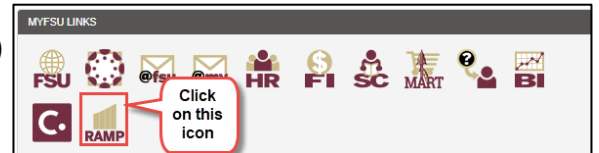


Sponsored Research Administration

RAMP Subaward Submission Guide

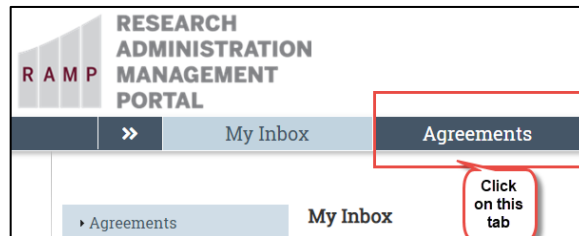
- Log into OMNI (my.fsu.edu)
- Click on the RAMP icon (this will take you to your Inbox in RAMP)



Option 1: Creating a Subaward Request from the Agreements Workspace

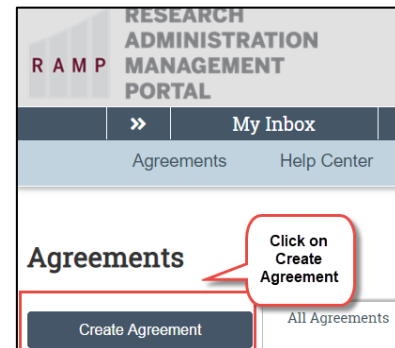
Step 1

- Click on the Agreements tab at the top



Step 2

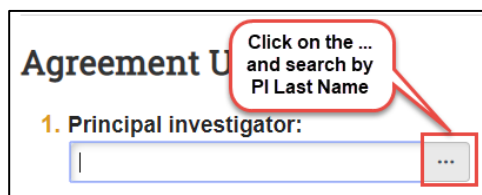
- Click the Create Agreement button on the left side of the page



Step 3

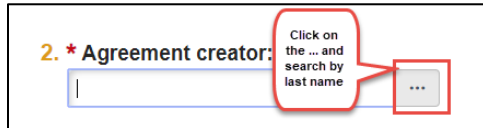
Page 1: Agreement Upload

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



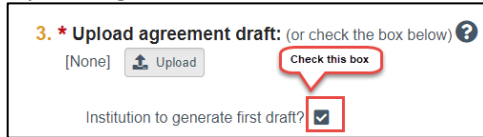
- i. Click OK at the bottom of the page

2. Primary contact: 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



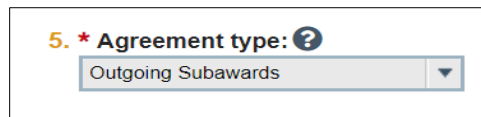
- i. click OK at the bottom of the page

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



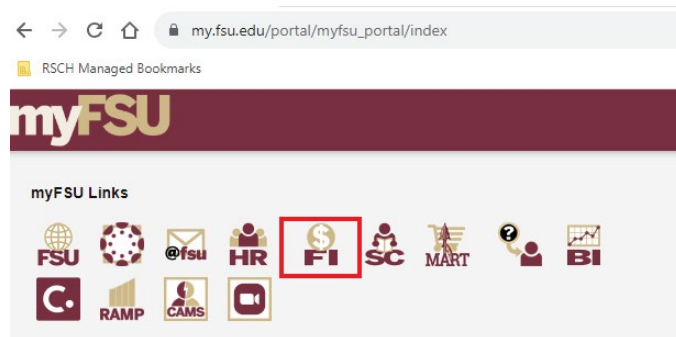
4. Title or internal reference number: PI Last Name_Sponsor_Project Number_Subrecipient Name

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



6. Description: Enter a basic description of the subaward or anything important to note. This can include whether IRB approval is pending, special reporting requirements, or if it is anticipated that this will be a multi-year sub, include the anticipated total amount of funding.

In addition, please enter the Supplier ID number of the subrecipient. To find this, go to OMNI FI.



Then go to Add/Update Supplier and search by Supplier Name.

< Sponsored Research Admin

- Add/Update POs
- Add/Update Suppliers**
- Award Profile
- Budgets Overview
- Define ChartField Value
- FS_SP_PCBUD_SUM_BY_BUDCAT
- GM Query Exception Report
- Maintain Proposal
- Query Viewer
- Subrecipient General Info

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Financial Sanctions Status =

Include History Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Find the subrecipient and click on them. Make sure their status is approved and they are open for ordering. If so, enter the Supplier ID number in the Description box in RAMP. If not, the department will need to add or activate the subrecipient in the procurement system through PaymentWorks. For details on this system, visit: <https://procurement.fsu.edu/PaymentWorks>.

