

# Video Transcript – SAMHSA RAM Video

\*\*\*\*\*DISCLAIMER!!!\*\*\*\*\*

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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The purpose of this recording is to provide SAMHSA grantees with a reference on how to respond to requests for additional materials, or RAMs. The video is divided into two sections and first covers how to respond to RAMs for continuation applications, and second, how to respond to RAMs for post award amendment applications. Both portions of the video assume you have already submitted an application in order to receive a RAM.

Grantees can login to the eRA Commons, access the Non-Research/Manage Continuations tab, and review the status for their grants at any time. As the SAMHSA program and grants management staff review your application, they may have questions and require you to submit additional information. In those cases, you will receive an email asking you to submit materials in response to a Request for Additional Materials or RAM. At this point, you will again log into the eRA Commons, select the Non-Research tab, and the Manage Continuations tab. After finding the applicable grant, select View to navigate to the Continuations: View screen. For the non-competing continuations that have RAM requests, you will see an Initiate RAM option in the Action column dropdown. Note that you may return and submit additional documents at a later time. In those cases, the dropdown option will say Edit RAM instead of Initiate RAM. After you select the RAM button, you will be taken to another screen where you can upload up to 10 individual PDFs. Please note that pdfs are the only acceptable format. For each pdf uploaded, you have the option to View the individual upload or Delete the pdf. You can select Preview to view the package of compiled documents. As you will see on the first page of the compiled documents package, there is some overview information about your grant. The second page has a list of the individual documents submitted in the RAM and then the individual documents will appear. You can click on Save if you need to return to this RAM request submission. You will receive a success message stating Requested Additional Materials have successfully been saved. When you are ready to submit, you will need to enter comments. Note that these comments will be 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. Select Submit. Again you will receive a success message that Requested Additional Materials have successfully been submitted to the Agency. At this point, federal staff may contact you with questions or request that you submit additional RAM materials. Please contact the eRA service desk with any technical or submission questions at [grants.nih.gov/support](mailto:grants.nih.gov/support) or 866-504-9552. If you have grants management or budget questions, please contact your assigned grants management specialist.

As the SAMHSA program and grants management staff review your application, federal staff may have questions and require you to submit additional information. In those cases, you will receive an email asking you to submit materials in response to a Request for Additional Materials or RAM. At this point,

you will again log into the eRA Commons, select Non-Research, and Manage Post Award Amendments. After finding the applicable grant, select View. For post-award amendment applications that have RAM requests, you will see an Action dropdown in the Action column. Select RAM from the dropdown menu to submit materials for the initial request. Select the upload button, and upload up to 10 individual PDFs. For each document uploaded, you have the option to View the individual upload or Delete the document. You can select Preview to view the package of compiled documents. As you will see on the first page, there is some overview information about your grant. The second page has a list of the individual documents. And then the individual attachments will appear. You can click on Save if you need to return to this RAM request submission and you will receive a success message, stating: "Requested Additional Materials for this amendment have successfully been saved". When you are ready to submit, You will need to enter comments. Note that these comments will be included in an email to the PD/PI, Business Official, and Signing Official that submitted the materials if applicable, as well as federal program and grants management staff. Select Submit. Again you will receive a success message that "Requested Additional Materials for this amendment have successfully been submitted to Agency." At this point, federal staff may contact you with questions or request that you submit additional RAM materials. In the case in which you have to submit additional material, you may again return to the Action column and select RAM, or you may also go back and view prior RAM that you have already submitted. And it will show the same consolidated package of documents as when you previewed the package. Please contact the eRA service desk with any technical or submission questions at [grants.nih.gov/support](https://grants.nih.gov/support) or 866-504-9552. If you have grants management or budget questions, please contact your assigned grants management specialist. Thank you for listening to this recording and have a great day!