

# Amending Your Research Ramp-Up Plan

**Do not create and submit a new form.**

Beginning April 1<sup>st</sup>, 2021, those with approved Research Ramp-Up Plans can increase on-site personnel density to 50%.

The Office of Research Affairs can edit plans on a PI's behalf (forgoing divisional / departmental approval) in the majority of cases. Changes that **do not** require divisional / departmental approval include:

- **Adding and removing personnel**
- **Editing location information**
- **Updating attached forms**

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

- An updated framework (<https://blink.ucsd.edu/files/research-tab/research-continuity/Ramp-Up-Staff-Framework.xlsx>)
- The name of the PI and location(s) of the activity (including floor and room number)
- The name, **UCSD** email address, phase, and role of any personnel addition

---

Some PIs may wish to edit their Research Ramp-Up plans themselves. Others may need to make major changes to their plan which require divisional / departmental approval. In cases such as these, please:

1. **Email [researchrampup@ucsd.edu](mailto: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 research project, inclusion of Alternative Risk Mitigation plan, etc.). Detail is not needed.
2. **Go to your form.**
  - ORA will return your form to you so that 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>) and selecting the form number that has been 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 for your submission to 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. This way reviewers will not be left to wonder why they are being prompted to review the same plan multiple times. This will also prompt your reviewers to access your submission, should the automated Quali notifications go unseen.

---

#### ➤ **Important notes:**

- ***Please check that your reviewers are correct.*** Department Chairs change, faculty members leave – thus, who you selected originally may not remain 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 AVC-R 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)
- You should typically expect a response within two business days. As always, your patience is greatly appreciated.