Summary | Identifying Information | Address | Contacts | Location

SetID: SHARE

Supplier ID: 0000002961

Supplier Short Name: UNIVFLORID UNIVFLORID-001

Supplier Name: UNIVERSITY OF FLORIDA

Order: UNIVFLORID-001
CONFERENCE DEPARTMENT
GAINESVILLE, FL 32608

Remit To: UNIVFLORID-001
2004 MOWRY RD
GAINESVILLE, FL 32610

Status: Approved

Persistence: Regular

Classification: Outside Party

HCM Class

Open for Ordering: Yes

Withholding: No

VAT: No

Supplier Type: PWEL - PW Eligible

Last Modified By: BFBENNETT

Last modified date: 10/06/2023 8:00AM

Created By

Created Date/time: 01/01/1901 12:00AM

Last Activity Date: 10/16/2023

Supplier Diversity Code: E Government Agency

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Update/Display** **Include History**

Summary | Identifying Information | Address | Contacts | Location

7. Supporting documents: Drag and drop files to upload

7. Supporting documents:

+ Add 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)
- Subrecipient’s Scope of Work
- Subrecipient’s Budget
- Subrecipient’s Budget Justification
- Subrecipient’s Indirect Costs/F&A Rate Agreement, if applicable
- Multiple-PI Plan or Data Sharing Plan, if applicable
- Any other documents needed for the outgoing subaward/amendment (for example: special reports or deliverables)

8. 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 six-digit OMNI project number that is funding the subaward/amendment. **(Please note:** Even if FSU Sponsored Research has given the project the full performance period internally, SRA can only issue subawards for the funded budget periods, which represent the amount of time the sponsor has given us, and we will not be able to process the subaward until we have a NOA from the sponsor. We 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 NOA is received.)

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

10. 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. Contracting Party: 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 or administrative contact
3. Contracting party contact email: Enter the contracting party contact’s email address. This is usually the central email address at the subrecipient (i.e. sponsoredprograms@university.edu).
4. Contracting party contact phone: Enter the contracting party contact’s phone number

5. Additional Contracting Parties: This refers to whether there are additional parties under the same subaward, NOT multiple subrecipients on the same prime award. This will typically be “No.”
6. 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. This department ID should match the department ID listed under the Funding Allocation tab in RAMP Grants for this award.

- i. Click OK
7. 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.

8. 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) as found in SAM.gov. Please note, a UEI will be required on any federal award and may be required on some non-federal awards. To ensure the subaward is executed in a timely fashion, please be sure to provide this information. Also, some institutions have multiple UEI numbers. You may need to request this information from your contacts at the subrecipient prior to submitting the request in RAMP.
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.
 - If there are Human Subjects, upload the reliance agreement if FSU is acting as the sIRB or the subrecipient’s IRB protocol if they are using their own. If these are not yet available, make a note in the description box on the Agreement Upload page regarding whether FSU is acting as the sIRB.
 - With Animal Subjects, upload a copy of the ACUC protocol if available.
 - If there is a Data Sharing Plan, upload the Data Sharing information submitted to the funding agency.
 - If Cost Share is required, upload the subrecipient’s cost share budget and budget justification (unless it is already included in the budget and justification uploaded in the Supporting Documents section).
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).
 - If data will be exchanged, please upload a Data Use Agreement or a completed FDP Attachment 7 (found at <https://thefdp.org/demonstrations-resources/subaward-templates-and-tools/#tab-id-5>) under the Supporting Documents section on the Agreement Upload page. If one does not exist yet,

please note that in the description box on the Agreement Upload page otherwise the RAMP request may be sent back for "Clarification".

8. Select the level of reliance on this subrecipient
9. Have the PI review and answer the Conflict of Interest Statement
10. Click Continue at the bottom of the page

Step 6

Page 4: Agreement Information

1. Add the amount of federal funds obligated for this subaward in this action (note this is usually not the total amount expected for all years)
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

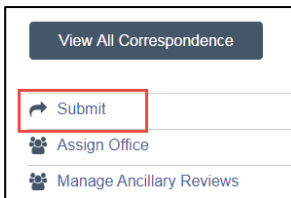
1. Review and validate the information entered and correct any errors or omissions
2. Click Finish when you are ready to submit the request; this will take you back to the main page

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 #7 in **Step 4** (Agreement Collaborations) by checking the box next to their name
- ii. Click OK

