

# Internal Competitions

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Internal Competitions is a module in the NURamp application used for submission and review of internal grant competitions.

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# Introduction

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**For assistance outside the scope of this manual**, contact the UNMC NURamp Support Team by email at [nuramp-support@unmc.edu](mailto:nuramp-support@unmc.edu).

## About Internal Competitions

Internal Competitions is a module in the NURamp application which can be accessed at [nuramp.nebraska.edu](https://nuramp.nebraska.edu) .

It is used for submission and review of internal grant competitions, including pilot grants and University-wide grant initiatives.

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## Accessing Internal Competitions



**Do not use Internet Explorer when accessing NURamp.** Internet Explorer is not considered to be a "modern" browser, and won't work correctly with a number of web applications, including NURamp. Instead, use Mozilla Firefox, Microsoft Edge, or Google Chrome.

After logging in using your UNMC NetID and password, you can access the Internal Competitions module by clicking the menu icon in the top menu bar. Then, select "Internal Competitions", "Applications".



NuRamp

Welcome to NuRamp,

Search all NuRamp pages

	<a href="#"><u>Internal Competitions</u></a>	>
	Export Control	>
	NUgrant	>
	MavGrants	>
	Research Portal	>

Search all NuRamp pages

[< Back](#)

 Internal Competitions

[Applications](#)

## Accounts and Access

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# Alternate Approvers

## About Alternate Approvers

NURamp allows users to delegate other users as their signatory in the form routing process. If you will need another person to electronically sign forms in NURamp on your behalf, add them as an alternate approver.

If you will need another person to create and submit from in NURamp on your behalf, see [NURamp Assistants](#).

## Add Approver

To add another user as an alternate approver, navigate to the Alternate Approvers preferences page and enter that user's information into the form.

A temporary alternate approver is time bound by the dates you specify, while a permanent alternate approver will remain valid until you revoke their permissions.

The screenshot shows the NURamp user interface. At the top is a red header bar with the NURamp logo on the left and user account information on the right. Below the header, the main content area has a light purple background. It starts with a large 'Welcome to NuRamp, James' message. Below this are four widget boxes: 'Quick Add Actions' with two buttons, 'Your Last Viewed Item' showing a single application, 'Your Starred Items' which is empty, and 'Open Internal Competitions' listing three items with due dates. At the bottom, there's a footer section with the NURamp logo, 'Powered by OneRamp', email support links for various campuses, and a link to the University of Nebraska Online Privacy Statement.

► Step by Step

## Remove Approver

To remove a user from their alternate approver role, navigate to the Alternate Approvers preferences page, select their name in the Existing Alternate Assignments table, and click "Delete Selected."

# Welcome to NuRamp, James

## Quick Add Actions

- Add New IC Appl...
- Add New EC Ass...

## Your Last Viewed Item

Application 20371  
none

## ★ Your Starred Items

You have no starred items.

## Open Internal Competitions

Collaboration Initiative ...  
Due 01/13/2020 5:00 pm

Collaboration Initiative: ...  
Due 01/13/2020 5:00 pm

NRI Proof of Concept G...  
Due 10/01/2030 12:00 am

University of Nebraska ...

Edit the widgets on this page

NuRamp

Powered by  
OneRamp

### Email Support from your campus

UNK: nuramp-support@unk.edu  
UNO: nuramp-support@unomaha.edu  
UNL: nuramp-support@unl.edu  
UNMC: nuramp-support@unmc.edu  
UNCA: nuramp-support@nebraska.edu

### Additional Links

University of Nebraska Online Privacy Statement

► Step by Step

# NURamp Assistants

## About NURamp Assistants

NURamp allows you to designate other users as "assistants" who will have access to your forms. Access can be granted on a per-module basis, or you can grant an assistant access to all modules.



**NURamp Assistants have full access to the modules they are granted.** Assistants are able to perform sensitive operations, including deleting forms and applications.

## Add New Assistant

To add another user as an assistant, navigate to the Assistants preferences page and enter that user's information into the form.

