Welcome to training for the VCU Research Administration Management System (RAMS)-Sponsor Program Online Tracking (SPOT) database. These slides will review the navigation enabled by our Phase II implementation including the migration of records from our former “InfoEd” database.
• 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.
• The possibility of defining different access permissions for Preaward and Post Award activities was considered during the design phase but this idea was ultimately not adopted by the CAR members.
• There is a single access list for Fiscally Administering Units (FAU). Members of the FAU can see proposals routed, compliance data provided, awards distributed, and administrative actions processed.
• Now that there are more projects than the Funding Proposal (FP), your work queue has been expanded to show you other types of records.
• Note that you can click on the tabs for “My Inbox”, “Active Proposals”, “Active Awards”, and “Search.”
• “Active Proposals” and “Active Awards” will show you a much broader list of the project records to which you have access. “Search” allows you to look for a particular record(s); use filters to narrow your search parameters.

**Navigation: Queues**

- The Personal Workspace now features queues for tracking the new Phase II actions, including active awards.
- Continuation and Supplement Proposals appear in the same queue as initial Funding Proposals.
The "My Inbox" shows items that are in your queues for your action. You will see four different queues if you are in the PI/Study staff role. They are: Funding Proposals, Reviews, Compliance Data, Administrative Actions. The "My Inbox" tab of the Personal Workspace has been redesigned to include separate queues for active tasks, including Administration Actions, and Compliance Data.
• To find a migrated InfoEd record, you must look in the Funding Proposal project.
• Every PT/PD/SC from InfoEd that was in an active status has been migrated over to RAMS-SPOT. Active means “under sponsor review”, “under negotiation”, “award received”, “awarded”, and “awarded in closeout.”
• Each PT/PD/SC InfoEd record has gotten a new “FP#” which has become the primary number OSP will reference. You have the ability to look up your new number.
• The exception to the migration rule is master agreements which had been assigned a “PT” in InfoEd have been renamed with an “RV”, or review number in RAMS-SPOT.
Note the naming convention for RAMS-SPOT records which is rooted in the original FP for both the Award Record and the Compliance Data Record. You’ll see in other training units that this is also true of Continuation and Supplement Proposals and Administrative Actions.
• All PT/PD/SC attachments, communications and screen shots migrated over with data conversion. Some duplication of documents may be possible due to documents living in two systems for the past year. Migrated attachments are sorted by Document Type, followed by date, from newest to oldest.
This concludes this training unit.