RAMS-SPOT Other Support Tool Guide

DSP has created an Other Support tool functionality embedded within the FP of the application in review to assist in gathering information needed to create or review Other Support for principal investigator(s) (PI) listed. This tool only pulls information from RAMS-SPOT; other required categories such as non-OPA consulting contracts, in-kind, etc. will need to be supplied by the investigator and/or department. Materials should route to DSP at least 5 business days before due date.

The following steps walk you through the use of the tool in RAMS-SPOT:

<u>Other Support Tool Location</u>

1. Navigate to the Funding Proposal (FP) in RAMS-SPOT. Scroll down to the information bar and click on the "..." and then click on the Other Support Tool tab.
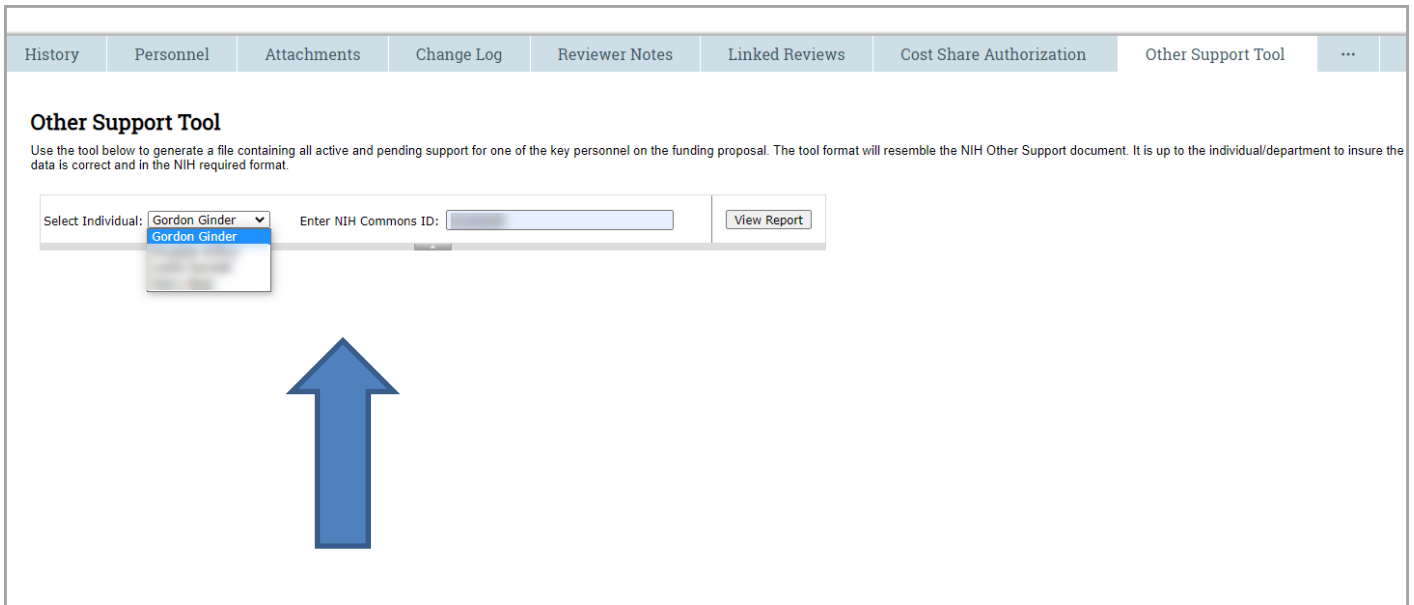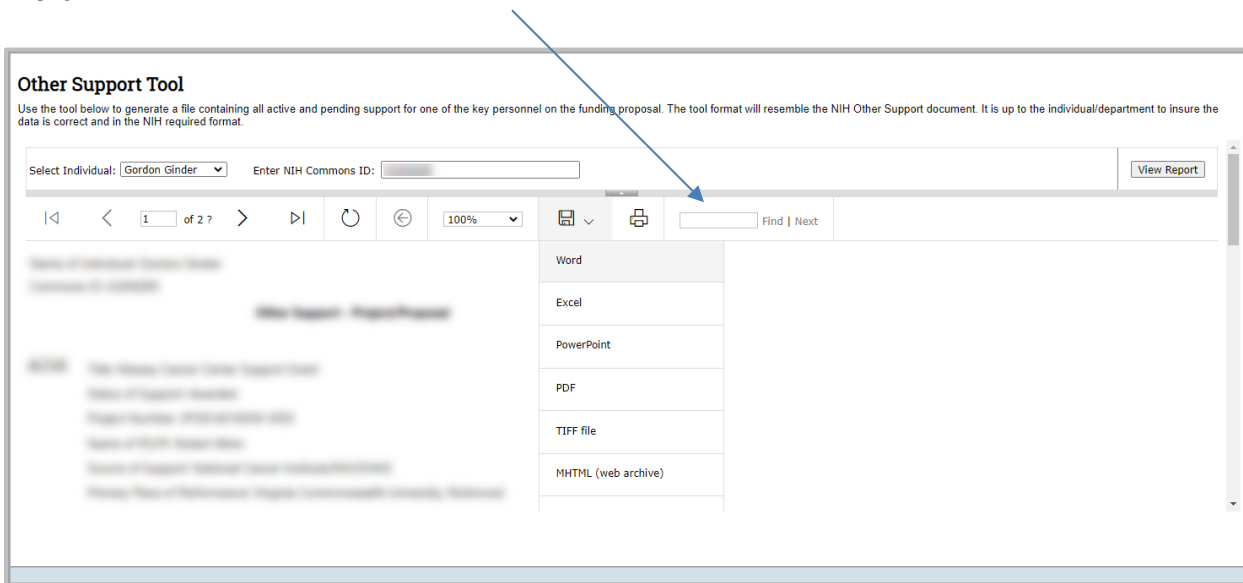
2. Select individual from drop down list. Those listed were marked as senior/key personnel in the FP. Enter NIH Commons ID if applicable. If no Commons ID exists, enter "xxxxxx" in its place. Click View Report.

