

**ECU Office of Sponsored Programs**  
**Changes to RAMSeS Proposal Routing Procedures**  
*Issued: 06.14.2016*

The Office of Sponsored Programs is streamlining RAMSeS proposal routing procedures to significantly reduce administrative burden for Principal Investigators and unit administrators.

**Effective immediately, only proposals that request new funds that are not included in any previously funded proposal should be routed in RAMSeS. The proposal type must be designated as either "New" or "Supplement," which are defined as follows:**

- **New – Proposals for new funds that are not included in any prior funded proposal**
  - New project proposals with a single budget period (i.e., not part of an existing multi-year award)
  - New project proposals with multiple budget periods within a multi-year project period (e.g., most federal proposals and many federally funded subaward proposals)
  - New funds to continue a previously funded activity with an expiring project period (e.g., NIH “competitive renewal,” repeating annual service contracts)
  - New funds requested via amendment to an existing award that extends the end date of the existing award period.
  
- **Supplement – Proposals for additional funds within an existing award period**
  - Funds requested are not part of a prior funded proposal
  - Supplemental proposal does not extend the existing project end date

**Effective immediately, do NOT route the following in RAMSeS:**

- ⊗ Proposals for annual funding increments for a previously approved multi-year project (i.e., Year 2 and beyond on a multi-year award); ***Note that this is a significant change from prior practice!!!***
- ⊗ Progress reports (but upload the report into the existing RAMSeS project to ensure a complete project file). ***This is also a significant change from prior practice, especially for NIH RPPRs.***
- ⊗ No-Cost Extensions  
(Use this form - <http://www.ecu.edu/cs-acad/osp/upload/NCE-Request-Form9-2-2011-3.doc>)
- ⊗ PI Changes  
(Use this form – <http://www.ecu.edu/cs-acad/osp/development/upload/Internal-Dept-PI-Admin-Unit-Change-Request.pdf>)
- ⊗ Budget Revisions  
(Use this form - <http://www.ecu.edu/cs-acad/osp/upload/Revised-Budget-Request.xlsx> )

Detailed guidance on these new procedures may be found under the RAMSeS tab on the OSP website (<http://www.ecu.edu/osp>). Please contact your assigned OSP Grants Officer if you have any questions.