



ROAMWyo

Research Organization
Administration and Management

Sponsored Projects (SP) Module
SOP:

Proposal Development

University of Wyoming
Pre-Award Services
1000 E University Ave
Bureau of Mines Room 231
Laramie, WY 82071-3355



Title: Sponsored Projects (SP) Module SOP: Proposal Development	Process Owner: University of Wyoming, Research & Economic Development Division	Approved By: Farrell Rapp, Director, Research Services
Date Approved: 7/1/2024	Effective Date: 7/1/2024	Date of next review: 03/03/2025

Purpose: This purpose of this document is to identify the stakeholders involved, define their roles, and provide an overview of the process for developing a proposal within the ROAMWyo Sponsored Projects module.

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Scope: This Standard Operating Procedure (“SOP”) applies to University of Wyoming faculty and staff who are developing a proposal for submission.

Responsibility: All stakeholders are responsible for understanding and completing their roles.

Research and Economic Development Division (Pre-Award Services): Staff group responsible for management of pre-award processes (proposals review and routing), initial award set-up, award modifications, and award closeout in ROAMWyo.

Principal Investigators (PI) and/or Research Team members (Co-Investigators, Investigators) and/or staff (department administrators): Faculty and/or staff who are creating and submitting proposals within ROAMWyo.

Definitions:

Terms	Definitions
Activity Type: Applied Research	Research activity looking to find practical solutions for existing problems. These can include challenges in the workplace, education, and society. This research type uses empirical methodologies, such as experiments, to collect further data in an area of study. Applied research is original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.
Activity Type: Basic Research	Research used in the scientific field to understand and extend our knowledge about a specific phenomenon or field. It is also accepted as pure investigation or fundamental research. Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
Activity Type: Experimental Development	Experimental development is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.
Activity Type: Instruction	Instructional or trainings activities of an institution.
Activity Type: Other Sponsored Activity	Any activity that is sponsored by an external organization.
Cost Sharing (General)	Cost sharing represents that portion of the total project costs not borne by the Sponsor. It is typically in the form of actual cash expenditure of funds.
Cost Share: Required	Required / Mandatory cost sharing is required by the sponsor as a condition of obtaining an award. The cost sharing commitment must be included in the proposal to be considered by the sponsor.
Cost Share: Voluntary	Voluntary cost sharing is not required by the sponsor as a condition of the award. However, if cost sharing is offered it must be included in the proposal. Under the Uniform Guidance, voluntary cost sharing is not expected by Federal sponsors. It cannot be used as a factor during the merit review of applications or proposals unless specified in both the Federal awarding agency regulations and in a notice of funding opportunity. It is UW policy to only approve mandatory cost share, as required by the sponsor.



Cost Share Source: University of Wyoming	Cost share commitments that are covered by the University.
Cost Share Source: Third Party	Cost share commitments that are covered by an entity other than the University. This source cannot be a federally sponsored resource or used to meet any other cost share commitment.
Cost Share Type: Cash	A contribution of items or services with a cash value. Examples include salary, supplies, equipment, etc.
Cost Share Type: In-Kind	A non-cash contribution, represented by a fair market value, that is allocated to the sponsored project.
Invoice Type: Cost Reimbursable	An agreement between two parties to provide payment for allowable costs incurred by the other party.
Invoice Type: Fixed Price	Contract provides for a price that is not subject to adjustment based on the contractor's cost experience in performing the contract.
Invoice Type: Time & Materials	A time-and-materials contract may be used only when it is not possible at the time of placing the contract to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence.
Invoice Type: Periodic Payments	Periodic invoicing generate pre-set invoices at regular intervals. This feature may be useful in cases where you are contracted to provide ongoing services that are invoiced at set periods.
Invoice Type: Milestone Payments	Milestone billing is a payment cycle that uses agreed-upon events or deliverables as billing deadlines.
Direct Cost	Direct costs are those which can be identified specifically with a particular sponsored project, and which can be directly assigned to such activities, relatively easily and with a high degree of accuracy.
Export Control- Disclosure	Includes discussion, transmission (e.g. email or text), demonstrations, or access availability (e.g., hardcopy or data on uncontrolled servers), even if the disclosure occurs in the United States.
Export Control- Technical Data	Blueprints, plans, diagrams, models, formulae, tables, engineering designs and specifications, and manuals and instructions written or recorded on other media or devices such as disk, tape, read-only memories.
Export Control- Technology	Information necessary for the "development," "production," "use," operation, installation, maintenance, repair, overhaul, or refurbishing of an item.
Export Control- Foreign Person	Any person who is not a lawful permanent resident (Green Card holder) of the United States, citizen of the United States, or in the United States under asylum.
Export Control- Publication Restricted	Material that has not or will not be made available to the public (as described below) without restrictions upon its further dissemination such as through any of the following: <ul style="list-style-type: none"> • Subscriptions available without restriction to any individual • Libraries or other public collections that are open and available to the public • Unlimited distribution at a conference, meeting, seminar, trade show, or exhibition, generally accessible to the interested public; • Public dissemination (i.e., unlimited distribution) in any form (e.g., not necessarily in published form), including posting on the Internet on sites available to the public; or



