

Funding Loading Procedures

RAMSeS

Save this URL as a favorite place.

https://wcu.myresearchonline.org/ - RAMSeS - Windows Internet Explorer


https://wcu.myresearchonline.org/ramses/index.cfm

File Edit View Favorites Tools Help

FOX News Talk

Western Carolina University ... SPARC Data RedDot CMS Version 7.5 RAMSeS WCU Student Directory Search

49°F



RESEARCH AT WCU
RAMSeS

Application for Grant, Contract, or Cooperative Agreement
Office of Research Administration @ WCU

For RAMSeS technical support, please contact
[John Hawes](#) at 828.227.3177.

Username:

Password:

Login

Log in using your standard WCU user name and password

Internet 100%

After logging into RAMSeS you will see a window that looks like this. Click on **Admin** then select **Proposal Admin** from the drop down menu.

RAMSeS - Windows Internet Explorer

https://wcu.myresearchonline.org/ramses/index_auth.cfm?CFID=8500&CFTOKEN=39142492

File Edit View Favorites Tools Help

Western Carolina University ... SPARC Data RedDot CMS Version 7.0

RAMSeS WCU Proposal and Award Development

HOME MY DASHBOARD HELP REPORTING ADMIN LOGOUT

Proposal Admin
Award Admin
Workflow Inbox
Sponsor Management
Person Management
User Management
Award Managers
Email Admin
System Messages Admin
DATABASE LOGS

>> RAMSeS

WELCOME TO THE
Research Commu
research proposa
funded proposals.

The Proposal Das

1. start a new
2. edit and tra
3. view and tr
4. certify all proposals on which you're cited as the PI
5. authorize proposals in your role as a departmental/college/center proposal approver.

The Award Dashboard offers you the ability to

1. view awards on which you're listed as a member of the Research Team
2. view awards for administering departments where you have been granted award-data access
3. add notes and/or attachments to awards you have access to
4. view the distributions of award moneys to various accounts

Help options include the following:

- [FAQ](#)-lists frequently asked questions
- [Help with IPF questions](#)-view the ORA website for questions/responses on the eIPF
- [Speak to Someone](#) (Contact Finder)- determine who in the administrative office is best-suited to help you with a particular issue

Reporting offers you the ability to generate proposal and award reports for a particular Investigator, Department, School, or Sponsor. These reports may be easily downloaded onto to your desktop for further manipulation.

If you have any questions or comments regarding the use of RAMSeS please feel free to contact the [Office of Research Administration](#) at 828.227.7212.

Office of Research Administration
Cordelia Camp Building
Room 110
Western Carolina University
Cullowhee, NC 28723
Phone: 828.227.7212
Fax: 828.227.7480

Internet 100%

https://wcu.myresearchonline.org/ramses/index_auth.cfm?CFID=8500&CFTOKEN=39142492#

You will see a window that looks like this. Enter the Proposal Number for the Award and click Search.

>> Proposal Administration

Unsubmitted 34	Admin Office Review PS: 0
Departmental Routing 1	Post Approval
Admin Office ORA: 0	Proposal Approved: 122
	Not Funded: 8
	JIT Request Received: 0
	JIT Request Approved: 0
	Under Award Negotiation: 0
	Funded: 220
	Withdrawn: 0

