VCUeRA RAMS-SPOT

Research Administration Management System-Sponsored Programs Online Tracking
- Database for sponsored projects administration and submission (Vendor= Click Commerce)
- Replaces “VCUeRA InfoEd” (Vendor=InfoEd)
- Development February 2013-present
- Phased Implementation
- All records electronic

Goals of the System include:
- Paperless routing (all major project transactions)
- Paperless record storage
- Budgeting in system
- Communications in system, tied to project record
- Documents scanned directly to record
- Improved task management for all users
- Streamlines processes and reduces need for hard copy forms
- Establishes Office of Research and Innovation Organizational Structure with improved security
RAMS-SPOT Phased Implementation

Phase 1: Submission new funding proposals

➢ Went Live: May 1, 2015...Included
  • All task orders and new proposals including available Grants.gov opportunities
  • Pre-proposals/Letters of Intent (LOI) that require OSP signature
  • Reviews for Confidentiality Non Disclosure Agreements (CDA), Material Transfer Agreements (MTA), and Data Use Agreements (DUA), Just-in-Time (JIT), Export Control
  • Agreements for negotiation including Unilateral/Bilateral/Master agreements
RAMS-SPOT Phased Implementation

Phase 2: Compliance Data, Awards, Continuation/Supplement Proposals, and Administrative Actions

➢ Go Live: May 31, 2016...Includes these functions:

- Compliance Data (Subjects Protection, Intellectual Property, Export Control, Hazardous Materials, rDNA, HIPAA, Controlled Substances, Clinical Trial)
- Award processing (initial and subsequent actions)
- Funding Proposal Continuations/Supplements
- Administrative Actions (No Cost Extension, Progress Report, Effort Change, Change to Fiscally Administering Unit (FAU), Change of PI, Grant Relinquishment, etc.)
RAMS-SPOT Phased Implementation

Phase 3: Closeout, Subrecipients and Reporting

➢ Target Go Live: December, 2016...Will Include:
  • Subrecipient Actions
  • Closeout
  • Reporting
RAMS-SPOT Phased Implementation

Reminder:

– Effective with proposal submission in RAMS-SPOT in May 2015, we have been working in two systems (VCUeRA InfoEd and VCUeRA RAMS-SPOT/Click Commerce)
– Effective with RAMS-SPOT Phase II implementation we will once again be working out of a single system
– InfoEd was database of record for FY2015 (ending June 30, 2015)
– RAMS-SPOT is database of record for FY2016 (July 1, 2015-June 30, 2016)
RAMS-SPOT Phased Implementation

• Timeline for Implementation and Important Dates:
  – Wednesday, May 25 (final processing in InfoEd)
  – COB, Wednesday, May 25– InfoEd becomes “read only”
  – Conversion of InfoEd data into RAMS-SPOT will take place between May 26-30, 2016
  – Full day patch in RAMS-SPOT scheduled for Friday, May 27 (final patch before go-live)
  – “Go live” for RAMS-SPOT Phase II functionality is Tuesday, May 31
RAMS-SPOT Phased Implementation

- InfoEd- Important Notes
  - Will transition all proposals in **Under Sponsor Review/JIT status** (~725 records)—will create FP/primary budget project in RAMS-SPOT
  - Will transition all awards in **Awarded/NCE status** (~1600 records)—will create FP/primary budget, Compliance and Award project in RAMS-SPOT
  - Will transition all awards in **In Closeout status** (~1100 records )—will create FP/primary budget, Compliance and Award project in RAMS-SPOT
RAMS-SPOT Phased Implementation

• InfoEd- Important Notes
  – From May 25 COB, InfoEd will be read only until approximately June 30, 2016
  – No documents will be transitioned from InfoEd to RAMS-SPOT shell
  – All documents in InfoEd will be exported to a directory, accessible by OSP on the OSP shared drive
RAMS-SPOT Phased Implementation

