SAMHSA RAMs Transcript

Disclaimer: This transcript is NOT a certified transcript, and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes only.

Welcome to this video tutorial on How to respond to SAMHSA for Requests for Additional Materials (RAM) in eRA Commons.

The purpose of this recording is to show SAMHSA recipients how to respond to Requests for Additional Materials, also known as RAMs. As SAMHSA program and grants management staff review applications, they may require recipients to submit additional information. A RAM is initiated, and recipients are notified via email regarding the submission of materials.

The video tutorial walks you through the process of: One, How to respond to RAMs for Continuation applications. Two, How to respond to RAMs for Post-Award Amendment applications.

To submit a RAM via eRA Commons, recipients need to be the project director of the grant with the Principal Investigator (PI) role, or a Signing Official (SO) of the recipient organization with the SO role.

To log into eRA Commons, go to public.era.nih.gov/commons. This will bring you to the eRA Commons login screen. On the left-hand side of the screen, enter the appropriate credentials, to login.

Continuation RAMs (Project Directors)

For Project Directors, click the Main Menu icon in the upper left corner. From the menu, select **the Non-Research** option, then click the **Manage Continuation**s tab. Alternatively, from the home page in eRA Commons, go to the SAMHSA area, and select **Continuations** from the dropdown menu, then click GO. Once you have located the grant that requires a RAM submission, click the **three-dot ellipsis icon**, then click **View Continuations** to navigate to the **Manage Continuations: View** screen. Click the **three-dot ellipsis icon**, then select the **Submit RAM Response** option from the dropdown menu.

Note: If there are multiple RAM requests, each request can be quickly identified by referring to the brief description of the RAM contained in the brackets.

Clicking the **Submit RAM Response** option opens the Continuation Application Request for Additional Materials (RAM) screen.

Continuation RAMs (Signing Officials)

Signing Officials can access the Continuation Application screen in a similar manner as the Project Directors. Log into eRA Commons, selecting the **Non-Research** option from the Main Menu, then click the **Manage Continuations** tab. Alternatively, from the home page in eRA Commons, go to the SAMHSA area, and select **Continuations** from the dropdown menu, then click GO. This opens the **Manage Continuations: Search** screen. Because the signing official sees all the grants of their institution, a search is needed to find the desired grant.

Enter the grant identification search criteria, such as the grant serial number, then click **Search**. Once you have located the grant that requires a RAM submission, click the **three-dot ellipsis icon**, then click **View Continuations** to navigate to the **Manage Continuations: View** screen. Click the **three-dot ellipsis icon**, then select the **Submit RAM Response** option from the menu.

Note: If there are multiple RAM requests, each request can be quickly identified by referring to the brief description of the RAM contained in the brackets. Same as for the project directors, this opens the Continuation Application screen.

The Continuation Application screen is where recipients can submit comments and upload up to 10 individual PDFs. *Note: PDFs are the only acceptable format.* Comments are included in an email to the PD/PI and Signing Official/Business Official that submitted the materials as well as federal program and grants management Staff upon submission of the materials.

To upload a file, click the **browse** hyperlink to browse to the desired file and select it. For each PDF file uploaded, recipients have the option to **download** the individual upload or **Delete** the PDF. Recipients can select the **Preview** button to view the package of compiled documents. Recipients see on the first page some overview information about their grant. The second page has a list of the individual documents submitted in the RAM, and then the individual documents are displayed.

Recipients can click on the **Save** button if they need to return to their RAM request submission later. A success message is displayed stating that "Requested Additional Materials have successfully been saved." In those cases where the RAM is saved, when recipients come back to the Continuations: View screen, the dropdown option will say 'Edit RAM Response' instead of 'Submit RAM Response'.

When recipients are ready to submit documentation in response to the RAM request, they will be required to enter comments. After comments have been entered, select the **Submit** button to submit the requested materials to SAMHSA. A success message will be displayed that reads, "Requested Additional Materials have successfully been submitted to the Agency." At this point, federal staff may contact recipients with questions or request that you submit additional RAM materials.