>> Search Proposals

Search By: Proposal Number

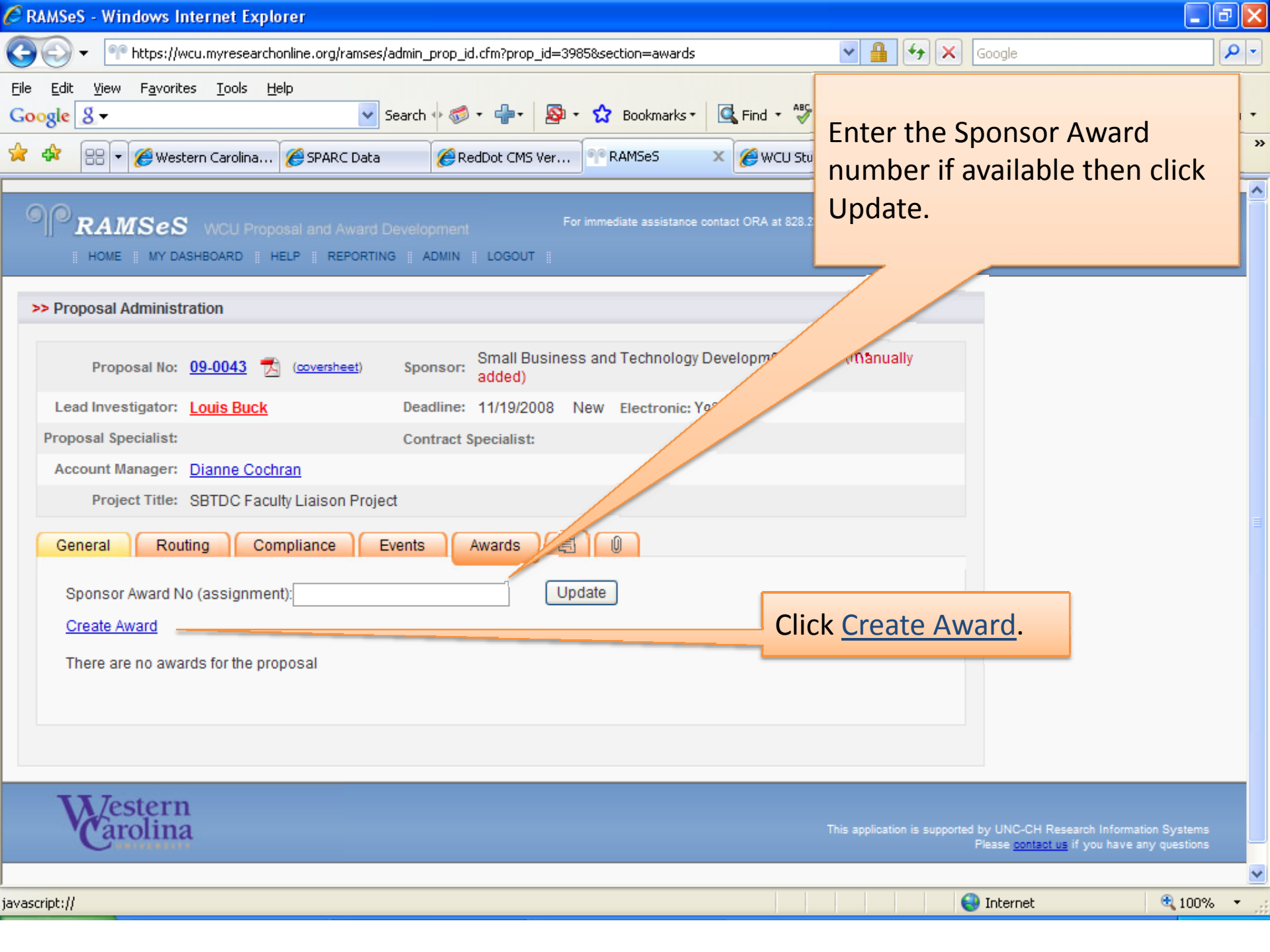
Proposal Number: 09 - (05-9999)

Search

>> Scan Barcode

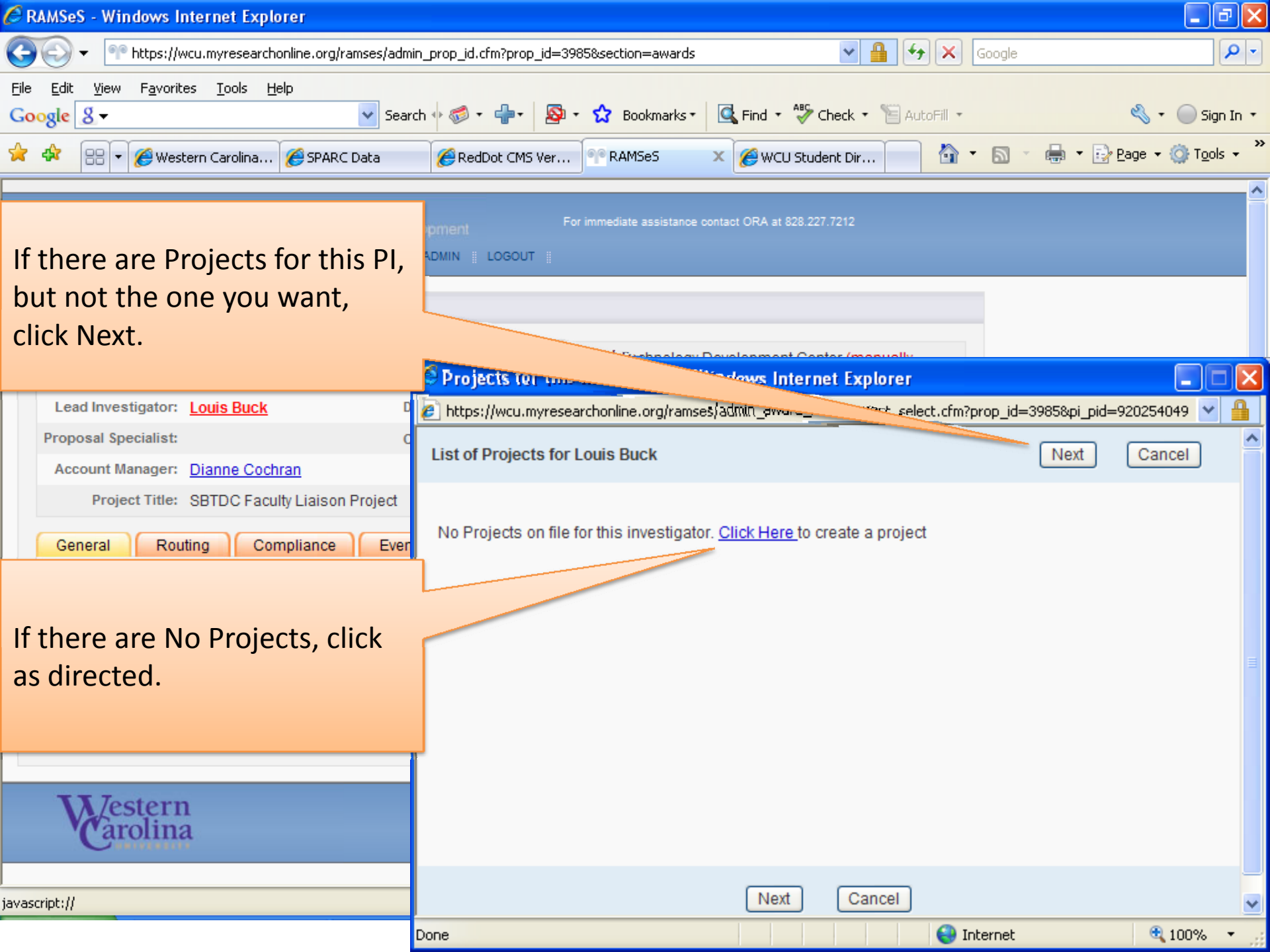
Barcode: (5999)

