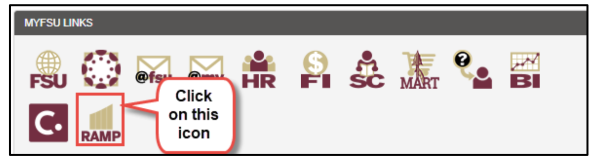
Sponsored Research Administration

Entering an Amendment Request in RAMP

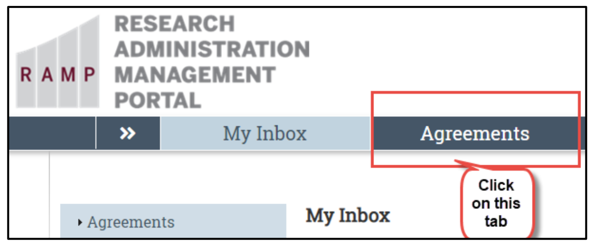
- Log into OMNI (my.fsu.edu)
- Click on the RAMP icon (this will take you to your Inbox in RAMP)



Creating a Subaward Amendment Request

Step 1

- Click on the Agreements tab at the top

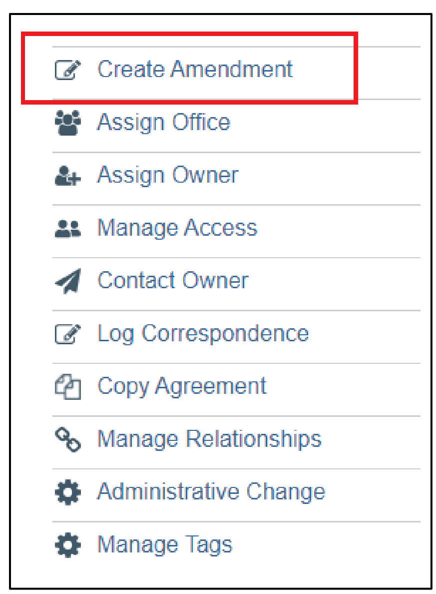


Step 2

- Use the drop-down menu to search for the subaward agreement for which you would like to submit an amendment request by Subaward ID Number, PI, Title, etc.

Step 3

- Select the subaward you are requesting an amendment for and click "Create Amendment" on the lefthand side

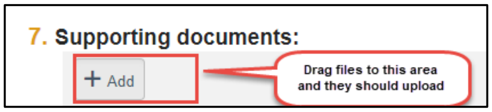


<u>Step 4</u>

Page 1: Amendment Information

1. Upload draft amendment file: Check the box that says “Amendment file draft to be generated internally.”

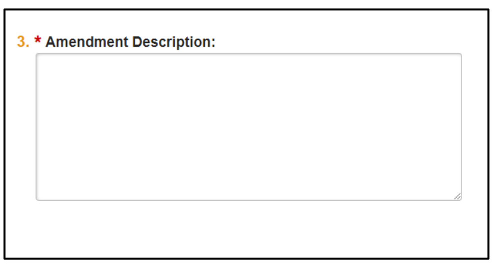
2. Supporting documents: Drag and drop files to upload



Supporting documents uploaded **<u>MUST INCLUDE</u>** the items below if they have changed or were not included in the previous subaward or amendment for this subrecipient. If not included, it will be assumed to remain the same as submitted during the original subaward setup.

- Scope of Work
- Budget
- Budget Justification
- The new notice of award/amendment
- Any other documents needed for the outgoing amendment (for example: special reports or deliverables)

3. Amendment Description: Type in a brief explanation for the amendment (for example: NCTE, adding time and funds, etc.). This would also be a good place to note if the scope and/or budget have *not* changed. If carryover funds are not automatic, please note if you wish to carryover funds and how much (either “all” or a specific dollar amount).



4. Click the Continue button at the bottom of the page (by clicking “Continue,” the Agreement record is automatically saved).

<u>Step 5</u>

Page 2: Agreement Upload

1. The information on this page should automatically populate from the original subaward request, including PI, title, agreement type, description, project number, etc. Please verify this information is correct and update as needed.
2. Click Continue at the bottom of the page.

Step 6

Page 3: General Information

1. The information on this page should automatically populate from the original subaward request, including the contracting party, contact details, and responsible department. Please verify this information is correct and update as needed.
2. Click Continue at the bottom of the page.

Step 7

Page 4: Outgoing Subaward Information

1. The information on this page should automatically populate from the original subaward request, including the Subaward PI name and contact information, whether cost share, human subjects, animal subjects, or data sharing applies to the amendment, etc. Please verify this information is correct and update as needed.
2. Click Continue at the bottom of the page.

Step 8

Page 5: Agreement Information

Make sure to review and update this page with the new information needed for the amendment and not for the previous subaward agreement.

1. Add the new amount of funding for the amendment being given in this action. If this is a NCTE, put $0. If you are reducing funding, put -$XX.
2. If adding or reducing funding, check the appropriate increase or decrease box to indicate the amendment type.
3. Add the new budget period for the amendment being given in this action.
4. If it is anticipated that there will be additional budget periods, add the entire period of performance, from when the subaward initially started to when it is anticipated to end (this is optional).
5. Click Continue at the bottom of the page.

Note: Amendments should only be submitted and time/funding given after we have received the new award modification from the sponsor.

Step 9

Page 6: Complete Instructions

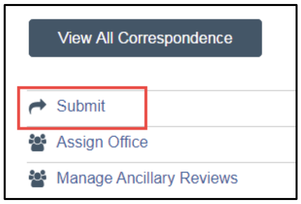
1. Click "Validate" to review the information entered and correct any errors or omissions.
2. Click Finish when you are ready to submit the request; this will take you back to the main page.

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

Step 10

To **submit** the request:

1. On the left side of the screen, select the Submit link. Then click "OK."



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

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