

**From:** [College of Education and Human Development](#) on behalf of [Jessica Guzzo](#)  
**To:** [CEHD-L@LISTSERV.GMU.EDU](mailto:CEHD-L@LISTSERV.GMU.EDU)  
**Subject:** Research Administration Updates - New Proposal Submission Process - Proposal Assistance Request (PAR) system  
**Date:** Friday, July 1, 2022 1:05:10 PM  
**Attachments:** [CEHD Proposal Assistance Request \(PAR\) Guide - July 2022.pdf](#)

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Dear Colleagues,

We wanted to take a moment to provide a few updates on the transition to the new proposal submission process that is currently underway.

The OSP request for proposal assistance links on the [CEHD Office of Research Administration \(ORA\)](#) website have been updated to redirect faculty to the new CEHD [Proposal Assistance Request \(PAR\)](#) system now available in the Research Administration section of the [CEHD Intranet](#). The attached [PAR short guide](#), proposal process [flowchart](#) and other helpful resources have also been added to the Research Administration section of the CEHD Intranet and the CEHD ORA website.

Special thanks to Stephanie Werhane and Thayne Bohman on the CEHD OTS team for all of their help developing the new PAR system. We are so grateful for their efforts and support. As the university transitions to RAMP over the next couple of weeks, it is strongly recommended that faculty allow a little extra time for the preparation of proposal materials and the actual submission of their proposals.

We hope you find these new resources to be helpful and that everybody has a wonderful fourth of July weekend.

Best,  
Jessica

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**From:** Jessica Guzzo <>  
**Sent:** Tuesday, June 14, 2022 9:23 PM  
**To:** [CEHD-L@listserv.gmu.edu](mailto:CEHD-L@listserv.gmu.edu)  
**Cc:** CEHD Office of Research Admin <[cehdora@GMU.EDU](mailto:cehdora@GMU.EDU)>  
**Subject:** Research Administration Updates - New Proposal Submission Process

Dear Colleagues,

In anticipation of the July 2022 rollout of the new university [Research Administration Management Portal \(RAMP\)](#), the CEHD Research Administration team has been working closely with research active faculty and key stakeholders of the college to determine how best to keep the administrative burden associated with the impact of these upcoming changes in the proposal submission and award management processes to a minimum for CEHD faculty. To that end we would like to share the following summary information that outlines the upcoming changes so everybody can prepare accordingly.

Functions that will be changing at the university level are as follows:

- How requests for proposal assistance are submitted
- How the Principal Investigator's Approval is going to be provided for the final version of the proposal being submitted to the sponsor
- How internal Indirect recovery splits will be approved and when
- Where the CEHD Pre-Award Research Administrators have stored information and university approvals in various OSP databases and shared drive folders for proposal submissions.

New Systems to be aware of beginning in July 2022 and what each will be used for are as follows:

- The **CEHD Proposal Assistance Request (PAR) System** in the CEHD Intranet will replace the OSP request for assistance platform. This new internal system has been built for CEHD faculty to complete a simple fillable proposal assistance request (PAR) form in the CEHD intranet that will easily communicate their intent to submit a proposal to the CEHD Research Administration team. The CEHD Pre-Award Research Administrators will use the information provided in the PAR form to complete most fields and steps in RAMP for CEHD faculty.
- The **University Research Administration Management Portal (RAMP)** will be used to obtain PI approvals for final proposal materials and indirect recovery splits as well as other sponsor and institutional proposal documents and approvals that our CEHD Pre-Award Research Administrators previously stored in OSP databases and shared drives. RAMP can also be used to submit requests for assistance through a multi-layered set of smart forms that require system validation to move forward in the process so it is strongly recommended that CEHD faculty use the simpler CEHD PAR form for their requests.

What can we all do to prepare?

- To learn more about RAMP, please see the correspondence below about the Virtual Town Hall being held this Thursday June 16<sup>th</sup> from 10-11AM. Please also check out the materials and resources on the RAMP website where you can find the recordings & presentations from each Town Hall. During the proposal preparation and submission process, our CEHD Pre-Award Research Administrators will provide CEHD Faculty with the assistance, information and guides needed to easily complete any required steps in RAMP.
- The CEHD Office of Research Administration website will be updated to include links to the new CEHD PAR system, RAMP, short guides for each and other resources. The Research

Administration section of the CEHD intranet will also be updated to include guides, materials and other helpful information for CEHD faculty. Additional correspondence will be sent out to the faculty listserv as we get closer to the go live date to make everybody aware of those additional resources and where they are located.

As the university transitions to RAMP this summer, it is strongly recommended that faculty allow a little extra time for the preparation of proposal materials and the actual submission of their proposals. Hope this initial summary information outlining the upcoming changes is helpful and we will also continue to share more information, short guides and training materials as they become available.

Best,  
Jessica

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**From:** OSP Research Admin <[OSP-RESEARCH-ADMIN-L@LISTSERV.GMU.EDU](mailto:OSP-RESEARCH-ADMIN-L@LISTSERV.GMU.EDU)> **On Behalf Of**  
Research Administration Management Portal  
**Sent:** Monday, June 13, 2022 10:47 AM  
**To:** [OSP-RESEARCH-ADMIN-L@LISTSERV.GMU.EDU](mailto:OSP-RESEARCH-ADMIN-L@LISTSERV.GMU.EDU)  
**Subject:** Reminder: RAMP Virtual Town Hall, June 16 at 10 AM and Upcoming RAMP Training

Dear Mason Research Community,

The RAMP Project Team would like to remind all members of the GMU research community to join us for our second **Virtual Town Hall on Thursday, June 16, 2022, from 10:00 AM to 11:00 AM**. If you have any topics or questions you would like discussed during the town hall, please send in advance to [ramp@gmu.edu](mailto:ramp@gmu.edu). This session will also be recorded and made available after the webinar.

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**To join the Zoom Webinar:**

Please click the following link: <https://gmu.zoom.us/j/95441943840?pwd=eFF5eDAyWUU1Y0dWRGU0eTRlE5Bdz09>  
Passcode: 323945

Or by phone dial: 267-831-0333 or 301-715-8592  
Webinar ID: 954 4194 3840

Passcode: 323945

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### **RAMP Training is Coming Soon!**

Mason's new Research Administration Management Portal (RAMP), an integrated web-based system to support the University's growing research enterprise, is scheduled to go-live with the Grants and Agreements modules on July 11, 2022. **Virtual training sessions for RAMP will begin in June**, and more information on specific dates, times, and registering for the sessions via [MasonLEAPS](#) will be shared later this week. All training materials, which will include short videos and quick reference guides organized by user role, will be readily available in [MasonLEAPS](#) to the research community for their reference.

The first round of training sessions will include the following:

- Exploratory Labs to learn how to log into RAMP, familiarize with basic system navigation, be introduced to RAMP terminology, and learn how to access all the RAMP training tools available.
- Live Demonstrations on how to create funding proposals in RAMP utilizing the dynamic Smartforms, creating a budget in RAMP, completing system-to-system submissions, and submitting proposals.
- Case Studies to review the proposal creation and submission process.

If you have not done so already, please view our one-page [RAMP Information Sheet](#) describing the project, as well as our short [Introduction to RAMP Video](#) for additional details on the RAMP project. Please also be sure to visit the RAMP website at <https://ramp.gmu.edu/> to keep up-to-date with the project, and email the Project Team at [ramp@gmu.edu](mailto:ramp@gmu.edu) anytime with questions!

Thank you,

Research Administration Management Portal (RAMP) Team  
George Mason University