PURPOSE
Procedure for Official Report Date and Back Dating in RAMSeS.

INTRODUCTION
The Official Report Date field within RAMSeS is the field that drives the award reporting. Therefore, if awards are entered and given an official report date that is earlier (backdated) it’s possible that awarded funds will be attributed to a previously reported period. This comes into play primarily at the end of each quarter and the end of the fiscal year when OSP reports on sponsored programs activity. Challenges have and would arise from backdating awards because it gives a false report of when the award was received and processed by the Data Manager and OGC. In turn, when monthly, quarterly and yearly reporting is completed, awards that should be in one period appear in another.

PROCEDURE
The Official Report Date is to be entered as the date the award information is finalized in RAMSeS (and provided to the Data Manager) or the start date of the award/budget period. This date should coincide with the date of award notification or award receipt, barring any unforeseen delays. The Official Report Date can be forward dated, but it cannot be backdated. In any situation where the official report date and the award notice received date are more than 10 business days apart, there should be an explanation in the RAMSeS “notes” section as to why. When the official report date is more than 3 business days behind the date it is turned in to the Data Manager, it will be returned to the Grant Officer for correction.
Example 1: An NIH award arrives on 7/3/2013 with a start date of 6/1/2013. The Official Report Date is 7/3/2013, presumably the date of data entry and when it is turned in to the Data Manager.

Example 2: In the case of forward dating, on 7/15/2013 an award arrives with a start date of 8/1/2013. The official report date could be entered for July or August, although August might make more sense given the award start date.

Example 3: An NSF award arrives on 3/5/2013 with a start date of 3/1/2013. A revised budget is requested of the investigator, which is received on 3/12/2013. The award is then finalized and provided to the Data Manager on 3/14/2013. The Official Report Date should be entered as 3/14/2013.