RESEARCH ADMINISTRATION MANAGEMENT PORTAL

RAMP

HOW TO REQUEST ADMINISTRATIVE EDITORS

We are excited to announce the Administrative Editor role for RAMP Grants and Agreements. This role will allow departments to identify Administrative Editors they want to have access to all grants and agreements associated with a particular department ID.

What is an Administrative Editor? Assigning the role of Administrative Editor to a registered user gives the user access to all Grants and Agreements associated with that responsible department without the need to be named in the Grant or Agreement SmartForm.

Agreement Administrative Editor's rights:
- Read and edit access to all Agreements and Amendments associated with a responsible department.
    - o Note: Edit rights are restricted to the same states in which the PI can edit.
- Activities available:
    - o Manage Access
    - o Copy Agreement
    - o Manage Relationships
    - o Manage Tags
- Can use the Manage Access activity to add themselves as primary contact or a staff member with read/edit permissions, thereby making additional activities available to them.
- The assigned Administrative Editor(s) appear on the Contacts tab.

Agreement Administrative Editor's restrictions:
- Administrative Editors are not stored in the agreement project, nor do they appear anywhere on agreement SmartForm pages.
- Administrative Editors do not see agreements in My Inbox.
- Administrative Editors do not receive notifications.

Note: Using the Manage Access activity to add themselves as a primary contact or a staff member with read/edit permissions eliminates all the above restrictions.

Grants Administrative Editor's rights:
- Read and edit access to all proposals, awards, award modifications, and award modification requests associated with a responsible department.
- Activities available:

Proposals	Awards
COI Disclosure Status	COI Disclosure Status
Manage Tags	Terms and Conditions
Add Attachments	Manage Deliverables
Copy	Manage Tags
Send Email	Send Email
Manage Access	Manage Access
Add Comment	Log Private Comment / Log Comment

- Can use the Manage Access activity to add themselves as an administrative contact or a staff member with edit rights, thereby making additional activities available to them.
- The Administrative Editor(s) will appear on the Reviewer tab.

Grants Administrative Editor's restrictions:
- Administrative Editors are not stored in the grants project, nor do they appear anywhere on grants SmartForm pages.
- Administrative Editors do not see grants in My Inbox.
- Administrative Editors do not receive notifications.

Note: Using the Manage Access activity to add themselves as an administrative contact or a staff member with edit rights eliminates all the above restrictions.

Note: Grants Administrative Editors are assigned separate and apart from Agreements Administrative Editors, however it is recommended that the same users be identified in each role in order to have access to all related grants and agreements.

Since this role provides view and edit access, Chair or higher approval is required.

Send requests for Administrative Editors to RAMP@fsu.edu and include the following:
- Name(s) of users to be assigned the Administrative Editor role along with the department name(s) and ID number(s)
- Chair or higher approval to add/change/remove an Administrative Editor