Assistants will remain valid until you revoke their permissions.

⌵ NURamp + Hello, James  
Your Account

Welcome to NuRamp, James

**Quick Add Actions**

Add New IC Appl...

Add New EC Ass...

**Your Last 4 Viewed Items**

Application 20412  
Linda, Can You S...

Application 20371  
none

**★ Your Starred Items**

You have no starred items.

**Open Internal Competitions**

Collaboration Initiative ...  
Due 01/13/2020 5:00 pm

Collaboration Initiative: ...  
Due 01/13/2020 5:00 pm

NRI Proof of Concept G...  
Due 10/01/2030 12:00 am

University of Nebraska ...

Edit the widgets on this page

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NURamp

Powered by  
OneRamp

**Email Support from your campus**

UNK: nuramp-support@unk.edu  
UNO: nuramp-support@unomaha.edu  
UNL: nuramp-support@unl.edu  
UNMC: nuramp-support@unmc.edu  
UNCA: nuramp-support@nebraska.edu

**Additional Links**


University of Nebraska Online Privacy Statement



► Step by Step

## Remove Assistant

To remove a user from their assistant role, navigate to the Assistants preferences page, select their


name in the Current Assistants table, and click "Delete Selected."


 NuRamp

 Hello, James  
Your Account ▾


# Welcome to NuRamp, James


### ⚙ Quick Add Actions

 Add New IC Appl...

 Add New EC Ass...

### Your Last 4 Viewed Items

 Application 20412  
Linda, Can You S...

 Application 20371  
none

### ★ Your Starred Items

You have no starred items.

### Open Internal Competitions

Collaboration Initiative ...

Due 01/13/2020 5:00 pm

Collaboration Initiative:...

Due 01/13/2020 5:00 pm

NRI Proof of Concept G...

Due 10/01/2030 12:00 am

University of Nebraska ...

 Powered by  


#### Email Support from your campus

UNK: nuramp-support@unk.edu  
UNO: nuramp-support@unomaha.edu  
UNL: nuramp-support@unl.edu  
UNMC: nuramp-support@unmc.edu  
UNCA: nuramp-support@nebraska.edu

