

## **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:

## **Other Support Tool Location**

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.

SF424 INFORMATION SF424 Link: SF424 Tracking#:		SF424 Current State:		ate: Fe Fu Ag Tr Nu As	ederal Inding gency acking umber ssigned				
		SF424 Status Updated:			17/2021 25 PM 4:00				
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History	Personnel	Attachments	Change Log	Reviewer Notes	Lir	nked Reviews	Cost Share Authorization	COI Status	
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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.

History	Personnel	Attachments	Change Log	Reviewer Notes	Linked Reviews	Cost Share Authorization	Other Support Tool	
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Other S	Support Tool							
Use the tool	below to generate a file ct and in the NIH require	containing all active and pe	nding support for one of	the key personnel on the fund	ling proposal. The tool format w	ill resemble the NIH Other Support docume	nt. It is up to the individual/departm	nent to insur
	ct and in the fair require	su format.						
Select Indi	ividual: Gordon Ginder		mons ID:		View Report			
	Gordon Ginder							

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.

Other Support Tool									
Use the tool below to generate a file containing all active and pending support for one of the key personnel on the funding proposal. The tool format will resemble the NIH Other Support document. It is up to the individual/department to insure the data is correct and in the NIH required format.									
Select Individual: Gordon Ginder 🗸 Enter NIH Commons ID:									
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Name of	Individual:									
Commons ID:										
Other Support - Project/Proposal										
ACTIVE	Title:									
	Status of Support: Awarded									
	Project Number:									
	Name of PD/PI:									
	Source of Support:									
	Primary Place of Performance: Virginia Commonwealth University, Richmond									
	Project/Proposal Start and End Date:									
	Total Award Amount (including Indirect Costs):									
	Person Months (Calendar/Academic/Summer):									
	Start Date End Date Calendar Academic Summer									
	Title:									
	Status of Support: Awarded									
	Project Number:									
	Name of PD/PI: Source of Support: Primary Place of Performance: Virginia Commonwealth University, Richmond Project/Proposal Start and End Date									
	Total Award Amount (including Indirect Costs):									
	Person Months (Calendar/Academic/Summer):									
	Start Date	End Date	Calendar	Academic	Summer	-				

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

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.