Search



Enter the Sponsor Award number if available then click Update.

Click [Create Award](#).



If there are Projects for this PI, but not the one you want, click Next.

If there are No Projects, click as directed.

Projects for Louis Buck

https://wcu.myresearchonline.org/ramses/admin_..._start_select.cfm?prop_id=3985&pi_pid=920254049

List of Projects for Louis Buck

Next Cancel

No Projects on file for this investigator. [Click Here](#) to create a project

Next Cancel

>> Award Project Administration

Award Project No: (Prime Acct:) Lead PI: Project
Account Manager: [Martha Tolley](#) Award Manager: Total Awarded: \$ 0.00
Project Title:

General

Project Title:* SBTDC Faculty Liaison Project
PI:* Louis Buck Project Begin Date:* 01/01/08
Admin Award Dept:* Center For Entrepreneurship And Innovation Project End Date:* 12/31/08
Sponsor:* Small Business and Technology Development Budget Begin Date:
Is extension approval required from the sponsor? Yes No Budget End Date:
Extension approval information:
Prime Sponsor: Electronic Record:
Award Type:* ...
Activity Type:* ...
Cfda No:
Dfafs No:

Enter the mandatory information marked with * and any additional information you desire.

Is extension approval required from the sponsor? Yes No

Extension approval information:

Prime Sponsor:

Award Type*: (10 - 15) Grant

Activity Type*: Public Relations/Development - (CHESS 66)

Cfda No:

Dfafs No:

Contract Specialist*: 01 - Wanda Ashe

Payment Basis*: Cost Reimbursement / Scheduled Payment

Payment Method*: (14) Scheduled Payment

Invoice Frequency: Monthly

Invoice Instructions:

Pass Thru Agency:

Pre-Audit ID: ...

Reporting Person: ...

Type of Activity:

When you have finished filling fields, click Create Project

Create Project Cancel

RAMSeS - Windows Internet Explorer

https://wcu.myresearchonline.org/ramses/admin_prop_id.cfm?prop_id=3985§ion=awards

File Edit View Favorites Tools Help

Western Carolina Unive... SPARC Data RedDot CMS Version 7.5 RAMSeS WCU Studer

RAMSeS WCU Proposal and Award Development For immediate assistance contact ORA at 828.227.7212

HOME MY DASHBOARD HELP REPORTING ADMIN LOGOUT

>> Proposal Administration

Proposal No: [09-0043](#) (coversheet) Sponsor: Small Business and Techn... Department Center (manually added)

Lead Investigator: [Louis Buck](#) Deadline: 11/19/2008 Electronic: Yes -

Proposal Specialist: Contract Specialist

Account Manager: [Dianne Cochran](#)

Project Title: SBTDC Faculty Liaison Project

General Routing Completed Events Awards

Sponsor Award No (assignment):

[Create Award](#)

Click on the Award tab then click [Create Award](#)

Fill in all fields **EXCEPT** Dollar Feed Date then click Create Award

Create New Award - Windows Internet Explorer

https://wcu.myresearchonline.org/ramses/admin_award_new.cfm?award_project_id=3998&

Enter the Details Below to Create a New Award

Sponsor Award No:

Award Amount: \$ (no commas)

Type of Funds: ▼

Dollars Feed Date:

Award Notice Received:

**LEAVE
BLANK FOR
NOW**

If you get notice that there are no proposals assigned to this award, select the Proposal tab and enter the appropriate proposal number then click Add Proposal to Award.

