

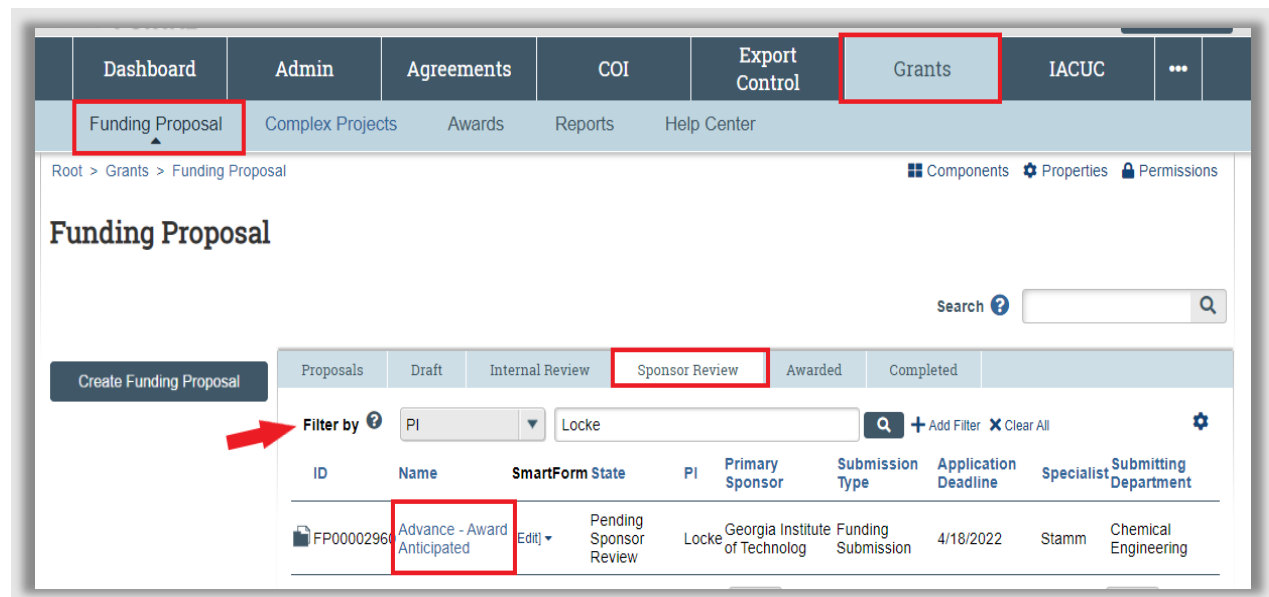
HOW TO REQUEST AN ADVANCE – AWARD ANTICIPATED

There will be times when a new award is forthcoming but is delayed due to things like contract negotiations. The University must have received assurance from the sponsor that a program or activity has been recommended for funding.

The department shall assume the risk by providing financial backing of only the direct cost amount to be advanced during the approved advance time period (not the associated indirect costs). The department is advised to limit its exposure to risk by limiting the amount of advance and/or the period of the advance.

To Request an Advance on an Anticipated Award

From your RAMP Dashboard, click the Grants tab. On the Funding Proposal tab click the “Sponsor Review” tab to locate the Funding Proposal with the anticipated award forthcoming. Use the “Filter by” function to find Funding Proposal, then click the “Name” hyperlink to open the Funding Proposal workspace.



The screenshot shows the RAMP Grants workspace. The top navigation bar includes Dashboard, Admin, Agreements, COI, Export Control, Grants (highlighted), and IACUC. Below this, the 'Funding Proposal' sub-tab is selected. The main content area shows a breadcrumb trail 'Root > Grants > Funding Proposal' and a search bar. A tabbed interface at the bottom includes 'Proposals', 'Draft', 'Internal Review', 'Sponsor Review' (highlighted), 'Awarded', and 'Completed'. A 'Filter by' dropdown menu is open, showing 'PI' selected and 'Locke' entered in the search field. Below the filter, a table of funding proposals is displayed. The first row is highlighted with a red box and contains the following data:

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP0000296	Advance - Award Anticipated	Edit	Locke	Georgia Institute of Technolog	Funding Submission	4/18/2022	Stamm	Chemical Engineering

Send Grants Status Update

On the Funding Proposal workspace, click the “Send Grants Status Update” activity.

1. In the “Send Grants Status Update” pop-up window, select “Award Anticipated” as the Grants status.

- In the Comments field, enter a comment indicating the PI is requesting an Advance, then click "OK."