Post Award Amendment RAMs (Project Directors)

For Post-Award Amendment RAMs, log into eRA Commons, by entering your the appropriate credentials.

For Project Directors, click the Main Menu icon in the upper left corner. From the menu, select **the Non-Research** option. This opens the **Manage Post Award Amendments** tab. Alternatively, from the home page in eRA Commons, go to the SAMHSA area, and select Amendments from the dropdown menu, then click GO.

Once you have located the grant that requires a RAM submission, click the **three-dot ellipsis icon**, then click **View Amendments** to navigate to the **Manage Post Award Amendments: View** screen. Click the **three-dot ellipsis icon**, then select the **Submit RAM Response** option from the dropdown menu. Note: If there are multiple RAM requests, each request can be quickly identified by referring to the brief description of the RAM contained in the brackets.

Clicking the Submit RAM Response option opens the **Post-Award Amendment Application, the Request for Additional Materials (RAM) screen**.

Post Award Amendment RAMs (Signing Official)

Signing Officials can access the Post-Award Amendment Application screen in a similar manner as the Project Directors. Log into eRA Commons, selecting the **Non-Research** Tab from the Main Menu icon in the left corner, then click the **Manage Post Award Amendments** tab. Alternatively, from the home page in eRA Commons, go to the SAMHSA area, and select Amendments from the dropdown menu, then click **GO**. This opens the **Manage Post Award Amendments: Search** screen. Because the signing official sees all the grants of their institution, a search is needed to find the desired grant.

Enter the grant identification search criteria, such as the grant serial number, then click **Search**. Once you have located the grant that requires a RAM submission, click the **three-dot ellipsis icon**, then click **View Amendments** to navigate to the **Manage Post Award Amendments: View** screen. Click the **three-dot ellipsis icon**, then select the **Submit RAM Response** option from the dropdown menu.

Note: If there are multiple RAM requests, each request can be quickly identified by referring to the brief description of the RAM contained in the brackets. Clicking the Submit RAM Response option opens the Post-Award Amendment Application, the Request for Additional Materials (RAM) screen.

The Post Award Amendment Application screen is where recipients can submit comments and upload up to 10 individual PDFs. *Note: PDFs are the only acceptable format.*

Comments will be included in an email to the PD/PI and Signing Official/Business Official that submitted the materials as well as the Federal program and Grants Management Staff upon submission of the materials.

To upload a file, click the browse hyperlink to browse to the desired file and select it. For each PDF file uploaded, recipients have the option to **Download** the individual upload or **Delete** the PDF. Recipients can select the **Preview** button to view the package of compiled documents. Recipients see on the first page some overview information about their grant. The second page has a list of the individual documents submitted in the RAM, and then the individual documents are displayed.

Recipients can click on the **Save** button if they need to return to their RAM request submission later. A success message is displayed stating that "Requested Additional Materials have successfully been saved." In those cases where the RAM is saved, when recipients come back to the **Manage Post Award Amendments: View** screen, the dropdown option will say 'Edit RAM Response instead of 'Submit RAM Response'.

When recipients are ready to submit documentation in response to the RAM request, they are required to enter comments. After comments have been entered, select the **Submit** button to submit the requested materials to SAMHSA. A success message is displayed that reads, "Requested Additional Materials have successfully been submitted to the Agency." At this point, federal staff may contact recipients with questions or request that you submit additional RAM materials.

If you need additional assistance, you can contact your assigned Grants Management Specialist (GMS) for budget and grant-specific questions. You can contact your assigned Grants Project Officer (GPO) for program-related questions. And for technical questions, contact the eRA Service Desk.

Web: https://grants.nih.gov/support
Toll-free: 1-866-504-9552, option 6 for SAMHSA queue
Phone: 301-402-7469, option 6 for SAMHSA queue
Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, closed federal holidays

This concludes this tutorial video on showing SAMHSA grantees on how to respond to Requests for Additional Materials, also known as RAMs. Thank you for watching.