

VCUeRA RAMS-SPOT

Research Administration Management System-Sponsored Programs Online Tracking

- Database for sponsored projects administration and submission (Vendor= Click Commerce)
- Replaces “VCUeRA InfoEd” (Vendor=InfoEd)
- Development February 2013-present
- Phased Implementation
- All records electronic

Goals of the System include:

- Paperless routing (all major project transactions)
- Paperless record storage
- Budgeting in system
- Communications in system, tied to project record
- Documents scanned directly to record
- Improved task management for all users
- Streamlines processes and reduces need for hard copy forms
- Establishes Office of Research and Innovation Organizational Structure with improved security



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RAMS-SPOT Phased Implementation

Phase 1: Submission new funding proposals

- Went Live: May 1, 2015...Included
 - All task orders and new proposals including available Grants.gov opportunities
 - Pre-proposals/Letters of Intent (LOI) that require OSP signature
 - Reviews for Confidentiality Non Disclosure Agreements (CDA), Material Transfer Agreements (MTA), and Data Use Agreements (DUA), Just-in-Time (JIT), Export Control
 - Agreements for negotiation including Unilateral/Bilateral/Master agreements



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RAMS-SPOT Phased Implementation

Phase 2: Compliance Data, Awards, Continuation/ Supplement Proposals, and Administrative Actions

➤ Go Live: May 31, 2016...Includes these functions:

- Compliance Data (Subjects Protection, Intellectual Property, Export Control, Hazardous Materials, rDNA, HIPAA, Controlled Substances, Clinical Trial)
- Award processing (initial and subsequent actions)
- Funding Proposal Continuations/Supplements
- Administrative Actions (No Cost Extension, Progress Report, Effort Change, Change to Fiscally Administering Unit (FAU), Change of PI, Grant Relinquishment, etc.)



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RAMS-SPOT Phased Implementation

Phase 3: Closeout, Subrecipients and Reporting

➤ Target Go Live: December, 2016...Will Include:

- Subrecipient Actions
- Closeout
- Reporting



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RAMS-SPOT Phased Implementation

Reminder:

- Effective with proposal submission in RAMS-SPOT in May 2015, we have been working in two systems (VCUeRA InfoEd and VCUeRA RAMS-SPOT/Click Commerce)
- Effective with RAMS-SPOT Phase II implementation we will once again be working out of a single system
- InfoEd was database of record for FY2015 (ending June 30, 2015)
- RAMS-SPOT is database of record for FY2016 (July 1, 2015-June 30, 2016)



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RAMS-SPOT Phased Implementation

- Timeline for Implementation and Important Dates:
 - Wednesday, May 25 (final processing in InfoEd)
 - COB, Wednesday, May 25– InfoEd becomes “read only”
 - Conversion of InfoEd data into RAMS-SPOT will take place between May 26-30, 2016
 - Full day patch in RAMS-SPOT scheduled for Friday, May 27 (final patch before go-live)
 - “Go live” for RAMS-SPOT Phase II functionality is Tuesday, May 31



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RAMS-SPOT Phased Implementation

- InfoEd- Important Notes
 - Will transition all proposals in **Under Sponsor Review/JIT status** (~725 records)—will create FP/primary budget project in RAMS-SPOT
 - Will transition all awards in **Awarded/NCE status** (~1600 records)—will create FP/primary budget, Compliance and Award project in RAMS-SPOT
 - Will transition all awards in **In Closeout status** (~1100 records)—will create FP/primary budget, Compliance and Award project in RAMS-SPOT



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RAMS-SPOT Phased Implementation

- InfoEd- Important Notes
 - From May 25 COB, InfoEd will be read only until approximately June 30, 2016
 - No documents will be transitioned from InfoEd to RAMS-SPOT shell
 - All documents in InfoEd will be exported to a directory, accessible by OSP on the OSP shared drive



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RAMS-SPOT Phased Implementation

- RAMS-SPOT- Important Notes
 - All records brought over from InfoEd will be assigned an FP#
 - The PT, PD and SC numbers from InfoEd will be cross-referenced to the new FP number assigned
 - You will be able to search for your FP record in RAMS-SPOT using the PT, PD and SC
 - Data (not documents) gets transitioned from InfoEd to RAMS-SPOT shell, data where there is a 1:1 correspondence between the two systems



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RAMS-SPOT Phased Implementation

- RAMS-SPOT- Important Notes
 - Effective May 31, all continuation/supplement proposals and administrative actions must be initiated from within SPOT
 - Effective May 31, PI PreAward Questionnaire replaced by Compliance Data Project
 - Effective May 31, awards will be distributed to G&C and to Fiscally Administering Unit (FAU) (not based on distribution list from IAF)
 - Reminder, FAU defined in the RAMS-SPOT access list, maintained by school's CAR member