	<ul style="list-style-type: none"> Submission of a written composition, manuscript, presentation, computer-readable data set, formula, imagery, algorithms, or some other representation of knowledge with the intention that such information will be made publicly available if accepted for publication or presentation
Indirect Cost	Costs not readily identified with a specific project or organizational activity but incurred for the joint benefit of both projects and other activities
Indirect Cost Project Type: Research	Research is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Development is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. This includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function
Indirect Cost Project Type: Instruction	Instructional or training activity established by grant, contract or cooperative agreement
Indirect Cost project Type: Other Sponsored Activities	Programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research
Project Location: On Campus	On-Campus activities are conducted in spaced owned by the University. Such as University of Wyoming Laramie campus, Laramie Airport campus, Elk Mountain Center, Telescope Facility, R&E Centers.
Project Location: Off Campus	Off-campus activities are defined as the work performed on awards at off-campus locations for a period longer than an academic session (either a semester or a summer session).
Executive Order 14042	Required parties contracting with the federal government are required to comply with certain COVID-19 safeguards as prescribed by the Safer Federal Workforce Task Force. (9/9/21) FAR 52.223-99
E-verify	Is an internet-based system that compares information from your Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) to confirm that you are authorized to work in the United States FAR 52.222-54
Program Income	Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance
Program Income Type: Additive	Added to funds committed to the project or program and used to further eligible project or program objectives. Applies to all NIH awards unless there is a concern with the recipient or activity or the program requires a different alternative.
Program Income Type: Deductive	Deducted from total allowable costs of the project or program to determine the net allowable costs on which the Federal share of costs will be based. Available for use by NIH programs on an exception basis.
Program Income Type: Matching	Used to satisfy all or part of the non-Federal share of a project or program. Available for use by NIH programs that require matching.



Program Income Type: Additive/Deductive Mix	Uses all program income up to (and including) \$25,000 as specified under the additive alternative and any amount of program income exceeding \$25,000 under the deductive alternative. Available for use by NIH programs on an exception basis.
Grants Funding Type: Federal Direct	University of Wyoming is the recipient, that receives the money directly from the federal government, with no intermediary in between.
Grants Funding Type: Federal Passthrough	Pass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program. The source of funding is federal.
Grants Funding Type: Non-Federal	Sponsored project that is not funded by federal funds.
Proposal Type: Other	A proposal type that does not fit into the other proposal category types.
Instrument Funding Type: Contract	Contract, with listed and agreed upon terms and conditions, between funder and funded organization
Instrument Funding Type: Cooperative Agreement	A legal instrument of financial assistance between a Federal awarding agency and a recipient or a pass-through entity and a subrecipient that is distinguished from a grant in that it provides for substantial involvement of the Federal awarding agency in carrying out the activity contemplated by the Federal award.
Instrument Funding Type: Fellowship	Trainee and Career Development grants
Instrument Funding Type: Grant	A support mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.
Instrument Funding Type: Other	A funding type that does not align with the other funding types.
Cooperative Ecosystem Studies Unit (CESU)	The Cooperative Ecosystem Studies Units (CESU) Network is a national consortium of federal agencies, tribes, academic institutions, state and local governments, nongovernmental conservation organizations, and other partners working together to support informed public trust resource stewardship. The University of Wyoming is part of two CESU Networks: (1) Great Plains CESU (GP-CESU) and (2) Rocky Mountains CESU(RM-CESU).
Restrictive Award Terms	Restrictive award terms are terms and conditions that impose restrictions or limitations on the University that our outside of traditional terms and conditions for the University to accept.
Restrictive Award Terms: Confidentiality- Use of Sponsor Name	The award terms and conditions, restrict the University's ability to use the sponsor's name in publications or communications.
Restrictive Award Terms: Foreign National Participation	The award terms and conditions restricts the ability of foreign nationals to participate. Prior approvals may be required.
Restrictive Award Terms: Sovereign Immunity	The award terms and conditions do not include our standard sovereign immunity provisions.
Restrictive Award Terms: International Law	The award terms and conditions agree to international law.
Subaward: Single Audit	An organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year.
Subaward: Risk Assessment	A risk assessment is required per 2 CFR 200 to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate



	subrecipient monitoring. The subrecipient risk assessment is completed by the Pre-Award Services team member responsible for preparing and negotiating outgoing subawards.
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Related Policies and SOPs:

