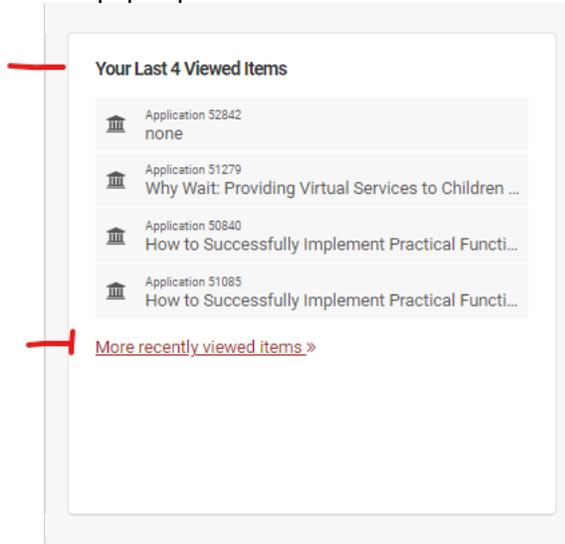


# Complete contract in NuRamp ORCA Funding

Log in to NuRamp. Your application should show up under the box labeled Your Last 4 Viewed Items. It will either be one of the four listed, or you can click on “more recently viewed items” and choose from the list that pops up.



*You may have better luck finding your application by following the below steps.*

1. Click the triple white lines in the red navigation bar

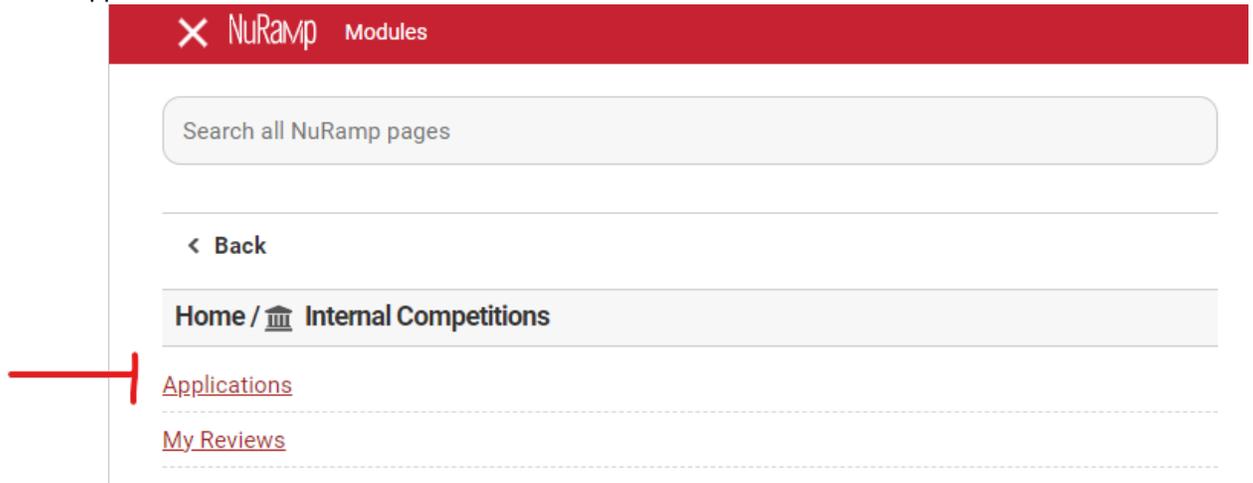


2. Click “Internal Competitions”

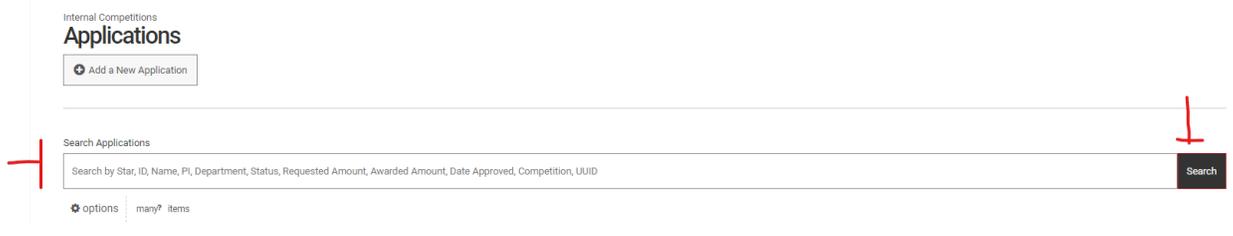


# Complete contract in NuRamp ORCA Funding

## 3. Click Applications



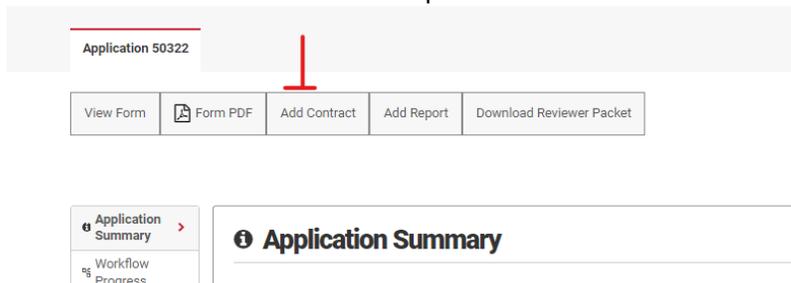
## 4. Enter your last name in the Search Applications box; click the Search button



## 5. Find your ORCA Student Conference Travel Fund (formerly Student UCRCA) application for the current academic year from the list; click on the application ID number to open. *If you see multiple applications for yourself, the far right column gives application and term information (you may need to scroll to the right if you have a small screen).*

Approach	for Review						Proposals
<a href="#">50324</a> Cultivating a Compassionate School Climate with Secret Kindness Agents Program	Psychology	Funded	\$500.00	\$500.00	10/24/2023	ORCA Student Conference Travel Fund (formerly Student UCRCA) AY 2023-2024	
Local Business Website Demand	Marketing	Submitted				Undergraduate Research	

## 6. Choose "Add Contract" tab at the top



# Complete contract in NuRamp ORCA Funding

- Complete the questions on the Add Contract page; enter the current Psychology chair for the “Director/chair of mentor”

People

\* Search

Search by typing First Name, Last Name or Email Address

\* Faculty Mentor

Search by typing First Name, Last Name or Email Address

\* Director/Chair of Mentor

Search by typing First Name, Last Name or Email Address

Contract

By accepting this contract, you agree to the terms and conditions of the contract. You are responsible for ensuring that the contract is completed in accordance with the terms and conditions of the contract. You are responsible for ensuring that the contract is completed in accordance with the terms and conditions of the contract. You are responsible for ensuring that the contract is completed in accordance with the terms and conditions of the contract.

\* ORCA Fee to be Charged to ORCA by Employer as a Matter of Course

Compliance

\* Do not pay outside of contract

\* Do not pay outside of contract

\* Do not pay outside of contract

File Upload

Please click on the button to upload your files.

Upload File

- Click BOTH Check if this page is complete AND “Save and go to Next”

Check if this page is complete 

- Follow the remainder of the onscreen instructions. Have your faculty mentor contact the PSYC office associate regarding a cost center number to charge to in case of over spending.
- Wait for an email from ORCA informing you of a cost center number associated with your funding and forward that information to your travel arranger.