• RAMS-SPOT- Important Notes
  – All records brought over from InfoEd will be assigned an FP#
  – The PT, PD and SC numbers from InfoEd will be cross-referenced to the new FP number assigned
  – You will be able to search for your FP record in RAMS-SPOT using the PT, PD and SC
  – Data (not documents) gets transitioned from InfoEd to RAMS-SPOT shell, data where there is a 1:1 correspondence between the two systems
RAMS-SPOT Phased Implementation

- RAMS-SPOT- Important Notes
  - Effective May 31, all continuation/supplement proposals and administrative actions must be initiated from within SPOT
  - Effective May 31, PI PreAward Questionnaire replaced by Compliance Data Project
  - Effective May 31, awards will be distributed to G&C and to Fiscally Administering Unit (FAU) (not based on distribution list from IAF)
    - Reminder, FAU defined in the RAMS-SPOT access list, maintained by school’s CAR member
RAMS-SPOT RECORD RELATIONSHIPS

Funding Proposal (FP00000000)
(Contains FP Smart Form, Primary Budget plus Cost Share Budget (if applicable.)

Compliance Data (FP00000000 CD##)
Compliance for subjects protection, IP, export control, controlled substances, hazardous materials, rDNA, HiPAA, clinical trial registration, as applicable. (Initiated by OSP. Can be updated anytime by PI/SS.)

Review Project (RV00000000)

Award (FP00000000_AW##)

Continuation/Supplement Proposal (FP00000000_CP##)
(Contains Continuation/Supplement FP Smart Form, Primary Budget and Cost Share Budget (if applicable.)

Administrative Actions (FP00000000_AA##)
(Location for prior approval, expanded authority, progress reports, personnel change, FAU change, PI change, grant relinquishment, process award, process closeout, etc., as applicable.)

Subrecipient Actions (FP00000000_SA##)
Phase III Implementation; December 2016

KEY
- Completed by PI/SS
- Completed by OSP
RAMS-SPOT Phase II Implementation: Proposals

VCUeRA RAMS-SPOT
New pre-proposals, proposals, and task orders

May 26-30, 2016
Unaffected by database conversion timetable
[except May 27, 2016 system down for scheduled full-day patch]

VCUeRA RAMS-SPOT
May 31, 2016
New pre-proposals, proposals, and task orders
AND proposal continuations/supplements
RAMS-SPOT Phase II Implementation: Under Sponsor Review

**VCUeRA InfoEd**

- “Under Sponsor Review” records can be updated until COB May 25, 2016

**InfoEd “Under Sponsor Review” records not updated by May 25**

- FP/primary budget project in RAMS-SPOT
- Monthly email “pings” to inquire about status sent to FMU Access list once proposed start date has been reached

**Under Sponsor Review**

- Search on “Under Sponsor Review” to identify records for your area
- Advise dirospa@vcu.edu of proposals not funded

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RAMS-SPOT Phased Implementation

“Under Sponsor Review” records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS

Funding Proposal (FP000000000)
(Contains FP Smart Form, Primary Budget plus Cost Share Budget (if applicable.)
RAMS-SPOT Phase II Implementation: Proposal Continuations/Supplements

VCUeRA InfoEd
Use IAF for all proposal continuations; can be processed through until Close of Business
May 20, 2016

Aim for no new proposal continuations between May 23-30, 2016

VCUeRA RAMS-SPOT
Create continuation/supplement Funding Proposals
May 31, 2016-onward
RAMS-SPOT Phase II Implementation: Awarding

VCUeRA InfoEd Awarding ends close of business
May 25, 2016

No new or continuation awards will be processed:
May 26-30, 2016

VCUeRA RAMS-SPOT Awarding begins
May 31, 2016
RAMS-SPOT Phase II Implementation: Awarded

VCUeRA InfoEd “Awarded” records can be updated until COB May 25, 2016

- As Post Award gets closer to transition date, may delay processing of brand new awards

InfoEd “Awarded” records transition to RAMS-SPOT as Funding Proposals

- FP/primary budget, Compliance Data and Award projects in RAMS-SPOT
RAMS-SPOT Phased Implementation

"Awarded" records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS

Funding Proposal (FP00000000)
(Contains FP Smart Form, Primary Budget plus Cost Share Budget (if applicable.)

