



OFFICE OF RESEARCH,
INNOVATION, AND
ECONOMIC IMPACT
George Mason University®

September 2026

Announcing New OSP SPARC Community

The Office of Sponsored Programs (OSP) is excited to launch its new training and networking group, **Sponsored Projects Administration and Research Compliance (SPARC)**. As part of this initiative, a new SPARC Microsoft Team has been created with three dedicated channels: Research Administration Training, Research Reporting, and RAMP. These channels are designed to promote dialogue on sponsored programs reporting, systems, and training needs.

SPARC will serve as a centralized resource for research administrators, fostering collaboration, networking, and strategic partnerships while supporting ongoing awareness of and compliance with evolving regulatory requirements. Research administrators are encouraged to use the SPARC Team to communicate and ask questions of OSP and fellow university research administrators.

New training opportunities, reports, and RAMP updates will also be communicated through the SPARC Team. OSP will add research administrators identified by their units to the SPARC Team. Training questions and suggestions can be sent to the new email address ospsparc@gmu.edu.



TRAININGS

NEW COURSE: Research Administration

The Office of Sponsored Programs (OSP) has launched a new, on-demand *Introduction to Research Administration* course in [MasonLEAPS](#). The course provides an overview of the research administration life cycle, highlights key aspects of managing sponsored projects, and introduces the university offices that support research activities. Through six modules, participants will gain a foundational understanding of research administration at George Mason University. Whether you are new to research administration or looking for a refresher, all university research administrators are encouraged to complete the course.



Upcoming NCURA Trainings

OSP has registered for several National Council of University Research Administrator (NCURA) webinars in October and is able to offer **unlimited registrations** to George Mason employees. If you are interested in a webinar but cannot attend the live session, please register anyway. Registrants will receive a recording via email after the webinar, allowing them to view it at their convenience.

Before registering: If you do not already have an NCURA profile, create one on the [NCURA website](#). Once your profile is established, you can use the webinar registration links below. After registering, you will receive a confirmation email with details for attending the live webinar.

Service Centers: Navigating Challenges, Identifying Opportunities, and Sharing Best Practices

Date: Thursday, October 1, 2026

Time: 2:00 EDT

REGISTER

The Pre-Award/Post Award Handoff: What Works, What Doesn't and Why

Date: Tuesday, October 13, 2026

Time: 1:00 - 4:30 EDT

REGISTER

RAMP UPDATE

RAMP Request Process Changes

The RAMP team has implemented a new process for submitting access requests and agency creation requests. Effective immediately, all requests must be submitted through the **RAMP TDX** request system. To ensure timely processing, each TDX ticket must include the appropriate completed form:



- **Update or Request New Access** spreadsheet for access requests
- **New Agency Creation** request form for agency creation requests

Requests submitted without the required attachment may be delayed.

The new RAMP request process provides a centralized system for tracking requests and maintaining request history. Requiring standardized forms also ensures the RAMP team receives the information needed to process requests efficiently.

If requests are submitted by email, requestors will be directed to submit them through the **RAMP TDX** system and include the appropriate supporting documentation. Additional information, required forms, and instructions for submitting tickets are available on the [RAMP ITS Service page](#).

In addition to access and agency creation requests, all RAMP support requests should continue to be submitted through **RAMP TDX**, including:

- Technical issues, such as single sign-on or system integration problems
- Questions about system navigation
- Business process and reporting support
- Training assistance
- Other RAMP-related questions or requests

When submitting a ticket, be sure to identify the appropriate RAMP module(s). For general questions that do not require a TDX ticket, contact the RAMP team at ramp@gmu.edu.

REPORTING UPDATES

Upcoming MicroStrategy Research Reporting Workshops



OSP offers monthly *MicroStrategy Research Reporting Workshops* to help users address reporting questions and challenges. Sessions provide an opportunity to ask questions, learn tips and best practices, and review commonly used reports.

Workshop reminders and Microsoft Teams meeting links will be shared through the SPARC MS Teams Research Reporting channel prior to each session.

- Thursday, October 22, 2026 | 11 AM - 12 PM
- Tuesday, November 10, 2026 | 2 - 3 PM
- Wednesday, December 9, 2026 | 11 AM-12 PM

New Research MicroStrategy Reports

Two new research-related MicroStrategy reports are now available in production.

Research Administration Positions by Unit (Path: Patriot Reporting>Shared Reports>Research>Labor)

- This report displays all positions designated as research administration roles, along with the percentage of time assigned to research administration as recorded in PageUp.
- **Please note:** If a research administration position in your unit is missing or contains inaccurate information, work with your college HR representative to ensure the appropriate updates are submitted through PageUp.

Travel Expenses by Trip (Path: Patriot Reporting>Shared Reports>Research>Research Expenditures)

- This report groups expenditures by transaction document ID or transaction document description, making it easier to review travel-related expenses.
- **Please note:** Due to system limitations, the report may not capture every expense associated with a trip. For example, airfare and conference registration charges paid through a PCard may be reported separately.

Research Administration Project

Several years ago, George Mason launched the Research Administration Project to modernize research support, better manage research growth, and align support services with practices at peer R1 institutions. The initiative focused on three goals:

- Providing consistent, professional research administration support across the university
- Establishing research administration as a recognized professional career path

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- Localizing certain research administration functions so OSP can focus more directly on compliance responsibilities

As a continuation of this effort, OSP and Human Resources have updated PageUp to identify research administration positions and document the percentage of an employee's time dedicated to research administration activities. This information is also integrated with the Banner HR system, allowing for enhanced reporting capabilities in MicroStrategy.

These updates will help improve position clarity, strengthen data reporting related to research support, and provide managers and university leadership with better insights into research administration resources across George Mason.

Email questions to resadmin@gmu.edu.

Office of Sponsored Programs

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