The screenshot shows a web browser window with a Microsoft Edge tab titled "Execute 'Send Grants Status Update' on FP00002960 - Work - Microsoft Edge". The browser address bar shows the URL: <https://mpclksustage4.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?Activity...>

The main content area displays a "Send Grants Status Update" dialog box with the following sections:

- Grants status:**
 - Award Anticipated
 - JIT Info Requested
 - Not Funded
 - Withdraw Submission (Proposal Not Reviewed)
 - Award Received
 - other
- Comments:** A text input field.
- Documents:**
 - + Add
 - Name
 - There are no items to display

At the bottom of the dialog are "OK" and "Cancel" buttons. In the background, the "Send Grants Status Update" option in the sidebar menu is highlighted with a red box.

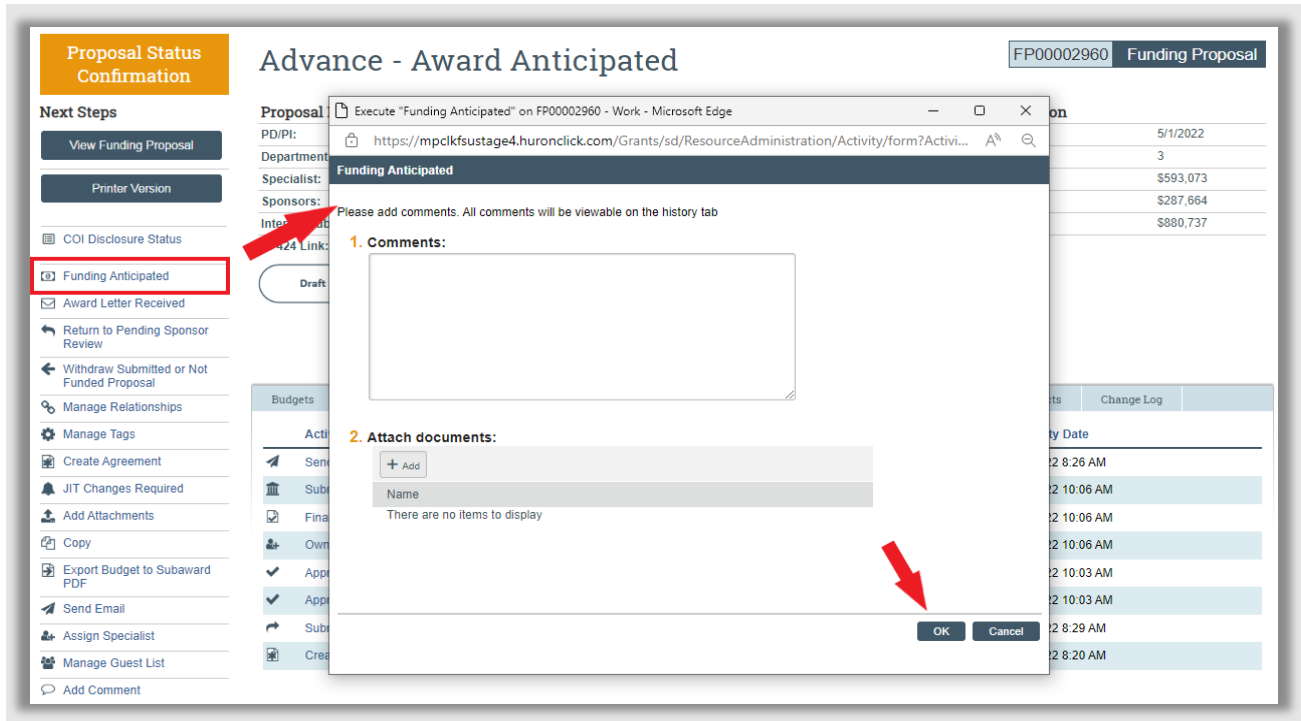
RAMP sends a notification to the assigned Specialist and the Funding Proposal moves to the "Proposal Status Confirmation" state.

The screenshot shows the "Proposal Status Confirmation" page for "Advance - Award Anticipated" (FP00002960). The page layout includes:

- Next Steps:** View Funding Proposal, Printer Version.
- Proposal Information:**
 - PD/PI: Bruce Locke
 - Department: Chemical Engineering
 - Specialist: Susanne Stamm
 - Sponsors: Georgia Institute of Technolog
 - Internal Submission Deadline: 4/13/2022
 - SF424 Link:
- Budget Information:**
 - Starting Date: 5/1/2022
 - Number of Periods: 3
 - Total Direct: \$593,073
 - Total Indirect: \$287,664
 - Total: \$880,737
- Workflow Diagram:** A flowchart showing the process from Draft to Complete, including steps for Department Review, Specialist Review, and Sponsor Review, with loops for Clarification Requested and Changes Required.
- Activity Table:**

Activity	Author	Activity Date
Send Grants Status Update	Stamm, Susanne	4/19/2022 8:29 AM
Submitted to Non-grants.gov Sponsor	Stamm, Susanne	4/18/2022 10:06 AM

