

PI Resource Guide

This guide is a tool to direct knowledge enhancement related to conducting research at Mason in one centralized location. The number of resources available can sometimes be overwhelming, and we are hoping to highlight the most important materials here to get you started.

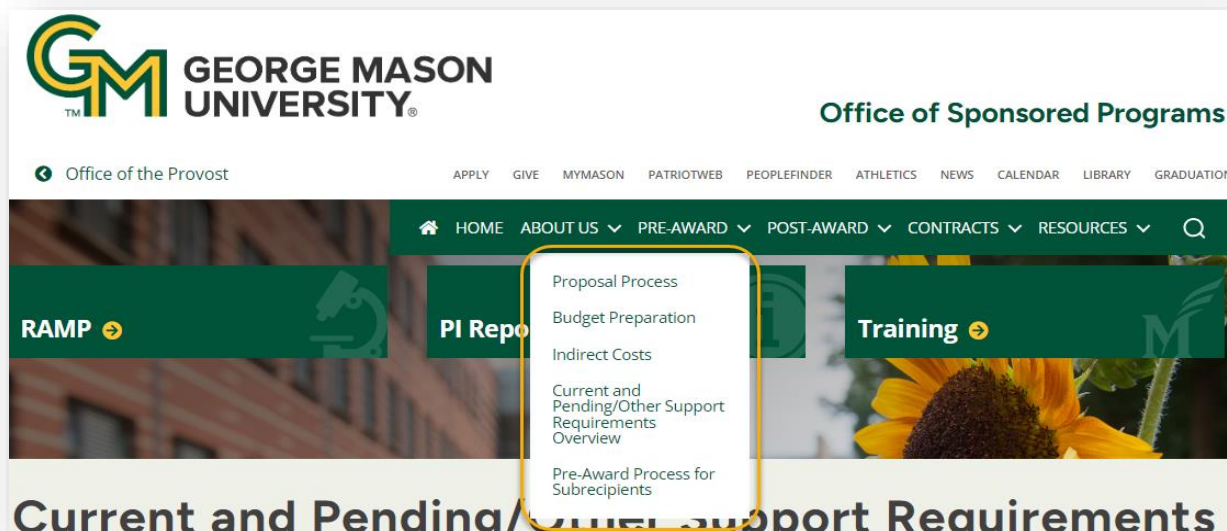
Informational Website Links

The [Office for Sponsored Programs website](#) has the most up-to-date information on everything you need to know as it pertains to research at Mason. Deadlines and office closures are also posted on this website. Below are a few links found on the website for direct access:

- [Indirect Rate Agreement](#)
- [Letter of Intent](#)
- [Guide to Role and Responsibilities](#)
- [Conflict of Interest](#)
- [Limited Submissions Review](#)
- [Research Development Services](#)

Pre-Award Resources

Faculty preparing to submit a funding proposal should review available Pre-Award resources on the [OSP website](#).



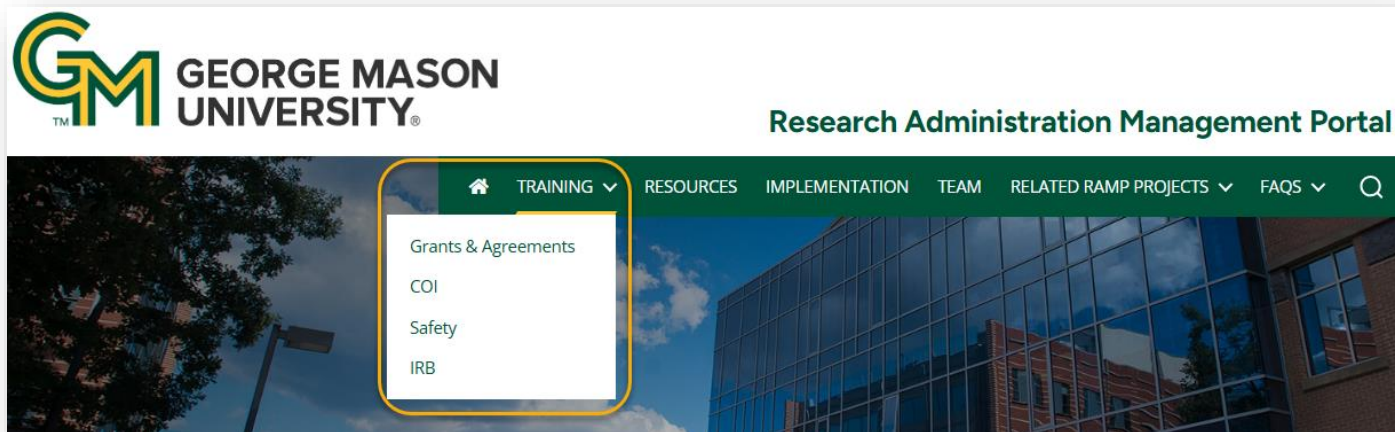
Below are some direct access links that may be helpful in the proposal preparation process.