3. Report will populate within RAMS-SPOT. You may view outside of SPOT by selecting the export down drop menu and selecting Word. Other options are available, but the Other Support is best viewed in Word.

4. Other Support Word document can be viewed and reviewed against Other Support provided by PI/SS.

Name of Individual: [REDACTED]
Commons ID: [REDACTED]

Other Support - Project/Proposal

ACTIVE

Title: [REDACTED]

Status of Support: Awarded

Project Number: [REDACTED]

Name of PD/PI: [REDACTED]

Source of Support: [REDACTED]

Primary Place of Performance: Virginia Commonwealth University, Richmond

Project/Proposal Start and End Date: [REDACTED]

Total Award Amount (including Indirect Costs): [REDACTED]

Person Months (Calendar/Academic/Summer):

Start Date	End Date	Calendar	Academic	Summer
[REDACTED]	[REDACTED]	[REDACTED]		

Title: [REDACTED]

Status of Support: Awarded

Project Number: [REDACTED]

Name of PD/PI: [REDACTED]

Source of Support: [REDACTED]

Primary Place of Performance: Virginia Commonwealth University, Richmond

Project/Proposal Start and End Date [REDACTED]

Total Award Amount (including Indirect Costs): [REDACTED]

Person Months (Calendar/Academic/Summer):

Start Date	End Date	Calendar	Academic	Summer
[REDACTED]	[REDACTED]	[REDACTED]		

Notes:

A. Total Award Amount listed in the document only includes what has been received thus far from the sponsor. Please reference the NoA for Total Award Amount for the entire project.
B. All pending projects should be included unless otherwise noted as "Not Funded" in RAMS-SPOT.
C. DocuSign will be utilized for fresh signatures on any updated Other Support documents that have been changed since the original signature was obtained. Feel free to wait to obtain investigator signature until DSP requested changes and edits have been made.
D. Although presented as an "NIH Other Support" tool, it can be used for any sponsor requesting active and pending project information.