Welcome to training for the VCU Research Administration Management System (RAMS)-Sponsor Program Online Tracking (SPOT) database.

This training will review the functionality of the Administrative Actions project and Continuation Proposals.
• This training will draw on images from both the workflow diagrams (above left) and the system interface (above right).
• Each project (Funding Proposal, Review, Compliance Data, Award, Administrative Actions) has an associated workflow diagram. Think of this as a map.
• The system interface that you see when you log into the system provides different views based on role.
• This is a top level view of the RAMS-SPOT projects and their relationship to one another.
• Please notice the numbering convention for the projects which is based on the initial funding proposal.
• Reminder as we look at the workflow diagrams that you need to understand what the symbols mean.
• In RAMS-SPOT, we use the term “state” to refer to status; these ovals are states. Pay attention to the type of line around the oval because it tells you who and whether or not editing is possible: Green dotted line, can be edited by Principal Investigator/Study Staff (PI/SS) or OSP. Black dotted line, can be edited only by OSP. Solid line, no editing.
• Also note the Security Roles. The workflow diagram uses these symbols.
• Both Administrative Actions and Continuation Proposals are created from the Award Project workspace. No administrative action or continuation proposal can be created until the initial award is processed in RAMS-SPOT.
• Administrative Actions can be created either by OSP or PI/SS.
• Administrative Actions can come directly to OSP from PI/SS or route for school review and approval. Note the actions that always route through for school review: grant relinquishment, PI change, and Fiscally Administering Unit change.
• The responsible OSP team reviews the administrative action request provided by the PI/Study Staff. OSP can move it forward or send it back for further input.
• OSP has many options for follow up. The Administrative Actions project will be used for expanded authority and prior approval requests, progress reports, agreement modifications, processing awards, and processing closeout.
Administrative Actions can be sent for “AOR” (Authorized Organizational Representative) approval, sent to Post Award for processing, sent to PI/SS for further action, forwarded to the sponsor for consideration, or a combination.

We have the ability to keep more precise track of where an administrative action is in the process.
Here are the available Administrative Actions. This is a different approach than the Transaction Routing Form which we used previously; here we are asking for the PI/SS to identify the change actions needed for the project.
• If OSP receives an administrative action request for a no cost time extension but an effort change has not been indicated, the assumption is there is no change to existing committed effort.
• Please note “New Subawardee” should be used when proposing the involvement of a new subawardee that was not included in the initial proposal. Subaward Request and Subaward Amendment Requests should still be submitted to Post Award via email on the exiting forms. Phase III will bring the Subrecipient processes into RAMS-SPOT.

Capturing these details within the system eliminates the need for the NCE Request form.
• Some administrative actions like no cost extensions “branch” to follow up questions. Some actions do not. Be sure to supply OSP with all supporting documentation for your request.
• Administrative Actions are easy for the PI/SS to submit to OSP.
• If one of the submitted Administrative Actions can be processed immediately, and one has to be submitted to the sponsor for prior approval, OSP has the ability to “split” the administrative action so as not to hold up both requests if only one requires sponsor review.
Let’s take a look at how to create a continuation/supplement funding proposal.
Continuation proposals are created in the Award workspace. The continuation proposal workflow is otherwise identical to an initial funding proposal.

All continuation proposals route for school review before being delivered to OSP for review, signature and submission.
This concludes this training unit.