- [Budget Preparation](#)
- [Indirect Costs](#)
- [Current and Pending/Other Support Requirements Overview](#)
- [Current and Pending/Other Support Common Form Template](#)
- [NSF Requirements for Biosketches and Current and Pending](#)
- [Roadmap to getting started on SciENCv](#)
- [Pre-Award Process for Subrecipients](#)
- [OMB Uniform Guidance](#)
- [Notify OSP of Sponsor Determination](#)

Research Administration Management Portal (RAMP)

George Mason University has implemented an integrated research web-based system, [RAMP](#), to support Mason's growing research enterprise. This system was aimed to reduce duplication of efforts and better support faculty. We have a series of [training programs](#) available to faculty for all RAMP solutions (ie; Grants, Agreements, COI, IRB, Safety, etc.) available in our university learning management system (LMS), MasonLEAPS. Please note that upon selecting the links below, you may be prompted to login with your Mason credentials to the LMS.

- [Introduction to RAMP](#) (3:59 mins): This video briefly introduces RAMP
- [RAMP Create a Funding Proposal](#) (19:26 mins): This video is an excellent starting point to initiating a funding proposal in RAMP and a great starting point for new faculty with upcoming submission deadlines.
- [RAMP Award Navigation](#) (9:42 mins): This video provides an overview of how faculty can access existing awards in RAMP.
- [RAMP Terminology](#): As you work within RAMP, you may come across terminology that is unfamiliar to you or is different than from what you are used to. This guide is a quick way to reference any common terms you may encounter.
- [Submission Types in RAMP Defined](#): Before preparing an application within RAMP, it is important to identify what type of submission you or the research administrator assisting you is selecting.



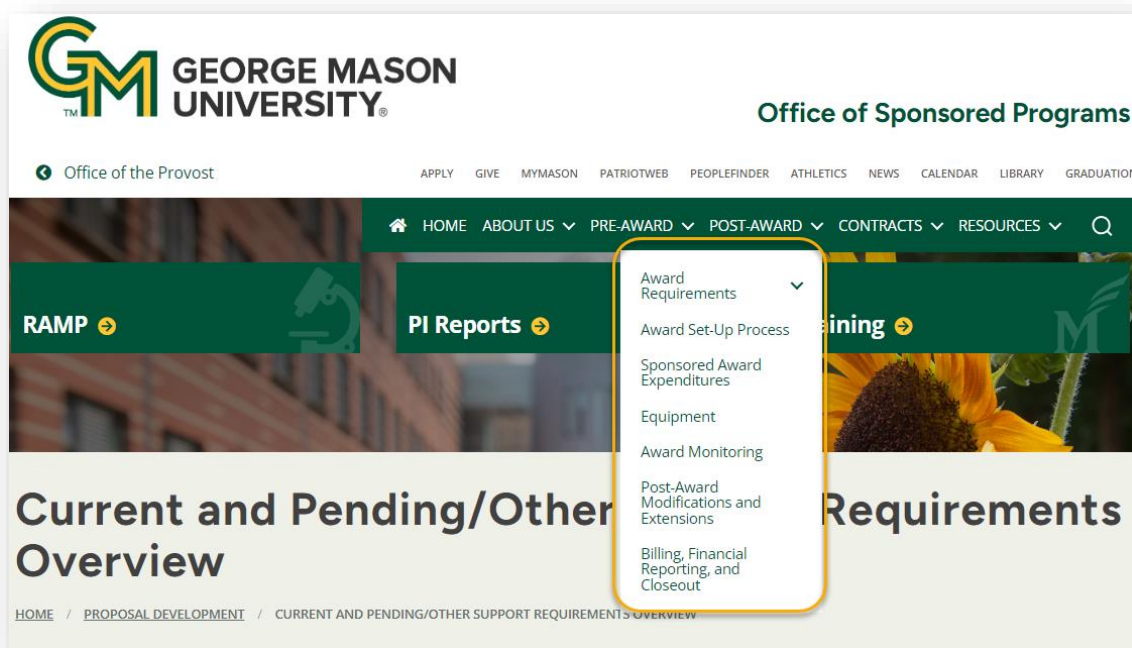
Complete curriculum breakdowns by user role for each solution can be found here:

- [Grants and Agreements PI/Study Team Curriculum Breakdown](#)
- [COI Disclosers Curriculum Breakdown](#)
- [Safety Researchers Curriculum Breakdown](#)
- [IRB Single-Site PI/Study Team Staff Curriculum Breakdown](#)
- [IRB Multi-Site sIRB Researcher Curriculum Breakdown](#)

Post-Award Resources

Faculty with research funding should review available Post-Award resources on the [OSP website](#). Below are some direct access links that may be helpful when managing sponsored funds at Mason.

- [Award Specific Requirements](#)
- [Sponsored Award Expenditures](#)
- [Award Monitoring](#)
- [Navigating the Awards Workspace](#)
- [New Awards and Award Modification RAMP Workflow Overview](#)



Reporting

As faculty, you will have access to Mason's reporting tool, MicroStrategy. The MicroStrategy platform supports interactive dashboards, highly formatted reports, ad hoc query, alerts, and automated report distribution. We have developed a curriculum specific to accessing PI reports in MicroStrategy which can be accessed in MasonLEAPS.

- [PI Reports and Reconciliation in MicroStrategy](#)

