RAMSeS Process: Deobligations, Negative Awards, PI and Departmental Changes

1.0 Overview

This document will provide guidance as to how to handle different types of scenarios in RAMSeS for a transfer or deobligation of funds. The intent is that any funds awarded to our institution are not doubly counted in response to a PI transfer within the institution or discounted due to a PI exit from the institution. This will better ensure that the data captures true dollars awarded to our institution regardless of any transfer post award execution.

2.0 Scenarios

2.1 Award Changes Lead PI, but remains in the same department – The PI should be changed on the project screen. The GO should process a $0.01 award. The new PI will be reflected on this award. It is not necessary to deobligate funds from old PI to new PI within the same department. At the time of fund distribution, the information manager will change the award to $0.00 to clear from reporting.

2.2 Award Changes Lead PI in a different department – The GO will process an award showing the (-) amount from the original department. Before processing the second award, the “Award Admin Department” should be changed to the new administrative department and the old Lead PI replaced with the new Lead PI on the project screen. Then, the second award can be processed under the same project with the (+) amount. Both awards must counter the other and add to $0.00.

2.3 PI leaves ECU, takes award to another institution – Any documentation will be processed as a $0.01 award. OGC will determine what changes need to be made to the budget in Banner for expenditures. At the time of fund distribution, the information manager will change the award to $0.00 to clear from reporting.

2.4 Sponsor sends an amendment deobligating funds – Amendment will be processed as a $0.01 award. OGC will determine what changes need to be made to the budget in Banner for expenditures. At the time of fund distribution, the information manager will change the award to $0.00 to clear from reporting.