



## QUICK REFERENCE GUIDE - SPONSORED PROGRAMS MODULE

### Creating a New Routing Form

Please use the following guide to help you complete the Form Preparation and Form Routing steps.

#### Step 1: Form Preparation

1. Log in to NuRamp at <https://nuramp.nebraska.edu>
2. On NuRamp home page, click the plus sign near the upper right corner and choose “Add a new Form” under the Office of Sponsored Programs heading
3. Determine if the new Form will be part of an existing Project record or will create a new Project record

#### To Add a new Form to existing Project

OR

#### To Create a new Form as part of a new Project

4. Select “Yes” to question: Is this a new form for an existing project? and choose existing Project ID, select “Start Form” button
  5. New Form is created with much of the information pre-populated from the Project record
4. Select “No” to question: *Is this a new form for an existing project?*, select “Start Form” button
  5. New blank Form is created, which also creates a new Project record

#### To complete Form pages

6. Verify or complete all relevant fields (mandatory fields are indicated by \*) on the 9 Form pages
7. Select checkbox “Check if page is complete” at bottom of each page
8. Use navigation buttons at bottom of pages or in the left column to move through the Form pages
9. On the final page select the checkbox and click “Save and go to next” when complete to move to Step 2, Routing.

#### Step 2: Routing

An approval route is the path taken by a Form to obtain UNL internal approvals prior to submission of a proposal to an external sponsor.

There are two main kinds of routes – administrative and cost share. Administrative routes may include a department chair/head, center/unit director and dean/vice chancellor. Cost share routes include any cost share approvers necessary for the proposal Form. If the project involves a VCR Approved Center, that route will automatically be selected and can’t be removed unless the VCR Approved Center is removed from the Form.

#### To Select an Administrative Route for a Form

1. Each department represented by a Senior/Key Person must have an approval route (Approval routes are automatically added when the department has only one route available)
2. To add a route not automatically listed, select “Add an Administrative Route”
3. Select the appropriate route from the list and choose “Add” button
4. Repeat as needed

#### To Select a Cost Share Route for a Form, when required

1. Select “Add a Cost Share Route”
2. Select appropriate route in list and choose “Add” button
3. Fill in the amount to be approved by individual(s) in the list
4. Repeat as needed

(If no predetermined routes are shown, edits are needed to an existing route, or a new route needs to be created, contact [nuramp-support@unl.edu](mailto:nuramp-support@unl.edu).)

#### To Start Form routing

5. After required routes are added, select the “Start Routing” button at the bottom of the page
6. You will see a green box indicating you have successfully started routing the Form
7. To view the progress of the route, click “Sign Off and Review” in the Form navigation on the left side of the page.