>> Award Administration

Award No: [A08-0027-001](#) ([View Project](#))

Amount: \$3,500.00 (New)

The Acct: ()

Sponsor Award No: [BPM 2008-9](#)

Last Updated: 2/25/2009 11:26 AM

[Print](#)[Copy Award](#)

Project Title: SBTDC Faculty Liaison Project

[General](#) [People](#) [Events](#) [Distributions](#) [Proposals](#) [Print](#) [Upload](#)

Proposals Affiliate with this Award

Proposal No	Lead Inv	Title	Initial Funds Requested
09-0043	Louis Buck	SBTDC Faculty Liaison Project	\$3,500.00 Delete

Add Proposal Number: - (05-9999) [Add Proposal to Award](#)

>> Award Administration

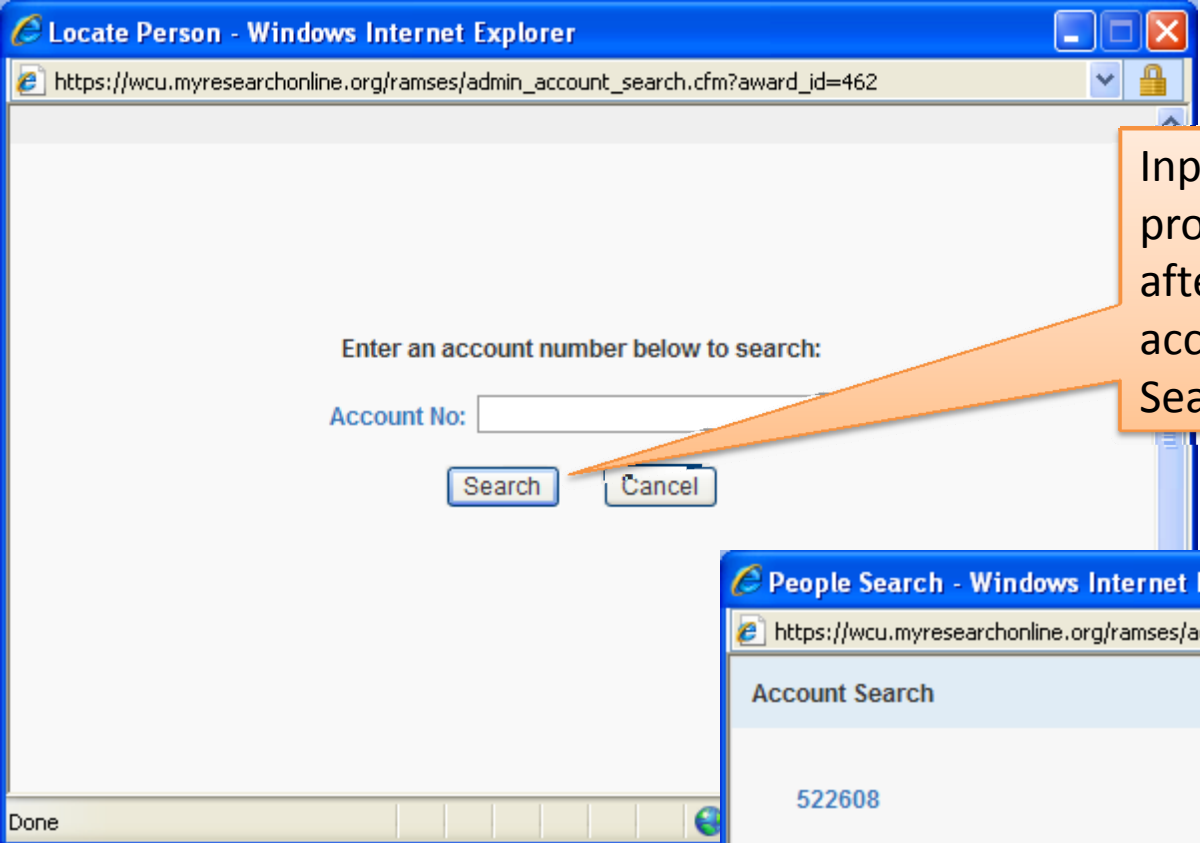
Award No: [A08-0027-001](#) ([View Project](#)) Amount: \$3,500.00 (New)
Sponsor Award No: [BPM 2008-9](#) Last Updated: 2/25/2009 11:26 AM - J...
Project Title: SBTDC Faculty Liaison Project