#### Additional Links

University of Nebraska Online Privacy Statement



► Step by Step



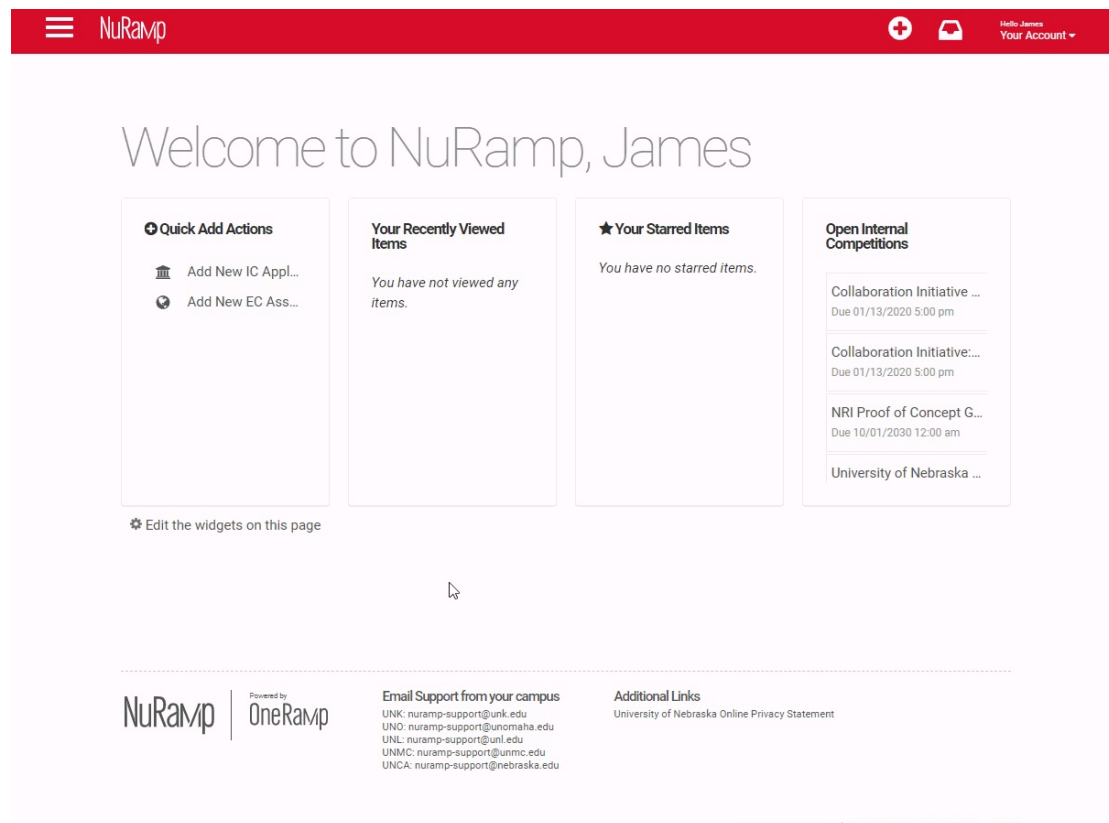
# Applications

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# Create New Application

## Creating the application form

There are multiple ways to create a new Internal Competitions application form. This guide will outline the most *descriptive* method to follow and provide shortcuts below.



### ► Step by Step

## Shortcuts

### Menu Bar

In addition to the steps above, you may click the "add new item" button on the menu bar and select "Add New IC Application."



### Quick Add

From the dashboard, you can also click the "Add New IC Application" from the "Quick Add Actions" widget.



# Completing an Application

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## Introduction

To complete an application, principal investigators, their collaborators, and assistants may enter the project details into the form fields. This includes the project details, budget, and goals.

Each page of the application form has a progress indicator that indicates the form's status in the workflow. As sections of the application are completed, the sidebar will update with a check box.



**It is helpful to note your application ID number** To quickly return to an application you've started, simply search using the application ID number from the Application screen search field



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## Project Details

### Application Summary

Details about the application, including the unique ID, name of the competition and due date are available on the initial page.



### Form Preparation

Enter the title of the project, the type of grant being requested, and whether a Reviewer Non-Disclosure Agreement is required. Depending on the competition there may be fewer or additional fields. Starred fields are required.



### Principal Investigator

Each application may only have one principal investigator (PI). Enter a few letters of their first or last name into the search field and click the correct person from the results to populate their information.



Repeat the same steps for the PI's college and department, keeping in mind there may be multiple options across campuses.



Before moving on, double-check that the correct college, department, and campus have been selected for the PI. These selections will determine how the form is routed for signatures later in the process; they must be correct for the application to be considered.





## Co-Investigators

If the application will have co-investigators, click the "Add New Co-Investigators" button to populate them.



This will open a modal window to add each co-investigator. The co-investigator form works identical to the PI lookup form.



Before moving on, check to make sure the information is correct for each co-investigator. To view or edit a co-investigator, click the pencil icon (  ) next to their name. To remove a co-investigator, click the "X" icon (  ) next to their name.



## Abstract and Narrative

Some competitions have a separate field for Abstracts. You may paste your text, but not images into this field. Other competitions require the Abstract and Narrative to be uploaded as a single file. Read your competition guidelines carefully to determine how to structure your proposal.

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## Budget

Budgets vary from competition to competition. Some will ask for budget details to be filled out in a separate budget step, some have only a field or two to fill out, others ask for a budget to be uploaded as a separate file.

Simple budgets will ask for dollar amounts to be entered into defined fields. These budgets often include a self-totaling field. Do not attempt to adjust this field, if the total is not what you intended adjust the contributing fields.

Complex budgets can involve multiple categories and sub-award information. Starred fields are required and you may need to enter a zero if there are no budget requirements for that category.

Look for a file upload button near the bottom of a budget page if budget spreadsheets or justifications are required.

Read the competition guidelines to be certain that you do not include items which are not allowed and that the budget includes all necessary information.