- Department Administrative Policy and Procedures
- Award Management Resources
- Sponsored Projects (SP) Module SOP: Viewing Proposals and Awards
- Proposals (S2S) Module SOP: Proposal Creation



INTERNAL PROPOSAL SUBMISSION DEADLINES & REQUIREMENTS

****The proposal form must be approved by the relevant Department Head(s)/Dean(s) prior to sponsor submission.***

ROAMWyo Proposal Section	Required Proposal Components	Pre-Award Services Due Date	
Key Personnel	Team Member (PI)	PI must be entered as soon as known, or at least 10 business days in advance of sponsor deadline	
General Information	Sponsor Name	As soon as known, or at least 10 business days in advance of sponsor deadline	
	Proposal Opportunity Number		
	Proposal Opportunity URL		
	Opportunity Attachment		
	Sponsor Submission Deadline or Target Submission Date		
Summary Budget	Outgoing Subawards or Subcontracts		
	Cost Share		
Summary Budget	F & A Reduction		
Summary Budget	Draft Budget (Internal)		
	Draft Budget Justification		
Additional Information	Draft Proposal Narrative	5 business days in advance of sponsor deadline	
	Final Budget (Internal)		
Additional Information	Final Budget Justification	3 business days in advance of sponsor deadline	
Additional Information	Final Proposal Narrative		
	Biosketch/CV		
Additional Information	Other Support		
	Additional Information as required by FOA		

OVERVIEW OF USING ROAMWYO FOR PROPOSAL DEVELOPMENT

ROAMWyo Award Lifecycle Organization

Project is the overarching umbrella for a group of proposals and awards related to the same area of study under one sponsor (Project → Proposal → Award). A proposal is a request for funding from an individual sponsor to carry out a specified objective, or a request for a supplement or additional funding for an existing award. An Award is funding received from an individual sponsor to carry out a proposed specified objective. Proposal: Award can be 1:1 or 1: Many.

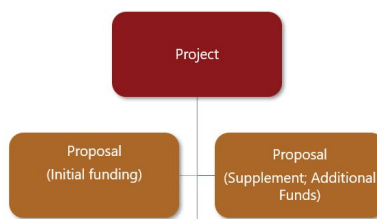




Image 1. Proposal Form Table of Contents

Proposal Sections	Table of Contents
<ul style="list-style-type: none"> Key Personnel 4 General Information 7 Indirect Cost Information 3 Budget 9 Cost-Share/Matching 1 Institutional And Regulatory Compliance 8 Export Control 4 Intellectual Property 3 Conflicts Of Interest 1 Additional Information 2 WyoCloud Access 1 Administrative Use ONLY For PreAward 1 	<p>Table of Contents – Each page is a section of the proposal form.</p> <p>Checkmark within green circle – indicates that a section has been successfully completed</p> <p>Numbers within red circle – indicates the number of form fields that are incomplete within a section. Sections must be completed prior to moving forward.</p>

Image 2. ROAMWyo Dashboard

1. **Username** expands into a dropdown menu and includes the user's profile section
2. **Products** expands into a dropdown menu to toggle between ROAMWyo modules
3. **Proposals** the tab to access all proposals that the User has access to
4. **My Actions** reviewer selects "Route for Review" to finalize review



5. **Proposal Table of Contents** listing of the proposal sections.
6. **My Tasks** is the User's shortcut to their assigned tasks
7. **Breadcrumb Trail** hierarchy is **My Active Projects** → **Project** → **Proposal**. Select any part of the breadcrumb trail to take you to a specific section.
8. **Attachments** is the location of attachments, in addition to within some form sections.

