

## Disclosing a Personal LLC in RAMP

### What to do if you are an owner or partial owner of an LLC:

- If you have ownership in an LLC, then a Pre-Approval Request must be submitted through the RAMP disclosure system
  - This is required even if you are already an owner or partial owner of an LLC (*the RAMP system is new at Mason and therefore, any activities that have been ongoing for the past twelve months must still be documented so the system can be up to date*)
- In addition to disclosing your personal LLC, you will also need to disclose entities that your LLC forms contracts with in the following cases:
  - The contract is with a foreign entity, OR
  - You received over \$5,000 in one year from the entity, and the entity has a contract with Mason (you can check by typing the name into the entity disclosure field)

### Who needs to acknowledge your ownership of the LLC?

- Your Dean will be informed of ownership in the LLC, and therefore will be responsible for acknowledging that, and approving the activity in the RAMP system

### Where to submit LLC disclosure:

- In the RAMP COI system, the 'Request Pre-Approval' button is on the left side of the Disclosure Profile workspace
- For RAMP PAR Step-By-Step Instructions: [Pre-Approval-Request.pdf \(gmu.edu\)](#)

### Why does LLC ownership need to be disclosed?

- Federal regulations require Mason to report to the Government outside activities related to foreign entities or research outside of Mason.
- *Because RAMP is Mason's new system of record for outside activities*, existing activities that were previously approved need to be re-submitted so they are recorded in RAMP.
- Going forward, PARs will be completed prior to becoming owner or partial owner in an LLC

### When does LLC ownership need to be disclosed?

- As soon as possible if:
  - You have engaged in any of these activities in past twelve months
  - You are planning to engage in any of these activities in the near future