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## Compliance Information

If a competition includes a section for compliance, this is required information even if you have been asked to supply it separately on the UNMC face sheet. You will be asked to add protocol numbers and status by clicking on the "Add protocols" field that appears when you've checked a regulated area.

**Form Preparation**

☐ Page One

**Application Submission**

☒ Submit

**Review**

☐ Review Management

☐ Review Finalization

☐ PI Notification

## Compliance Information

\* If the proposed research involves the use of animals; human subjects; radioactive materials; activities covered by federal regulations on recombinant DNA technology or biohazards; Human Embryonic Stem Cells and/or their derivatives and Human Fetal Tissue and/or their derivatives; or export laws and regulations of the United States, appropriate approvals must be obtained before an approved proposal will be funded. In addition, conflict of interest disclosure requirements must also be completed at the time of proposal submission. Applicable policies and procedures regarding research compliance are available from the Office of Research on your campus. Please indicate which of the following approvals are needed before the proposed research is initiated:

- ☐ Human Subjects
- ☐ Human Embryonic Stem Cells and/or their derivatives and Human Fetal Tissue and/or their derivatives
- ☐ Animals
- ☐ Transgenic Animals
- ☐ Recombinant DNA
- ☐ Biohazards (biological agents and toxins)
- ☐ Select Agents
- ☐ Radioactive Materials
- ☐ Regulated Plant Materials (Greenhouse)
- ☐ Regulated Plant Materials (Field Release)
- ☐ None of the above

## Export Controls

Does the proposal or work:

► Step by Step

## Route Setup

Most competitions in NuRamp utilize routing to gather approval signatures. These routes are defined by the competition managers and are always tied to the departmental affiliation of the PI's and Co-I's named in the application. UNMC managed internal competitions will always include which route a submitter should select in the competition guidelines.

The Principal Investigator or their assistant must review the route setup from the routing menu for accuracy. Check that all co-Investigators named in "Form Preparation" are listed in the Investigator routes section and that the Principal Investigator is listed under the Primary Investigator Routes section. Check that the correct institutional email is associated with their name.




Children's Hospital affiliated investigators should use their UNMC email addresses for all applications submitted through NuRamp.

Review the Internal Competitions Routes for accuracy. Check that the correct route for each person is named in the routes section. UNMC uses two named routes, "Default" and "Collaboration Initiative". The "Default" route will have a departmental and unit signature path similar to the routing used in ADIS internal forms, while the "Collaboration Initiative" route requires an Office of the Vice Chancellor for Research single signature.

If a route is incorrect, use the "Remove Route" button to remove it. Then use the "Add Route" button to add the correct route. If the correct route is not visible for the investigator in question, contact the competition manager for assistance.

### ► Step by Step

 Check that the Internal Competitions Routes for all investigators are correct before submitting to routing.

If all the routes are correct. Submit to routing by clicking the "Start Routing" button at the bottom of the screen.

## Route Signatures

Route signatures is the final step in submitting an application in the NuRamp system. All of the applicants and all of the signatory authorities detailed in the routing setup must sign off on the application in order for the application to be eligible for consideration.

The principal investigator must sign off first in order for the signature requests notices to be sent to the other investigators and ultimately to the remaining signers. The proposal will stay in "Submitted to Routing" status until all participants and route signatories have completed their selection. If the routing deadline passes without all signatures the proposal will be considered incomplete and will be removed from further consideration for award.

Once routing has been triggered by the Principal Investigator's approval, the co-Investigators will receive an automated email request to login to NuRamp and sign-off on the application. If you are already logged into the NuRamp application, clicking on this email message and corresponding link will take you directly to the Route Signature page. If you are not logged in, make note of the application number so that you locate it among the other applications.



Tue 2/9/2021 4:15 PM

nuramp-support@oneramp.com

Internal Competitions Message - Signature Requested

To: Wilkie, Linda M

Non-UNMC email

**This Message Is From an External Sender**

This message came from outside your organization.



