Amending Your Research Ramp-Up Plan

*Do not create and submit a new form.*

Faculty who have been approved for on-site activity are not permitted to add personnel to the Orange Phase *unless*:

- Newly added personnel are replacing existing personnel (a “trade”)
- New contracts or grants require additional personnel (closing grants should result in removing approvals for personnel specific to projects that are ending)
- Students and postdoctoral scholars are being added as part of their educational programs.

The Office of Research Affairs (ORA) can edit plans on a PI’s behalf (forgoing divisional / departmental approval) in the following cases:

- Adding personnel who are replacing existing personnel (a “trade”)
- Adding students who are undertaking or participating in research as part of credit-bearing academic curricula.
- Adding postdocs who are undertaking research as part of their fellowships.

Should you need to make revisions that *do not* require divisional / departmental approval, please send an email to researchrampup@ucsd.edu with the following information:

- An updated *Ramp Up Staff Framework* listing all personnel
- The name of the PI and location of the activity
- The names and UCSD email addresses of the existing personnel (to be removed from the plan) and replacement personnel (to be added to the plan).
Should you need to make revisions that **do require** divisional / departmental approval, please:

1. **Email** researchrampup@ucsd.edu
   - Include the PI’s First + Last Name and email address (important for faculty who may have a common name).
   - State the general revisions that need to be made (e.g., new building or research site, new personnel, inclusion of Alternative Risk Mitigation plan, etc.). Detail is not needed.

2. **Go to your form.**
   - After Step 1, someone from the Research Ramp Up team will return your form to you within 2-3 business days. Once you receive your form, you may make the necessary edits and resubmit. You will be able to access your form by going to your action list ([https://ucsd-apps.kuali.co/app/builder/#/actions](https://ucsd-apps.kuali.co/app/builder/#/actions)) and selecting the form number that was specified.
     - Kindly note that your action list only contains forms that require your action, whether it be submission or approval. Once you submit a form, you will not find it in your action list unless it has been returned to you for editing and resubmission. This is why you must request that your submission be “sent back” prior to attempting to access it through your action list.

3. **Make your edits.**
   - Please make sure to upload all new and relevant attachments, but **do not delete** attachments that have previously been approved. Add new attachment(s) (such as your revised framework) in the additional attachments field(s). Ensure these document titles include the PI’s name and date of revision. This will help reviewers differentiate between the original and revised attachments.

4. **Email reviewers.**
   - Notify your reviewers that you have submitted a revised ramp-up plan so they will not be left to wonder why they are being prompted to review the same plan more than once. This will also prompt your reviewers to access your submission, should the automated Kuali notifications go unseen.
Important notes:

- **Please check that your reviewers are correctly identified.** Department Chairs change, faculty members leave — the person you originally selected may no longer be the appropriate choice.

- **ORA requires two levels of independent review (neither of which can be the PI).** For example, a PI in the Department of Medicine would select their 1) Division Chief and 2) Department Chair. A PI in Biology would select their 1) Department Chair and 2) Dean. It is incumbent on the PI to identify the appropriate levels of review for their submission. Deans and Department Chairs will need to seek their supervisor’s approval for lab plans they, themselves, submit.

*Revised plans will not receive a secondary notice of approval from Assistant Vice Chancellor Faith Hawkins.*

For Submission Status:

If you would like an update on the status of your submission or are having problems navigating the Research and On-site Activity Reporting Platform:

- Email [researchrampup@ucsd.edu](mailto:researchrampup@ucsd.edu)

- Provide pertinent info [PI’s First + Last Name, PI’s email address, etc.]

- You should typically expect a response within two business days. As always, your patience is greatly appreciated.