Compliance Data (FP00000000 CD##)
Compliance for subjects protection, IP, export control, controlled substances, hazardous materials, rDNA, HIPAA, clinical trial registration, as applicable.
(Initiated by OSP. Can be updated anytime by PI/SS.)

Award (FP00000000_AW##)
RAMS-SPOT Phase II Implementation: Award in Closeout

VCUeRA InfoEd
"Award in Closeout" records can be closed out until COB May 25, 2016

- Search on "In Closeout" to identify records for your area
- Use OSP e-closeout forms located on OSP website

InfoEd "Award in Closeout" records not closed by May 25 will transition to RAMS-SPOT as Awarded records

- FP/primary budget, Compliance Data and Award projects in RAMS-SPOT
- Monthly email “pings” to inquire about status sent to FAU Access list once project end date has been reached. Starts May 31.
RAMS-SPOT Phased Implementation
“In Closeout” records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS

Funding Proposal (FP000000000)
(Contains FP Smart Form, Primary Budget plus Cost Share Budget (if applicable.))

Compliance Data (FP000000000_CD##)
Compliance for subjects protection, IP, export control, controlled substances, hazardous materials, rDNA, HIPAA, clinical trial registration, as applicable. (Initiated by OSP. Can be updated anytime by PI/SS.)

Award (FP000000000_AW##)
RAMS-SPOT Phased Implementation

• Existing forms that will be retired with Phase II conversion
  – Internal Approval Form (IAF)
  – Internal Approval Budget Detail
  – Transaction Routing Form
  – PI PreAward Questionnaire
  – Intellectual Property Assessment in Connection with a Sponsored Project
  – Effort Change Request Form
RAMS-SPOT Phased Implementation

- **OSP/IT Preparations** for Phase II implementation include:
  - Testing functionality for all roles in RAMS-SPOT
  - Fine-tuning Workflow in RAMS-SPOT
  - Developing Notifications in RAMS-SPOT
  - Developing guidelines for Administrative Actions documentation
  - Providing test data to ODS (for PI Dashboard)
  - Status clean up in InfoEd

- **Communications**
  - Implementation timeline will be updated on OSP website
  - Updates will be communicated via RESADMIN list serve
RAMS-SPOT Phased Implementation

• Training (no timeframe on these resources at this point)
  – Live Session Demonstration of Compliance Data, Awarding, Continuation/Supplement Funding proposals, and Administrative actions...dates TO BE ANNOUNCED
    • Focus on Navigation
    • Focus on “Work Queues”
  – We will distill the live session training into Camtasia videos to post on our website
  – Get started documents will be developed for Compliance Data, Awarding, and Administrative Actions projects
RAMS-SPOT Phased Implementation

Statistics from the past year:

- Proposals
  - 1486 new funding proposals delivered to OSP
    - 476 submitted via grants.gov
  - 50 preproposals
  - 35 task orders
- CDA
  - 177 Confidentiality Disclosure Agreement Review
- Agreements
  - 213 Bilateral Agreement Review
  - 12 Master Agreement Review
- MTA/DUA
  - 41 Data Use Agreement (DUA) Review
  - 234 Material Transfer Agreement (MTA) Review
RAMS-SPOT Implementation Summary

Top 6 Things to Prepare for RAMS-SPOT

1. Work with OSP Post Award to close out existing sponsored projects (in InfoEd) with completed period of performance
2. Work with OSP Intake & Records to close out “Under Sponsor Review” records that will not be awarded
3. Understand Access Management and how your CAR member updates access to RAMS-SPOT for your Department, College, Center or School
5. Anticipate continuation proposals and administrative actions due during lead up to system transition: May 23-30, 2016
6. Disseminate information to PIs