[\[nuramp.nebraska.edu\]](https://nuramp.nebraska.edu)

RESEARCH ADMINISTRATION SYSTEM

## Internal Competitions Message - Signature Requested

An Internal Competition Form has been routed to you. Please review the form and provide your determination of a) acknowledgement or b) revisions required.

Competition: 2021 Nebraska Bankers Association Small Equipment Grants (Duplicated from

Competition ID:673)

Application ID: 28074

PI Name: Linda Wilkie

Please log in to **NuRamp** [\[nuramp.nebraska.edu\]](https://nuramp.nebraska.edu) then click the link below.

[Click here to view more information in NuRamp. \[nuramp.nebraska.edu\]](#)

University of Nebraska  
[nuramp.nebraska.edu](https://nuramp.nebraska.edu) [\[nuramp.nebraska.edu\]](https://nuramp.nebraska.edu)

NuRamp | Powered by OneRamp

Nebraska | **UNK** **NW** **O**  
[\[nuramp.nebraska.edu\]](https://nuramp.nebraska.edu)

To accept the proposal as submitted, click the "Sign Off" button next to your name in the "Confirmation of Signatures" section. This will open a dialog box where you may designate your decision to Approve, Decline, or Request Revisions.



**A declination will halt the application** and no further signatures or approvals can be accepted. If you have concerns select "Send back for revisions" and note those in the comments section so the Principal Investigator can address them.

Form Preparation

☒ Page One

Routing

☒ Route Setup

☒ Route Signatures

Review

☐ Review Management

☐ Review Finalization

☐ PI Notification

(Duplicated from Competition ID:673)

Status : Routing

Routing Due Date : 02/16/2021 12:00 am

Title : routing test

Form Version : 1

View Supporting Documents

Confirmation of Signatures

Routing History

Cancel this entire routing

Primary Investigator Routes

Name	Date Signed	Decision
Linda Wilkie	02/09/2021 04:06 pm	Approve
<div>Remove</div>		

Investigator Routes

Name	Date Signed	Decision
James Geiger	Signature requested on 02/09/2021	
<div>Notify</div>	<div>Sign Off</div>	<div>Remove</div>

Internal Competitions Routes

Add Internal Competitions Route

► Step by Step

Once all investigators and the route signatories have added their decisions to the application, the proposals status will change to "Submitted to Review" and the investigators' responsibilities are completed. The proposal has successfully been submitted.



# Manage Existing Application

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## Attach Files

Most NuRamp applications will require additional information to be added to a proposal or review in the form of an attachment.



NuRamp accepts files with the following formats: **.docx, .doc, .csv, .xls, .xlsx, .jpg, .png, or .pdf.**

## File Upload

Files should be attached using the File Upload sections in the Form Preparation step of the application. Depending on the competition there may be more than one place that requires files to be uploaded. Notably, budget justifications are often required to be uploaded in the budget section rather than with other documents.



**Always read your competition instructions** to determine if proposal materials should be uploaded as a single document or if multiple attachments are required.

Typical types of attachments are lay abstracts, proposal narratives, budget justifications, biosketches, and PHS Inclusion Enrollment reports. If a competition requires multiple attachments it is best to name each uniquely with the application ID#, PI name, and type of document, i.e. 27699-Wilkie-LayAbstract.

## File Attachment Menu

The File Attachment menu in the Application Summary allows you to easily navigate to where your file attachments are found. As files are attached to your application they will be cached here.

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## Generate Form PDF

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## Delete an Application

# Reviewing Applications

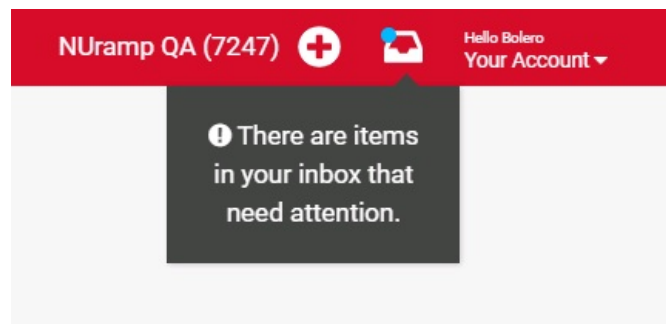
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# Accessing Reviews

From time to time, you may be asked to serve on a review committee for an internal competition.

