| General Guidance on Proposal Administration | 1. Each time new funds that have not been included in a previous request to the sponsor are requested, a RAMSeS proposal entry and a proposal document with at least a scope of work and a line item budget are required. The Proposal Type will be either "New" or, if a request for additional funds during a current approved project period, "Supplement."

2. A resubmission of a revised unfunded proposal is considered a "New" proposal. Once a sponsor declines a funding request, that proposal record should not be updated and re-used (other than for a template) for a resubmission; the resubmission requires a new RAMSeS proposal file.

3. Proposals for annually repeating projects, such as service agreements, that will result in a new award/contract for the next project period are considered "New" proposals.

4. Only "New" and "Supplement" are allowed choices for Proposal Type on the RAMSeS General Information screen. "Renewal" is no longer used for annually repeating projects.

"Non-competing Continuation" proposals for out years of approved multi-year projects are no longer required and will be removed from RAMSeS if routed.

5. When a sponsor funds a proposal, no changes to the RAMSeS proposal file should be made, even if sponsor-specified project and budget period dates and funded amounts differ from what was proposed. When the proposal is submitted to the sponsor, the RAMSeS proposal file is considered final and should not be changed or corrected in any way. If corrections are needed, please consult with the OSP Grants Officer.

6. An exact copy of the final assembled proposal that will be submitted to the sponsor must be uploaded to RAMSeS prior or must be made available electronically to OSP prior to proposal submission. The Office of Sponsored Programs will not approve proposal submission until this final document is available for review. If the sponsor’s electronic proposal submission system allows access to the submitted proposal, capture a copy that includes documentation of submission and save it in RAMSeS within two business days of submission. If the sponsor’s system does not allow document capture of the full proposal before or after submission, assembled screen shots may be substituted.

7. Using the checklist below, conduct a final review of the RAMSeS proposal file within two business days of proposal submission. The OSP Grants Officer will also conduct a final RAMSeS proposal file check and will request correction of any inaccurate entry. |

| General Guidance on Reporting Proposal Project and Budget Period Dates | 1. A project period start date on the first of a month, with a project end date on the last day of a month, is preferable unless the sponsor mandates a specific mid-month start date.

2. Twelve-month budget periods are preferable for multi-year projects unless there is a rationale for proposing budget periods of different durations.

3. Ensure sufficient time for project start-up, completion, and close-out when proposing project period dates. Funded projects may be closed before the project end date if all work is accomplished and all expenditures are completed.

4. For small awards for projects of very short duration (like a performance or other one-time event), specify a project period of at least one month to allow for project initiation and award close-out.

5. Do not adjust start and end dates to accommodate weekends and holidays (i.e., use 1/1/2017 as the start date rather than 1/2/2017, even though 1/1/2017 is a holiday). |
### RAMSeS Proposal General Information Screen Data Entry Checklist:

<table>
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<th>Item</th>
<th>Details</th>
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| Prime Funding Agency        | - Report the originating entity only when funds are passing through another entity to ECU and the pass-through entity will flow down its award requirements from the originating entity (i.e., when ECU is acting as a subawardee).  
   - If funds are passed through more than one entity between the originating entity and ECU, report the entity whose award requirements will be flowed down to ECU, if applicable.  
   - If no award requirements will be flowed down to ECU (e.g., the award will be a fixed price/deliverables contract), leave this field blank.  
   - Do not duplicate ECU’s direct sponsor in this field. |
| Project Start Date          | - Report the project start date that is specified in the final proposal submitted to sponsor.  
   - If not included in the proposal, use the award period start date specified in funding opportunity announcement or, alternately, the proposed project dates on the latest version of the internal budget spreadsheet. |
| Project End Date            | - Report the project the end date that is specified in the final proposal submitted to sponsor.  
   - If not included in the proposal, use the award period end date specified in the funding opportunity announcement or, alternately, the proposed project dates on the final version of the internal budget spreadsheet. |
| CHESS Code                  | - CHESS Code is being replaced by an "Activity Code" that will have only six mutually exclusive choices. Historical data will be converted during the RAMSeS update. OSP will provide additional information when RAMSeS is updated. |
| Proposal Type               | - Only "New" or "Supplement" may be used for funding requests not previously submitted to the sponsor.  
   - Non-Competing Continuation actions (including incremental funding after Year 1 on multi-year projects, amendments, and no-cost extensions) that do not involve a request for new/additional funding do not require submission of a proposal. |
| Affiliated Center           | - List Centers and Institutes that contribute to the scope of work of the proposed project.  
   - List affiliated centers even when the unit is ALSO the administering unit.  
   - Do not list non-center units (such as academic departments) in this data field. |
| Award Type                  | - Ensure that the "Award Type" reported is the mechanism described in the funding opportunity notice. If there is no funding opportunity notice, base the response on the nature of the relationship of the parties in conducting the work. Consult with the OSP Grants Officer for questionable award types. |
### RAMSeS Personnel Screen Data Entry Checklist:

- **Add Personnel: Lead Principal Investigator**
  - Do not change the auto-populated department for the Lead Principal Investigator; this should remain the Lead PI's home department as assigned in Banner. Indicate the % Sponsored Effort and the % Cost Shared Effort that will be associated with the Lead PI's home department.
  - If part of the Lead PI's effort is to be associated with a center, institute, or other non-home unit, make a second personnel entry for this individual, assign the "Principal Investigator" role, and change the auto-populated Department to the center, institute, or other non-home unit.

- **Add Personnel: Non-Lead Principal Investigator Roles**
  - Enter each non-Lead PI who will have a role on the project. Do not change the auto-populated Department for any individual. If the Department field is blank (such as for a student), a home unit may be assigned if it is known but is not required.
  - If part of any individual's effort is to be associated with a center, institute, or other non-home unit, make a second personnel entry for the individual, assign the same role as the initial entry, and change the auto-populated Department to the center, institute, or other non-home unit.
  - Indicate the % Sponsored Effort and the % Cost Shared Effort for all personnel entries.

- **Allocation of Credit %**
  - This is a legacy field that remains active for technical reasons. The field may be left blank. Data entered in this field will not promulgate into any other system, analysis, or process.

### RAMSeS Proposal Budget Screen Data Entry Checklist:

- **Initial/Current Budget Period Begin Date**
  - Must be the same as the Project Start Date on the General Information Screen

- **Initial/Current Budget Period End Date**
  - If a multi-year project period with annual budget periods (typical of federal projects and subawards of federal funds) is proposed, this date should be the last day of initial budget period, usually on the 364th day after the start date (i.e., Budget Period End Date of 6/30/2018 for a Budget Period Start Date of 7/1/2017).

- **Initial/Current Budget Period Budget**
  - Direct Costs, F&A Base, and F&A Rate must be for the initial budget period only. Enter zeros as appropriate. F&A Amount and Initial Funds Requested must be derived by using the "Calculate" function. This field should not be left at $0.

- **Total Period/Total Request Begin Date**
  - Must be the same as Project Start Date on General Information Screen and as the Initial/Current Budget Period Begin Date.

- **Total Period/Total Request End Date**
  - Must be the same as Project End Date on General Information Screen

- **Total Period/Total Request Budget**
  - Direct Costs, F&A Base, and F&A Rate must be for the total project period, which may be a multi-year period. Enter zeros as appropriate. F&A Amount and Total Funds Requested must be derived by using the "Calculate" function. This field should not be left at $0.