PROPOSAL DEVELOPMENT

PI and/or Faculty and/or Department Administrator Develops a Proposal Form

1. **Login** to ROAMWyo using SSO credentials
 - a. Select **Sponsored Projects** from the **Products** dropdown
2. Select **+ Start New Proposal**
3. Create a **New Proposal** unrelated to existing projects. If related to an existing project move to step 4.
 - a. Select **This proposal is not related to any existing proposals or awards (Create New Project)**
 - b. Enter the project title
 - c. Select **Create New Project**
4. Create a **New Proposal** that is related to an existing proposal or award
 - a. Select **This proposal is related to existing proposals or awards (Add proposal to project)**
 - b. Search for the project by clicking in the field **Click to search by Project Number or Project Title**
 - c. Enter a few letters of the project title for a list of projects to appear
 - d. Select the relevant project
 - e. Select **Add New Proposal to Project**
5. Complete section **Key Personnel**
 - a. [Click here for detailed descriptions of Key Personnel form fields.](#)

Note: One principal investigator must be identified. If key personnel or internal association is not listed or listed incorrectly, contact roamwyo@uwyo.edu for assistance.

6. Complete section **General Information**
 - a. [Click here for detailed descriptions of General Information form fields.](#)
7. Select **Sponsor Name**. If sponsor is unlisted move to step 7-8; otherwise move to step 9
8. Select **Add New** from the **Sponsor** dropdown list
9. Enter sponsor name into the field **Add New Sponsor**
10. Answer **Will this proposal be submitted through Cayuse Proposals (S2S)?** If yes, move to step 10. Otherwise, move to step 11.
 - a. **Create New Proposal** or link the proposal if being submitted through S2S
11. Complete the S2S proposal application (see SOP "ROAMWyo S2S Proposal Creation")

Note: Pre-Award Services will submit the S2S proposal after the proposal form has been routed for review and has been approved by Department Head(s) and Dean(s).

12. Complete section **Indirect Cost Information:**



13. Proposal includes sponsor limited indirect cost recovery – upload supporting documentation (see note)
 - a. Click here for detailed descriptions of Indirect Cost Information
 - b. An indirect cost reduction or waiver request can be completed here:
<https://uwyo.infoready4.com/#applicationGrid/1839853>

Note: University of Wyoming recognizes that some sponsors have their own policies regarding the use of their funds for indirect cost expenses. In cases where such entities have an official written and publicly disclosed policy that is applied on a consistent basis, or where a public solicitation for proposals defines a limit on indirect cost recovery as a condition of the program, UW will normally accept those requirements and a waiver or reduction request is not needed. Documentation of the entity's policy statement or program solicitation must be provided.

14. Complete section **Summary Budget**
 - a. [Click here for detailed descriptions of Summary Budget form fields.](#)
15. Proposal includes subrecipient - complete subrecipient fields. Subrecipient is not listed in the system move to step 15; otherwise move to step 16.
 - a. Attach required documents of a Budget, Budget Justification, Scope of Work (SOW), and LOI
16. Select **Add New** from **Subrecipient #1** dropdown
 - a. Enter subrecipient's name in the text field that appears
17. Complete section **Cost-Share/Matching**
 - a. [Click here for detailed descriptions of Cost-Share/Matching form fields.](#)

Proposal includes cost-share/matching - complete cost-share/matching fields.

18. Complete section **Institutional And Regulatory Compliance**
 - a. [Click here for detailed descriptions of Institutional And Regulatory Compliance form fields.](#)

Note: the followings items are acceptable as pending approval at the time of proposal submission, however, will require a final approval at the time of award acceptance: IRB protocol; IACUC protocol; use of biological agents/toxins, recombinant DNA, and/or select agents; infectious/etiologial agents; controlled substances; radioactive materials.

Contact the Safety Team at uwehs@uwyo.edu if planning on using chemical agents.

- b. [Click here for a list of chemical descriptions.](#)
19. Complete section **Export Control**
 - a. [Click here for detailed descriptions of Export Control form fields.](#)
20. Complete section **Intellectual Property**
 - a. [Click here for detailed descriptions of Intellectual Property form fields.](#)
21. Complete section **Conflicts of Interest**
 - a. [Click here for detailed descriptions of Conflicts of Interest form fields.](#)



[Click here to view section "Completing a Research Based Disclosure \("RBD"\)](#)

Note: you will receive an email notification to submit a Research Based Disclosure after routing and certifying the proposal

22. Complete section **Additional Information**

- a. [Click here for detailed descriptions of Additional Information form fields.](#)

Note: Responsible Conduct of Research (RCR) Training is required for proposals awarded by NSF, USDA NIFA, or NIH

23. Complete section **WyoCloud Access**

- a. [Click here for detailed descriptions of WyoCloud Access form fields.](#)

24. Click on section Administrative Use Only for Pre-Award this section should be clicked on but not completed.

- a. [Click here for detailed descriptions of Administrative Use Only form fields.](#)

25. Select **Route for Review** button after reviewing the proposal for accuracy

26. Pre-Award Services performs preliminary review of proposal and routes for certification by all PIs and Co-PIs.

COMPLETING A RESEARCH BASED DISCLOSURE ("RBD")

Principal Investigator certifies his/her proposal and is required to complete a RBD disclosure.