- General
- People
- Events
- Distributions**
- Proposals
-
-

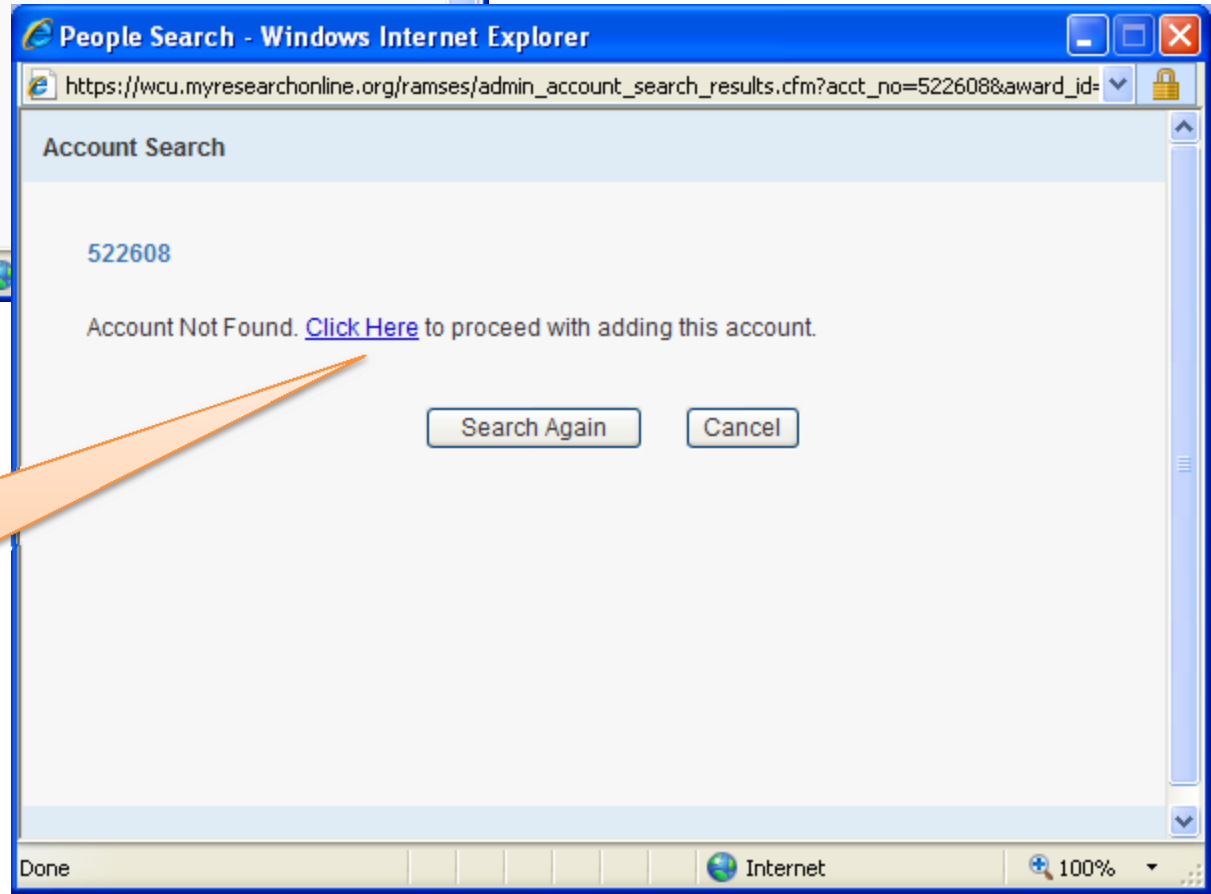
Click Add Account to add accounts to be used for this award

Temp Account No	Account Type	Amount on Account
-----------------	--------------	-------------------

Select the Distributions tab and then click Add Account.



Input the Account Number provided by the Budget Office after they establish the account in Banner then click Search.



The first load of funds will create the account, so it won't be found. Click to add account.

