

Submitting additional materials in response to a Request for Additional Materials (RAM) Grantee Reference Sheet

Note: You will receive an email notification if additional materials are requested from you. The subject line will be “SAMHSA Request for Additional Materials (RAM) for” followed by the grant number.

Example: SAMHSA Request for Additional Materials (RAM) for 5 H79 SM080071-02

Accessing the grant in eRA Commons

1. Visit public.era.nih.gov/commons
2. Log in using your username and password.
3. Select the **Non-Research** tab once you have logged in.
4. Select **Manage Post Award Amendments OR Manage Continuations** as applicable.
 - a. If the grant number of the application you are submitting additional materials for begins with a 5, it is a continuation. If it begins with a 6, it is a post award amendment.
Example: 5 H79 SM080071-02 is a continuation. 6 H79 SM080071-02 is a post award amendment.
5. If you are a Signing Official (SO) you will need to enter search criteria and search for your grant. If you are a Project Director (PD) a list of your grants will appear automatically.
6. Click **View** for your grant.

Submitting additional materials

1. Click on **Initiate RAM** under the Action(s) menu for the correct support year to begin a RAM submission.
 - a. Note: if you are re-submitting materials or have already responded to a RAM, you may see **Edit RAM** instead of **Initiate RAM**.
2. Drag and drop files or use the **Upload** button to add up to 10 files to your submission.
 - a. Note: The only accepted file type is PDF. If you are submitting a fillable form, make sure to save it as a ‘flattened’ PDF first.
 - i. Open your completed fillable form PDF document.
 - ii. Select File.
 - iii. Select Print.
 - iv. Select Adobe PDF (or a PDF writer) as the printer
 - v. Click OK and save the flattened file.
 - vi. Open the flattened file to verify it is not interactive before uploading.
3. Enter in justification comments.
 - a. Note: Comments are required to submit a RAM response. The Grants Management Specialist (GMS) or Government Project Officer (GPO) that requested additional materials may have provided instructions for your comments in the original RAM email.

4. If you are not ready to submit but would like to keep the files you have uploaded as a draft, click **Save**.
5. If you would like to view the RAM submission including a system generated title page, and system generated list of included files, and each individual attachment, click **Preview**.
6. If you are ready to submit your additional materials, click **Submit**.

Note: You will receive a confirmation email once you have successfully submitted additional materials.