

When entering a fellowship in **RAMS-SPOT**, the university’s proposal entry and awarding database, the process can be separated into **three main sections**:

**Step 1:** Entering the **Funding Proposal**

**Step 2:** Entering the **Primary Budget**

**Step 3:** Entering the **Sf424**

After completing the required forms and application, the package must be routed for **School Approval**. From there, it will also need to be reviewed by **Sponsored Programs**. This one page guide will provide you with tips as you prepare your fellowship application for **sponsor submission!**

### Step 1: Entering the Funding Proposal

1) Review the **Part 1** (Funding Proposal) of the RAMS-SPOT Fellowship Video Training Tutorial (<http://www.research.vcu.edu/osp/rams-spot.htm>)

2) Log in to RAMS-SPOT (<https://spot.research.vcu.edu>) and enter your **Fellowship Funding Proposal** in RAMS-SPOT.

#### Fellowship Data Entry Tips!

- Correct FA Unit selected (*Proposal Title & Contacts*)
- Published F&A Rate limitation = **Yes** (*Sponsor Information*)
- Purpose = **Fellowship** (*General Proposal Information*)
- Submission = **Electronic via grants.gov** (*General Proposal Information*)
- Entered yourself - **fellow** - and **mentor** (*Fellowship Details*)
- Updated your **personnel record** and added a record for your mentor (*Personnel*)
- Entered the correct **Opportunity ID** (*Federal Grant Information*)
- Submitted at least **seven** days prior to the sponsor’s deadline - School of Medicine (*Submission Dates*) or in accordance with the submission guidelines for your school.

### Step 2: Entering the Primary Budget

1) Review the **Part 2** (Primary Budget) of the RAMS-SPOT Fellowship Video Training Tutorial (<http://www.research.vcu.edu/osp/rams-spot.htm>)

2) Enter your **Fellowship Primary Budget** in RAMS-SPOT.

#### Fellowship Data Entry Tips!

- Selected **Yes** for “Will this budget pay for trainee related expenses?” (*Budget Characteristics*)
- Selected **Cost Reimbursement** for “Nature of Project” (*Budget Characteristics*)
- Entered correct **Budget Indirect Cost Rate** (*Recovery Rate Details*)
- Entered yourself - **fellow** - and your **mentor** with a **salary of zero dollars** (*Personnel Grid*)
- Entered the correct amounts for **trainee expenses** - tuition, stipends, subsistence, travel (*Trainee Cost Grid*)
- Checked **totals** on the **Financial Tab**

### Step 3: Entering the SF424

1) Review the **Part 3** (SF424) of the RAMS-SPOT Fellowship Video Training Tutorial (<http://www.research.vcu.edu/osp/rams-spot.htm>)

2) Be sure to prepare your SF424 using the guidance in the NIH SF424 Fellowship Instructions. (<http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf>)

3) Also, review and adhere to the guidance in your specific funding announcement.

#### Examples:

F30 PA-16-305	<a href="http://grants.nih.gov/grants/guide/pa-files/PA-16-305.html">http://grants.nih.gov/grants/guide/pa-files/PA-16-305.html</a>
F31 PA-16-309	<a href="http://grants.nih.gov/grants/guide/pa-files/PA-16-309.html">http://grants.nih.gov/grants/guide/pa-files/PA-16-309.html</a>
F32 PA-16-307	<a href="http://grants.nih.gov/grants/guide/pa-files/PA-16-307.html">http://grants.nih.gov/grants/guide/pa-files/PA-16-307.html</a>

4) Enter your Fellowship **SF424** Application in RAMS-SPOT.

#### Fellowship Data Entry Tips!

- Created and Updated **SF424**
- Ran **Hide/Show** errors
- Generated a **.pdf** of the SF424 package (optional)
- Validated** SF424

#### Step 4: School Approval

- School Approval List** matches FA unit selected on the funding proposal
- Certified** your proposal
- Routed for **School Approval**

#### General Data Entry Tips:

- Use % as a wildcard for searches
- Run **Hide/Show** Errors for incomplete information
- Click **Save** on Project Timeline if **Remove Button** disappears

#### Office of Sponsored Programs Teams:

The *Office of Sponsored Programs* has established teams for efficient research administration. Each department is assigned to a team that works on all aspects of sponsored programs administration for the department. To determine which team your department is assigned to, click on the following link:

<http://www.research.vcu.edu/osp/teamlisting.pdf>

#### Team Emails:

- Blue Team: [ospblue@vcu.edu](mailto:ospblue@vcu.edu)
- Gold Team: [ospgold@vcu.edu](mailto:ospgold@vcu.edu)
- Green Team: [ospgreen@vcu.edu](mailto:ospgreen@vcu.edu)
- Red Team: [ospred@vcu.edu](mailto:ospred@vcu.edu)

#### Additional RAMS-SPOT Training Resources:

<http://www.research.vcu.edu/osp/rams-spot.htm>

- RAMS-SPOT Get Started Guides (field by field help text, definitions, and resources for entering funding proposals).
  - Funding Proposal
  - Primary Budget
  - Creating an SF424

#### NIH Fellowship Submission Process Flow