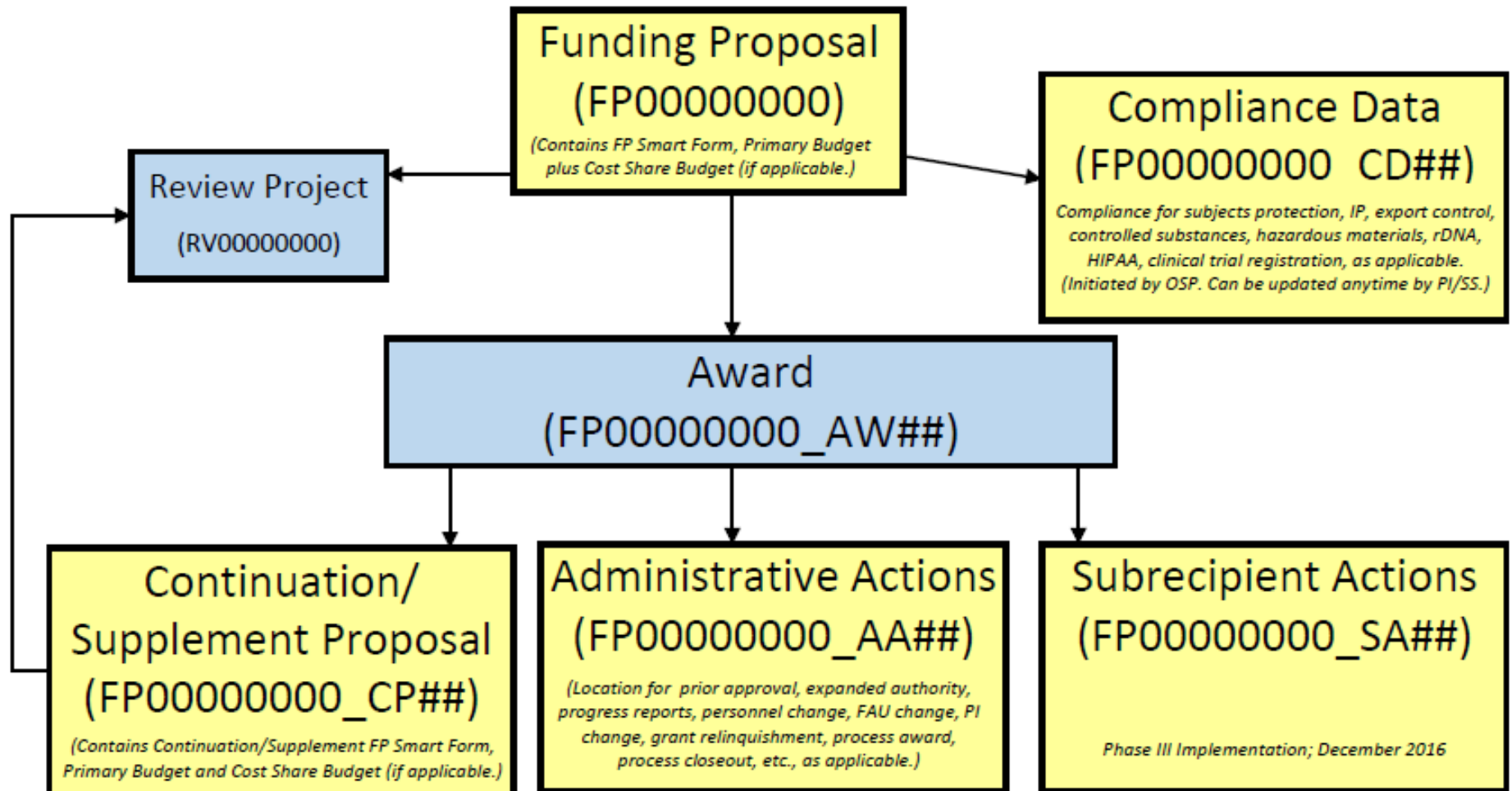


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RAMS-SPOT RECORD RELATIONSHIPS



KEY

Completed by PI/SS

Completed by OSP

RAMS-SPOT Phase II Implementation: Proposals

VCUeRA RAMS-SPOT
New pre-proposals,
proposals, and task orders

May 26-30, 2016
Unaffected by database
conversion timetable
[except May 27, 2016
system down for scheduled
full-day patch]

VCUeRA RAMS-SPOT
May 31, 2016
New pre-proposals,
proposals, and task orders
AND proposal
continuations/supplements



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RAMS-SPOT Phase II Implementation: Under Sponsor Review

VCUeRA InfoEd

“Under Sponsor Review” records can be updated until COB May 25, 2016

- Search on “Under Sponsor Review” to identify records for your area
- Advise dirospa@vcu.edu of proposals not funded

