects will need IRB info, Animal Subjects will need ACUC protocol, Data Sharing Plan will need the Data Sharing information submitted to the funding agency, Cost Share will need the subrecipient's cost share budget and budget justification)
7. If Human Subjects Data will be exchanged, click on the exchange direction (or both, if FSU and the subrecipient will be exchanging data back and forth)
8. Select the level of reliance on this subrecipient
9. Have the PI review and answer the Conflict of Interest Statement
10. Review the information under "Review and Submit"
11. Click Continue at the bottom of the page

Step 6

Page 4: Agreement Information

1. Add the amount for this subaward being given in this action
2. Add the budget period for the amount of the subaward being given in this action
3. If it is anticipated that there will be additional budget periods, add the entire period of performance (this is optional)
4. Click Continue at the bottom of the page

Step 7

Page 5: Complete Instructions

1. Review the information entered and correct any errors or omissions
2. Click Finish when you are ready to submit the request; this will take you back to the main page

The request is now in the "Pre-Submission" State

Step 8

To **submit** the request:

1. On the left side of the screen, select the Submit link



NOTE: Only PIs, PI Proxies*, or the Agreement Creator can perform the "Submit" activity in RAMP

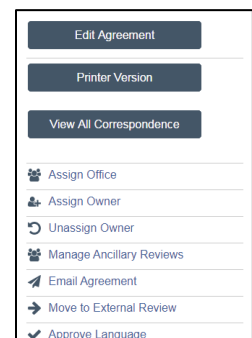
- i. Click OK

The request has now been added to the workflow of the Sponsored Research office

*To add a proxy:

1. On the left side of the screen, select the Assign PI Proxies link

NOTE: Only a PI can assign a PI Proxy, and PI Proxies can be added in any state.

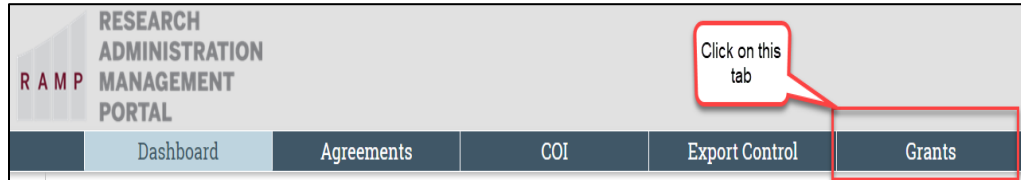


- i. Select the proxy from the list of names added from #5 in **Step 4** (Agreement Collaborations) by checking the box next to their name
- ii. Click OK

Option 2: Creating a Subaward Request from the Grants Workspace

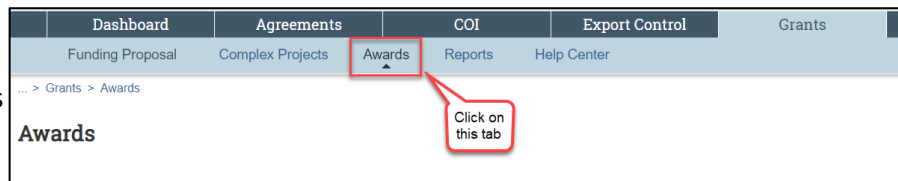
Step 1

- Click on the Grants tab at the top



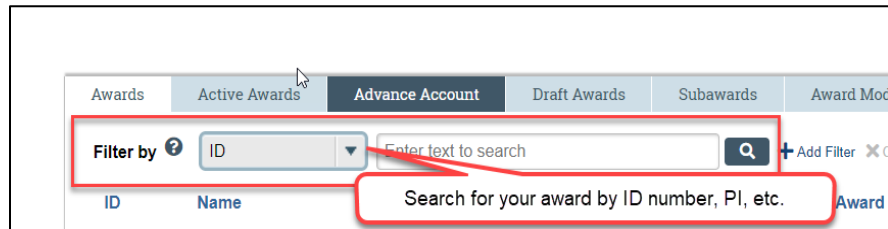
Step 2

- Click on the Awards tab within RAMP Grants



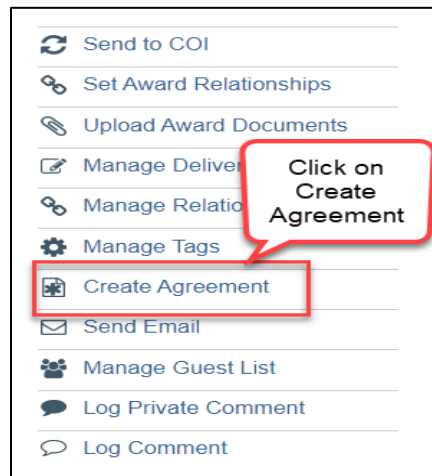
Step 3

- Search for your Award by PI, ID number, etc. and click on the link to the award that needs a subaward created



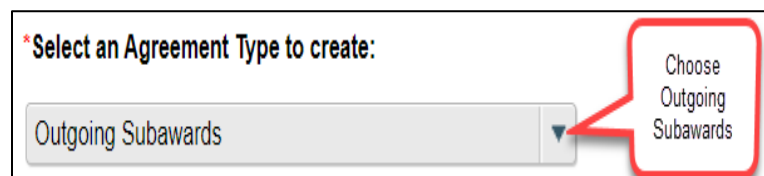
Step 4

- Click on the Create Agreement button on the left side of the page



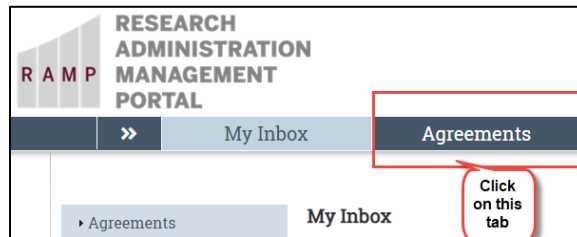
Step 5

- Select Outgoing Subawards from the dropdown menu



Step 6

- Now click on the Agreements tab at the top



- The subaward request you created from the Grants workspace should appear with the title of the award. Click this link.

Step 7

- Click the Edit Agreement button on the left side of the page, and then follow **Steps 3-8** under **Option 1** to complete and submit your subaward request

