



# ELIZABETH CITY STATE UNIVERSITY

## Office of Sponsored Programs RAMSeS Approval Process

The Office of Sponsored Programs reminds faculty and staff that **ALL PROPOSAL SUBMISSIONS**, whether submitted electronically or via hardcopy, must be electronically routed for review and submission through **RAMSeS (Research Administration Management System and electronic Submission)**, **PRIOR** to submission to an external sponsor. RAMSeS is ECSU's official proposal tracking and award management system and was created by the UNC System's Office to allow us to manage university records regarding grant submissions. This process is **mandatory** for all applications regardless of the funding source or submission method and should be completed **prior** to the submission of any proposal. It is important to note that this process also allows department chairs, deans, and other administrators the ability to review and properly approve all submissions. In addition, per ECSU policy, proposal submissions to federal, private, and state sponsors must first be reviewed and signed off by the Office of Sponsored Programs **PRIOR** to submission to a sponsor.

The routing/approval process for proposal submissions in RAMSeS is as follows:

- ✓ PI approval
  - ✓ PI's department chair approval
    - ✓ PI's dean
- ✓ Co-PI(s) department chair approval(s)
  - ✓ Co-PI's dean
  - ✓ Provost approval
- ✓ Sponsored Programs approval