InfoEd “Under Sponsor Review” records not updated by May 25 will transition to RAMS-SPOT as Funding Proposals

- FP/primary budget project in RAMS-SPOT
- Monthly email “pings” to inquire about status sent to FMU Access list once proposed start date has been reached



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RAMS-SPOT Phased Implementation

“Under Sponsor Review” records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS

Funding Proposal
(FP000000000)

*(Contains FP Smart Form, Primary Budget
plus Cost Share Budget (if applicable.)*



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RAMS-SPOT Phase II Implementation: Proposal Continuations/Supplements

VCUeRA InfoEd

Use IAF for all proposal
continuations; can be
processed through until
Close of Business

May 20, 2016

Aim for no new proposal
continuations between
May 23-30, 2016

VCUeRA RAMS-SPOT

Create
continuation/supplement
Funding Proposals

May 31, 2016-onward



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RAMS-SPOT Phase II Implementation: Awarding

VCUeRA InfoEd
Awarding ends close
of business
May 25, 2016

No new or
continuation awards
will be processed:
May 26-30, 2016

VCUeRA RAMS-SPOT
Awarding begins
May 31, 2016



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RAMS-SPOT Phase II Implementation: Awarded

VCUeRA InfoEd
“Awarded” records
can be updated until
COB May 25, 2016

- As Post Award gets closer to transition date, may delay processing of brand new awards

InfoEd “Awarded”
records transition to
RAMS-SPOT as
Funding Proposals

- FP/primary budget, Compliance Data and Award projects in RAMS-SPOT



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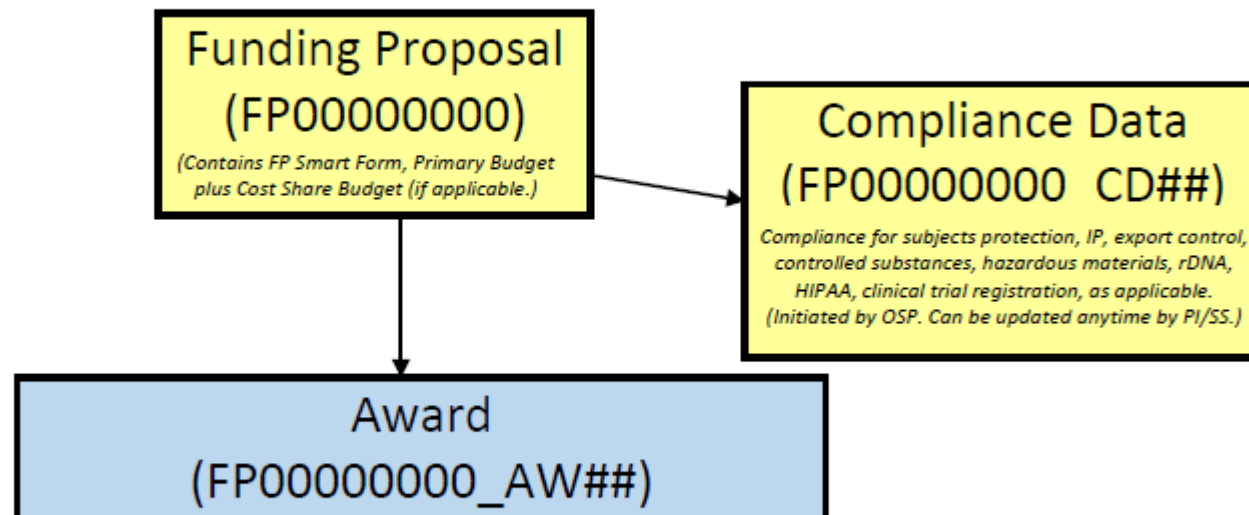
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RAMS-SPOT Phased Implementation

“Awarded” records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS



RAMS-SPOT Phase II Implementation: Award in Closeout

VCUeRA InfoEd

“Award in Closeout” records
can be closed out until COB
May 25, 2016

- Search on “In Closeout” to identify records for your area
- Use OSP e-closeout forms located on OSP website

InfoEd “Award in Closeout”
records not closed by May
25 will transition to RAMS-
SPOT as Awarded records

- FP/primary budget, Compliance Data and Award projects in RAMS-SPOT
- Monthly email “pings” to inquire about status sent to FAU Access list once project end date has been reached. Starts May 31.