When the application is ready for review in the NURamp system, you will receive an email indicating that applications are ready for your review.

Log in to the [NURamp system](#) to access the applications. In the top-right of the screen by your account name, your system inbox will have a blue mark indicating that you have new items.



Click the file tray icon to go to your system inbox.

System

## Inbox

← Back to Workflow

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Search inbox items

Search by URL, Description, Created On etc.

Filters

options

1 items

Description	Created On	Due Date	Module
<a href="#">Review for Application 648</a> <a href="#">PI: Robert Harber</a> <a href="#">Competition: UNMC QREDRevisionAwards</a>	03/06/2020	03/07/2020	Internal Competitions

1 items

A list of the applications you've been asked to review will be displayed. Click on the description to open the review form for that application.

# Completing a Review

## Complete Review Assessment

After accessing a review request from your system inbox, the review management page will display for the application you've selected.

Read the instructions provided in the gray text box for specific review requirements for the competition.

To view the application form, click the "View Application PDF" button.

The applicants may have also uploaded supplemental documentation including narratives, biosketches, and CVs. You may download these by clicking the "View Supporting Documents" button.

The screenshot shows the NuRamp review management interface. At the top is a red header with the NuRamp logo, user information (NUramp QA (7247)), and a help link. Below the header are three tabs: "Back to Inbox", "Form PDF", and "Application Details". The main content area is divided into two columns. The left column contains a "Review Preparation" section with a "Review Summary" link (highlighted with a red arrow) and a "Submit Review" link. The right column contains a "Workflow in progress" section with a message: "The step currently needing attention is [Review Preparation](#)." Below this are buttons for "View Application PDF" and "View Supporting Documents". The "Review Assessment" section is highlighted with a yellow background. It contains a text box for feedback with the placeholder "This is my feedback." and a file upload section labeled "Review Assessment (File Upload)" with a "Choose File" button and the text "No file chosen".

In the "Review Assessment" section, complete the review questions. The assessment will vary from competition-to-competition, and some may provide a file upload to attach other review documentation.

## Review Assessment

This is a detailed view of the "Review Assessment" form. It features a feedback text box with the placeholder "This is my feedback." and a file upload section labeled "Review Assessment (File Upload)". The file upload section includes a "Choose File" button and the text "No file chosen". Below the file upload section, there is a link to a file named "diversity-fund-application-2020.pdf" and a "Delete" button.

When you have completed the review, click the checkbox at the bottom of the page, "Check if this page is complete". Then, click the "Save Form" button.

A notification will indicate that your review has been saved, but not yet submitted. Click the "Submit Review" link to go to the next section.



### Workflow in progress

✓ You have completed the **Review Preparation** portion of this workflow, but the entire process is not finished.

The next step is **Submit Review** →

## Submit Review

Although you may have saved your review form and uploaded any supplemental review documentation, you must submit your final recommendations for the application.

Indicate your review recommendation in the dropdown, provide any additional comments, and click the "Submit Recommendation" button.

### Submit Review

\* Recommendation:

Approve

Comments

No further comments.

Submit Recommendation

A notification will indicate that your review has been submitted.

To submit a review for another application, return to your system inbox to complete the process for each application you've been asked to review.



### This workflow is complete

All required steps in this workflow have been completed.

Competition Name: [UNMC OREFRevisionAwards](#)

Application ID: 648

Lead PI: Robert Harber

[View Application PDF](#)
[View Supporting Documents](#)

## Confirm Submission

You may confirm your review submission in the review summary section of the review page. Your name will be listed next to the recommendation you entered in the "Submit Review" section.

Summary

Recommendation	Users	View Recommendations
Approve	Bolero Administrator - 03/06/2020 11:30 am	<a href="#">View</a>
Disapprove		<a href="#">View</a>

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