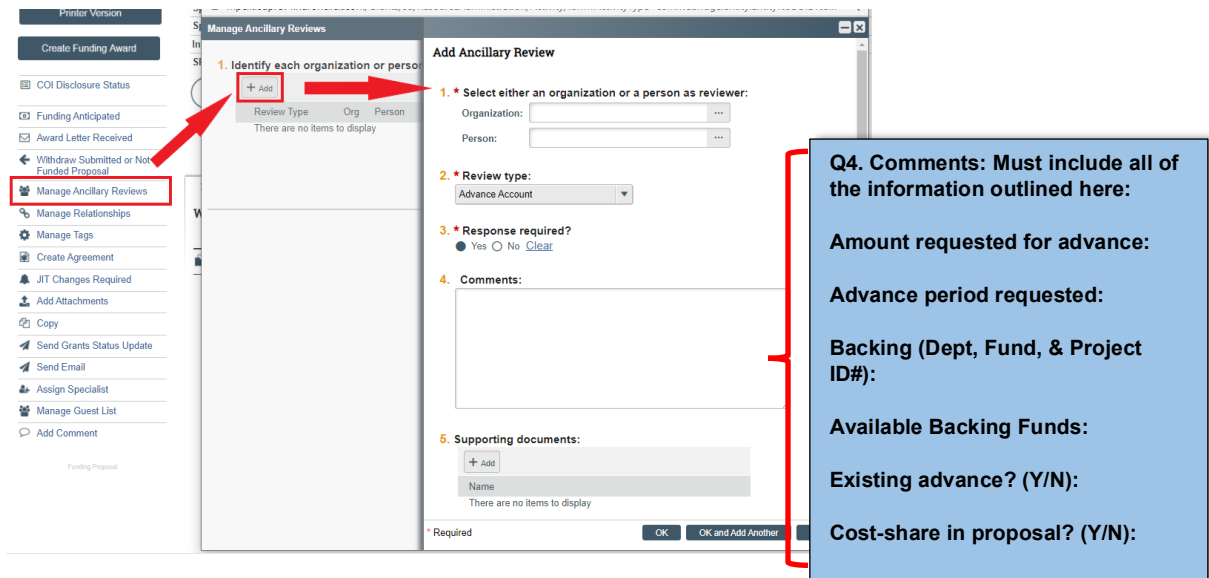
Specialist clicks the “Funding Anticipated” activity, and then clicks “OK” in the “Funding Anticipated pop-up window. The Funding Proposal moves to the “Pending Sponsor Review Award Anticipated” state.



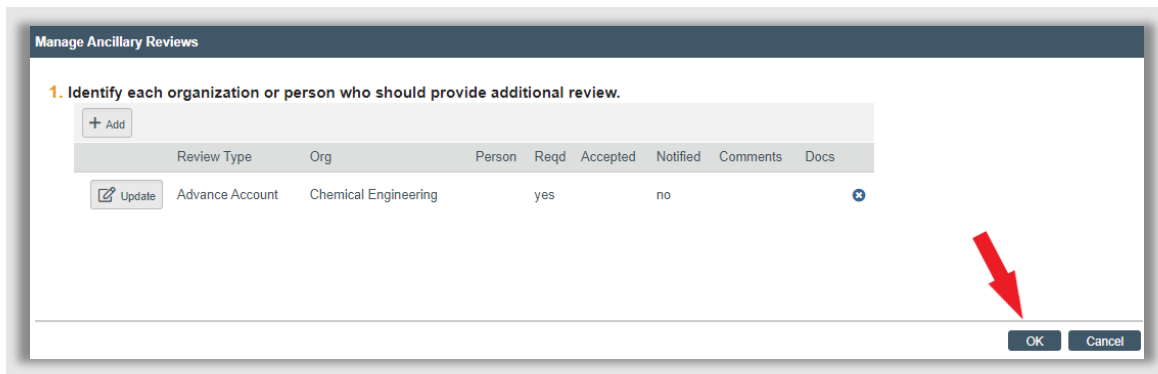
To Request Departmental Approvals for the Advance

The Specialist creates the Award in RAMP Grants. From the Award workspace, the Specialist uses the “send email” activity to let the department know they can request departmental ancillary approvals for the advance request. Click the link in the Outlook email notification to be directed to the newly created award workspace.

From the Award workspace, click the “Manage Ancillary Reviews” activity. On the “Manage Ancillary Reviews” form click the [+Add] button, complete all of the questions on the “Add Ancillary Review” form, click **OK** or **OK and Add Another**.



Once all the ancillary reviews have been added, click “OK” and a notification is sent to the organization or person selected.



Complete the rest of the requested edits, click the “Send Email” activity to notify the Specialist that the ancillary reviews have been requested.

Once the Specialist has reviewed and documented Central Office approval of the advance, they will enter the advance account details into the award SmartForm and request Department Edits. (See How to Complete Department Edits on the Award in Draft State.) When department edits are complete, the award will be submitted for Final Review.