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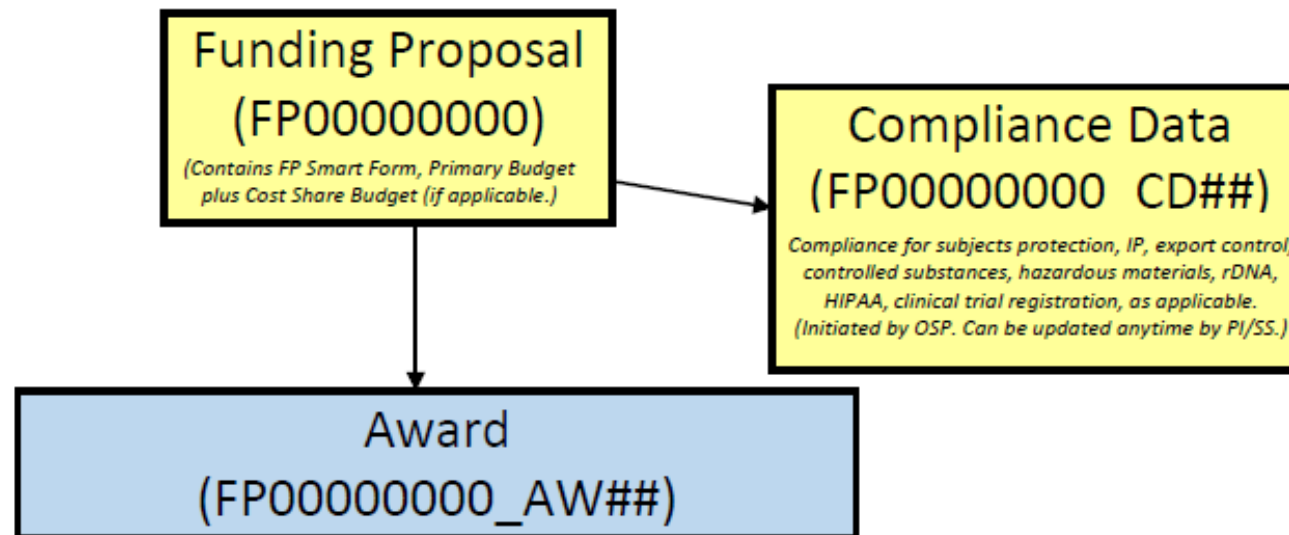
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RAMS-SPOT Phased Implementation

“In Closeout” records from InfoEd

RAMS-SPOT RECORD RELATIONSHIPS



RAMS-SPOT Phased Implementation

- Existing forms that will be retired with Phase II conversion
 - Internal Approval Form (IAF)
 - Internal Approval Budget Detail
 - Transaction Routing Form
 - PI PreAward Questionnaire
 - Intellectual Property Assessment in Connection with a Sponsored Project
 - Effort Change Request Form



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RAMS-SPOT Phased Implementation

- OSP/IT Preparations for Phase II implementation include:
 - Testing functionality for all roles in RAMS-SPOT
 - Fine-tuning Workflow in RAMS-SPOT
 - Developing Notifications in RAMS-SPOT
 - Developing guidelines for Administrative Actions documentation
 - Providing test data to ODS (for PI Dashboard)
 - Status clean up in InfoEd
- Communications
 - Implementation timeline will be updated on OSP website
 - Updates will be communicated via RESADMIN list serve



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RAMS-SPOT Phased Implementation

- Training (no timeframe on these resources at this point)
 - Live Session Demonstration of Compliance Data, Awarding, Continuation/Supplement Funding proposals, and Administrative actions...dates TO BE ANNOUNCED
 - Focus on Navigation
 - Focus on “Work Queues”
 - We will distill the live session training into Camtasia videos to post on our website
 - Get started documents will be developed for Compliance Data, Awarding, and Administrative Actions projects



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RAMS-SPOT Phased Implementation

Statistics from the past year:

➤ Proposals

- 1486 new funding proposals delivered to OSP
 - 476 submitted via

grants.gov

- 50 preproposals
- 35 task orders

➤ CDA

- 177 Confidentiality Disclosure Agreement Review

➤ Agreements

- 213 Bilateral Agreement Review
- 12 Master Agreement Review

➤ MTA/DUA

- 41 Data Use Agreement (DUA) Review
- 234 Material Transfer Agreement (MTA) Review



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RAMS-SPOT Implementation Summary

Top 6 Things to Prepare for RAMS-SPOT

1. Work with OSP Post Award to close out existing sponsored projects (in InfoEd) with completed period of performance
2. Work with OSP Intake & Records to close out “Under Sponsor Review” records that will not be awarded
3. Understand Access Management and how your CAR member updates access to RAMS-SPOT for your Department, College, Center or School
4. Attend RAMS-SPOT Demonstration and Training events and utilize OSP website resources <http://www.research.vcu.edu/osp/rams-spot.htm>
5. Anticipate continuation proposals and administrative actions due during lead up to system transition: May 23-30, 2016
6. Disseminate information to PIs



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