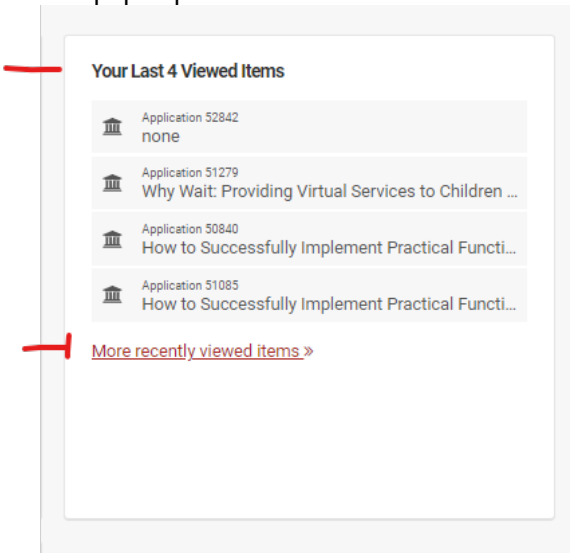
Complete contract in NuRamp
ORCA Funding

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”

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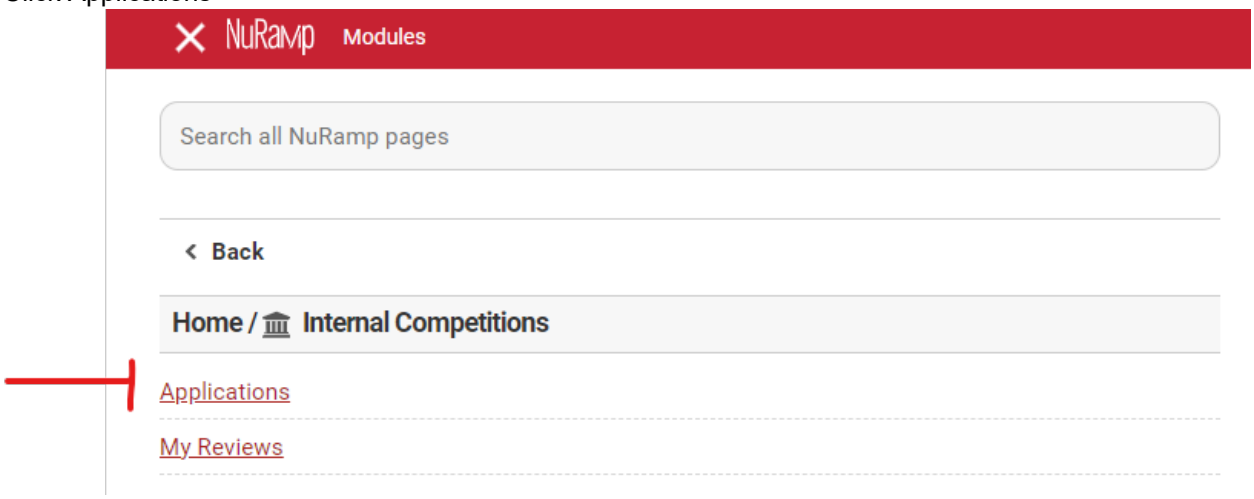
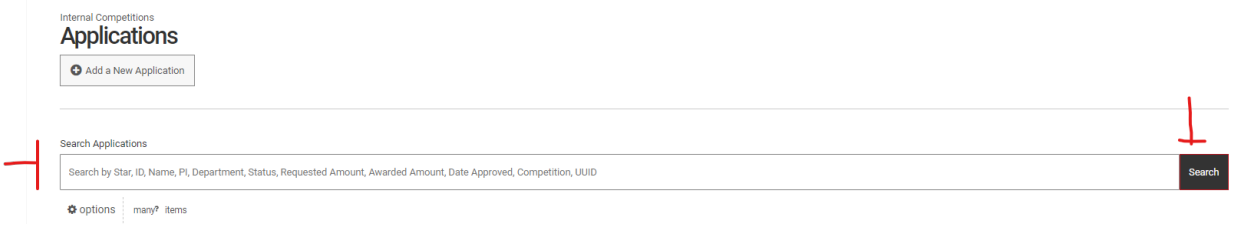
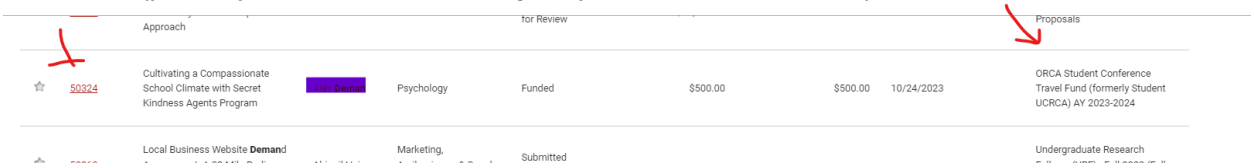
3. Click Applications



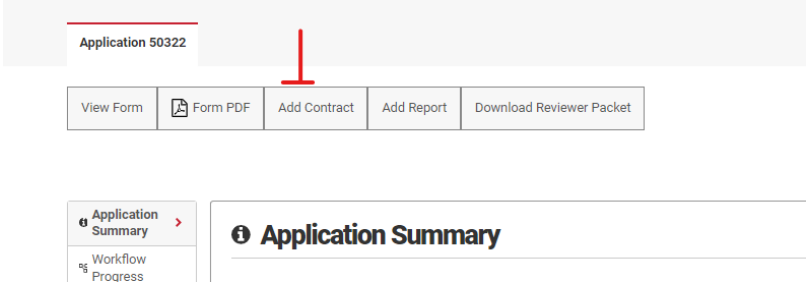
4. Enter your last name in the Search Applications box; click the Search button



5. Find your ORCA Student Conference Travel Fund (formerly Studednt 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).



6. Choose “Add Contract” tab at the top



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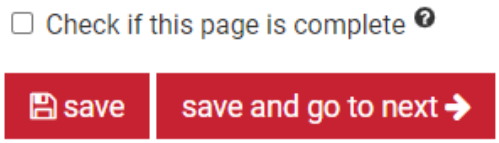
7. Complete the questions on the Add Contract page; enter the current Psychology chair for the “Director/chair of mentor”

8. Click BOTH Check if thispage is complete AND “Save and go to Next”



9. 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.

10. 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.