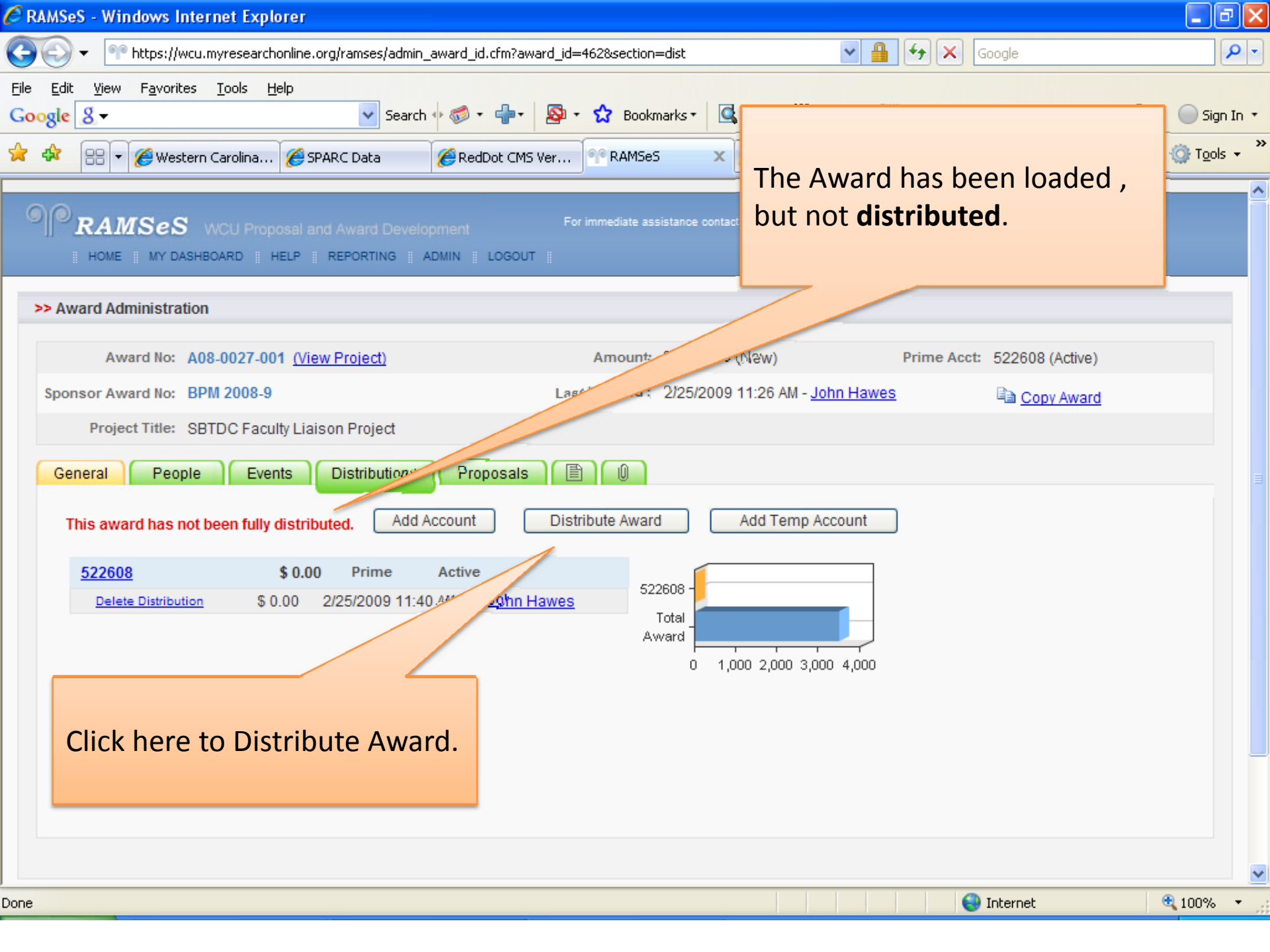
Add Account for A08-0027-001

Account No:	<input type="text" value="522608"/>	Check Usage
Account Type:	<input type="text" value="Prime"/>	<input type="button" value="v"/>
Date Established:	<input type="text" value="02/25/09"/>	<input type="button" value="calendar"/>
PI:	<input type="text" value="Louis Buck"/>	<input type="button" value="magnifying glass"/>
Dept:	<input type="text" value="Center For Entrepreneurship An"/>	<input type="button" value="magnifying glass"/>
Budget Begin Date:	<input type="text"/>	<input type="button" value="calendar"/>
Budget End Date:	<input type="text"/>	<input type="button" value="calendar"/>
Status:	<input type="text" value="Active"/>	<input type="button" value="v"/>
Short Title:	<input type="text" value="SBTDC Faculty Liaison Project"/>	
Award Project Title:	<input type="text" value="SBTDC Faculty Liaison Project"/>	
Sponsor Award No:	<input type="text" value="BPM 2008-9"/>	
Map Code:	<input type="text"/>	
COA History Seq:	<input type="text"/>	
Continuing Acct No:	<input type="text"/>	

Old Account No:	<input type="text"/>	
GC Code:	<input type="text"/>	
ABR Code:	<input type="text"/>	
Designated Restriction:	<input type="text"/>	
Equipment Ownership Code:	<input type="text" value="v"/>	
Expanded Authority:	<input type="text"/>	
Related Income Account:	<input type="text"/>	
Related Interest Account:	<input type="text"/>	
Related Matching Account:	<input type="text"/>	
Prior Approval Code:	<input type="text" value="Select..."/>	<input type="button" value="v"/>
Limit of Cost	<input type="text" value="No"/>	<input type="button" value="v"/>
Cost Sharing:	<input type="checkbox"/>	
F&A Rate:	<input type="text"/>	%
F&A Type:	<input type="text" value="Select Type..."/>	<input type="button" value="v"/>
Off Campus:	<input type="checkbox"/>	

You **MUST** have at least one primary account to distribute funds.

Enter Budget Begin and End Dates, GC Code, Limit of Cost, F&A Rate and Type and Off Campus when appropriate. Click to Add Account.



The Award has been loaded ,
but not **distributed**.

