Welcome to training for the VCU Research Administration Management System (RAMS)-Sponsor Program Online Tracking (SPOT) database. These slides will review the functionality of the Award project.
• This training will draw on images from both the workflow diagrams (above left) and the system interface (above right).
• Each project (Funding Proposal, Review, Compliance Data, Award, Administrative Actions) has an associated workflow diagram. Think of this as a map.
• The system interface that you see when you log into the system provides different views based on role.
• This is a top level view of the RAMS-SPOT projects and their relationship to one another.
• Please notice the numbering convention for the projects which is based on the initial funding proposal.
• Reminder as we look at the workflow diagrams that you need to understand what the symbols mean.
• In RAMS-SPOT, we use the term “state” to refer to status; these ovals are states. Pay attention to the type of line around the oval because it tells you who and whether or not editing is possible: Green dotted line, can be edited by Principal Investigator/Study Staff (PI/SS) or OSP. Black dotted line, can be edited only by OSP. Solid line, no editing.
• Also note the Security Roles. The workflow diagram uses these symbols.
• The OSP Post Award team is responsible for creating the Award project in RAMS-SPOT. PI/Study Staff can view the award project but has no edit capabilities.
These are the active awarded states:

- “Awarded with Restrictions” indicates an award has been processed by OSP however there is either a sponsor or VCU-imposed restriction; when the restrictions are resolved, the state will be updated to “Awarded.”
- “Awarded” indicates the award has been processed by OSP, distributed to G&C, the PI and department designated for fiscal administration.
- “Award Administratively Frozen” indicates that spending and/or work activity should cease typically due to an extraordinary circumstance such as a stop work order, suspension, etc.
• OSP has a simplified process to allow for project completion. Reminder that a more robust closeout process is envisioned for Phase III implementation. In the meantime, when a project’s performance period is completed, the record will automatically transition to a "Complete" state and the PI/SS should utilize the electronic closeout forms on the OSP website to provide OSP with non-financial closeout information so the record can be closed. OSP has the option to close, or reactivate the award if there is extended performance time.
Award Project: Overview

• There is one award number, based on the initial FP#. The naming convention for the Award Record is “FP000000000_AW.”
• All award documents, including those associated with Administrative Actions, are accessible via the “Documents” tab in the Award Record.

• Please note, there is a single award number for each sponsored project based on the initial Funding Proposal (FP) number.
• Awards actions are tracked as “administrative actions.” The documents tab in the Award project consolidates all attachments from Administrative Actions.
When OSP Post Award has processed an action for an award, it will be “distributed” to G&C Accounting and the PI/SS.
• The OSP Post Award Team completes the various award record views based on available information:
  Is it a grant, contract, or cooperative agreement. Who is our sponsor? Are all associated funding proposals linked? Etc.
• OSP Post Award ensures that a determination has been made by VPRI Integrity and Ethics for all designated “Conflict of Interest Investigators.”
• OSP Post Award ensures that the PI has completed required training.
• OSP Post Award completes restricted party screening.
• OSP Post Award is responsible for completing the information in the views of the Award Record. PI/Study Staff can always log in to view the information stored there.

• We have the ability to define whether the end date is “firm” as it is for most sponsored projects, or “flexible” as it is for many clinical trial projects.
• There are two versions of “key” personnel for NIH applications, i.e. those personnel VCU has designated as senior/key in our proposal and those personnel NIH has named as key in the award. We want to capture this level of detail because it helps us evaluate prior approval requests during the course of the project.
• With RAMS-SPOT, we have the ability to track effort more concisely. We can record the effective date for changes to effort.
• Please note, involvement of External Collaborators is only captured as a Yes/No within the Award project record. Additional details will be incorporated into RAMS-SPOT for subrecipients during implementation of Phase III functionality.

• The Budget Overview view captures the broad strokes of the project budget including some data points that are vital for reporting purposes such as: Dominant Purpose of Project, Dominant Recovery Rate Pool, and Treatment of Program Income.
• Awarded dollars, direct and indirect, along with nature, cost share and other data points are recorded on the “Budget Details” view.
• OSP now has the ability to record special notifications that require additional tracking and reporting.
• OSP can capture restrictions with more specificity, allowing us to accurately and transparently restrict an award.

• OSP can much more precisely record restrictions on the awarded project and indicate if it is sponsor or VCU-imposed restriction.
This concludes this training unit.