Click here to Distribute Award.

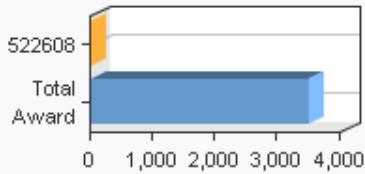
This award has not been fully distributed.

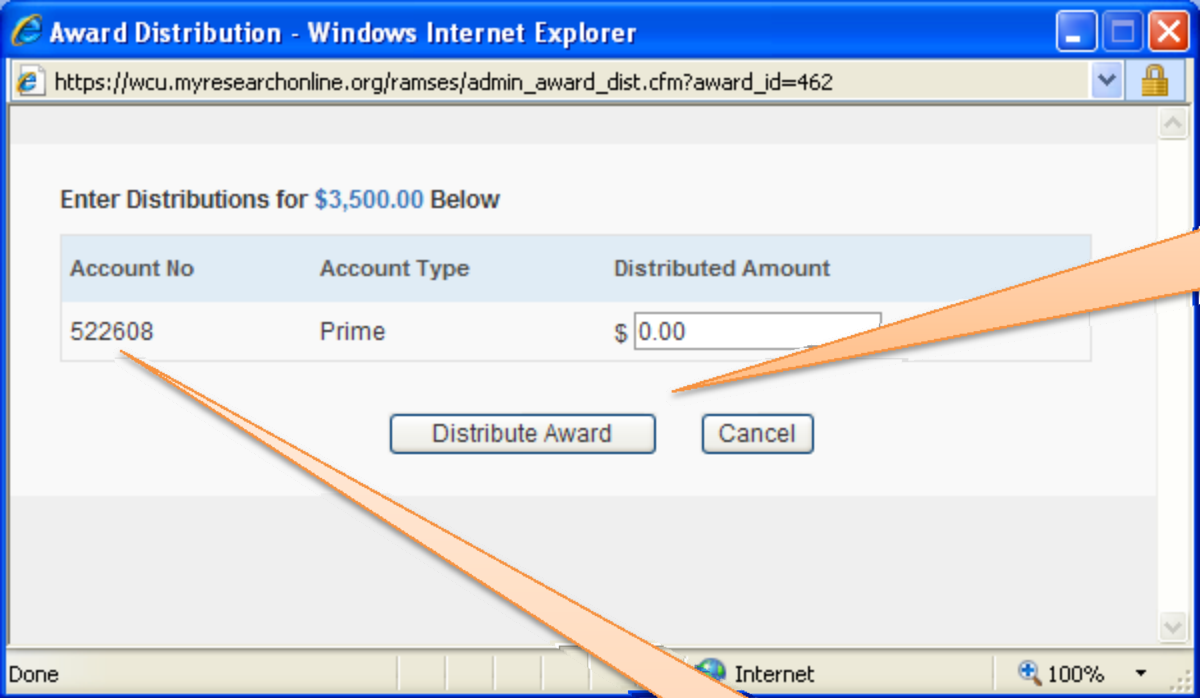
Add Account

Distribute Award

Add Temp Account

522608	\$ 0.00	Prime	Active
Delete Distribution	\$ 0.00	2/25/2009 11:40 AM	John Hawes





Input the Amount then click Distribute Award.

NOTE: If you have added more than one account to distribute the funds to, they will be listed here and the total award can be spread between them.

>> Award Administration

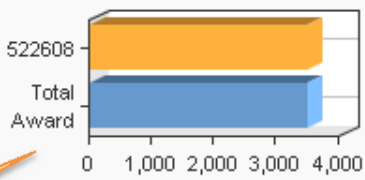
Award No: [A08-0027-001](#) (View Project) Amount: \$3,500.00 (New)
Sponsor Award No: [BPM 2008-9](#) Last Updated: 2/25/2009 11:26 AM - [John](#)
Project Title: SBTDC Faculty Liaison Project

- General
- People
- Events
- Distributions
- Proposals
-

If you have documents to for this award, select the Attachment (paper clip) tab.

Distributions by Account

522608	\$3,500.00	Prime	Active
Delete Distribution	\$3,500.00	2/25/2009 11:44 AM	John Hawes



Temp Account No Account Type Amount on Account

Graph should now reflect distributed funds.

>> Award Administration

Award No: [A08-0027-001](#) ([View Project](#)) Amount: \$3,500.00 (New)
Sponsor Award No: [BPM 2008-9](#) Last Updated: 2/25/2009 11:26 AM - [John](#)
Project Title: SBTDC Faculty Liaison Project

- General
- People
- Events
- Distributions
- Proposals
-
-

Add Attachment

Click Browse to select a file:

Document Type

No attachments have been added.

Click on Browse to find the electronic files to attach.

Choose file

Look in: 2009-0043 Buck

- Budget Dec 08.xls
- P 2009-0043 PRP - Dec 2008.pdf

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: Budget Dec 08.xls
Files of type: All Files (*.*)

Open Cancel

Find the file on the hard drive and click Open.

>> Next Reset

No attachments have been added.

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https://wcu.myresearchonline.org/ramses/admin_prop_id.cfm?prop_id=3985§ion=attachments

File Edit View Favorites Tools Help

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HOME MY DASHBOARD HELP

>> Proposal Administration

Proposal No: 09-0043

Lead Investigator: Louis Buck

Proposal Specialist:

Account Manager: Dianne Cochran

Project Title: SBTDC Faculty

General Routing Comp

Add Attachment

Click Browse to select a file:

Document Type

Select Document Type

- Abstract
- Amendment
- Application Package
- Biosketch/CV
- Budget
- Budget (internal)
- Budget Justification
- Checklist
- Conflict of Interest
- Cost Share Commitment Letter
- DEHS Approval (radioactive, bio, chem)
- Draft Agreement
- Email
- Executed/Signed Agreement
- Executed/Signed Facepage
- F&A Waiver
- IRB Documents
- JIT
- Letter of Intent
- Master Agreement
- Other
- Other Support
- Preproposal**
- Proposal
- Proposal Announcement Guidelines
- Proposed subcontract
- Representation/Certification
- Research Plan/Scope of Work
- Sponsor Protocol
- Select Document Type

Browse...

>> Next

Assign Access - Windows Internet Explorer

https://wcu.myresearchonline.org/ramses/access_privs.cfm

Assign Access

- Admin Office
- IPF Creator
- Lead PI Only
- Admin Award Dept IPF Approver
- Lead PI Appt Dept IPF Approver
- Certifying Investigator
- Research Team
- All IPF Parties

Submit Cancel

Click on Select Document Type to open the drop down menu and make the appropriate selection then Click Next. This requirement is why only one file can be added at a time.

Select who you wish to have access to the files, then click Submit

>> Award Administration

Award No: [A08-0027-001](#) ([View Project](#)) 608 (Active)
Sponsor Award No: [BPM 2008-9](#) Last [Copy Award](#)
Project Title: SBTDC Faculty Liaison Project

- General
- People
- Events
- Distributions
- Proposals
-

Repeat the process to attach additional files and make changes here.

Click on the General tab to finish.

Add Attachment
Click Browse to select a file: Browse...
Select Document Type >> Next Reset

Attachment	File Size	File Type	Upload Type	Access
Budget Dec 08.xls Uploaded by: John Hawes On: 02/25/2009 At: 11:53 AM	66 KB	Budget and/or Revisions	Admin Office	All Parties Remove
P 2009-0043 PRP - Dec 2008.pdf Uploaded by: John Hawes On: 02/25/2009 At: 11:52 AM	705 KB	Award Notice (Agreement)	Admin Office	All Parties Remove


Award No: [A08-0027-001 \(View Project\)](#) Amount: \$3,500.00 (New) Prime Acct: 522608 (Active)
Sponsor Award No: [BPM 2008-9](#) Last Updated: 2/25/2009 11:26 AM -
Project Title: SBTDC Faculty Liaison Project


General People Events Distributions Proposals

Award Amount:

Sponsor Award No:

Type of Funds:

Dollars Feed Date:  [clear](#)

Award Notice Received:  [clear](#)

Fast Tracked:

Budget Begin Date: 01/01/2008

Budget End Date: 12/31/2008

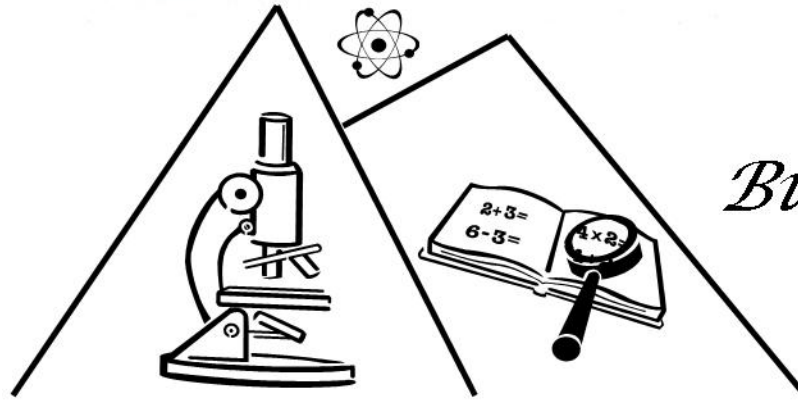
Admin Award Dept: 235251 - Center For Entrepreneurship And Innovation

Award Notes:

Enter Dollars Feed Date (date email notification was received from the Budget Office). Click on the calendar icon, select the year and month from the pull down menus. Click on the day to select the date and close the calendar.

Click on Save Award Details and you are DONE!

Research Administration



*Building Mountains
of Knowledge*