1. PI (disclosee) receives an automated email from ROAMWyo requesting him/her to complete a research-based disclosure ("RBD")
2. Select the link in the notification email to open ROAMWyo
3. Complete the RBD form
4. Select Submit

CERTIFYING A PROPOSAL

1. Receive automated email **Required Certification of Proposal**
 - a. Select link to access proposal for certification
2. Select **Certify Proposal**
3. Read the **Confirm Certification** statement (see Image below)
 - a. Select the checkbox **Confirm my Certification**
 - b. Enter a comment, if needed
 - c. Select **Certify**

Note: The proposal will route to the respective Department Heads and Dean's for their review and approval prior to proposal submission by Pre-Award Services. Proposals must receive approval from the respective Dean or Department head prior to Pre-Award Services submitting the proposal to the Sponsor.



Confirm Certification ✕

As a PI or Co-PI for this proposal, I certify that to the best of my knowledge:

- I am not debarred, suspended, declared ineligible or voluntarily excluded from federally-funded activities.
- I agree to accept responsibility for the scientific, fiscal, and ethical conduct of the project, to be bound by the terms, conditions, security and reporting requirements of the resultant award agreement and for compliance with all applicable University, local, state, and federal policies and laws that govern the responsible conduct of research.
- To abide by all applicable University of Wyoming regulations and policies.
- I have disclosed all foreign and domestic affiliations, collaborations, and/or activities, including foreign sources of support. I will adhere to and comply with all applicable institutional policies, including those pertaining to foreign influence.
- I have read, understand, and will abide by the Standard Administrative Policy and Procedure "University Conflicts of Interest Policy."
- I shall comply with the University's Intellectual Property policy and that I will work with the Technology Transfer and Research Products Center and any other offices as applicable to follow any and all regulations, statues and University procedures that apply to inventions or creations that result from this work or project, including but not limited to adhering to the Bayh-Dole Act.
- The statements and information herein are true, complete, and accurate.
- Any false, fictitious, or fraudulent statements or claims made in support of this proposal may subject me to criminal, civil, or administrative penalties.

Confirm my Certification

Comment

APPENDIX A. PROPOSAL FORM FIELD DESCRIPTIONS

Key Personnel Section Form Field Descriptions [{Click to Return to Key Personnel}](#)

1. **Name:** Name(s) of research team member(s).
2. **Role:** The role that the person has in the research project, e.g., Principal Investigator, Fellow, Co-Investigator, etc.
3. **Internal Association:** Department(s) that houses the employees' position(s).
4. **Credit:** Amount of Research Credit a team member receives for project participation. Credit across all team members should equal 100%.
5. **Cost Share Effort:** Team member effort that is not compensated by Sponsor funds.
6. **Sponsor Effort:** Team member effort that is compensated by Sponsor funds.
7. **Total Effort:** Total combined Cost Share Effort and Sponsor Effort.
8. **Home Division for all PIs and Co-PIs:** Primary University home department.

General Information Section Form Field Description [{Click to return to General Information}](#)

1. **Full Proposal Title:** The title should match the title on the proposal.
2. **Sponsor Name:** The sponsor name should be the same as the sponsor on the proposal solicitation.
Note: If unable to find Sponsor Name select "ADD NEW," and type in the Sponsor Name.
3. **Sponsor Type:** Determined by the type of Sponsor, Federal, State, Non-Profit, etc.
4. **Is the University of Wyoming the Lead Institution?** Select Yes or No.
 - a. If No, **is the University of Wyoming receiving funding as:** Select either as a subrecipient or a collaborative proposal.



- i. If we are receiving funding as a subrecipient, please enter the **prime (originating Sponsor name)**.
5. **Sponsor Submission Deadline or Target Submission Date:** Sponsor's deadline for proposal submission. If there isn't a sponsored specified deadline, you must include a targeted deadline date for when you aim to submit the proposal
6. **Is this proposal solicited or unsolicited?** If this is a solicited proposal the proposal name, number, **or** must be included **or** the proposal opportunity must be attached.
7. **Proposal Opportunity Number:** This can be found in the proposal solicitation
8. **Proposal Opportunity Name:** This can be found in the proposal solicitation
9. **Proposal Opportunity URL:** Enter the URL if applicable
10. **Attach the proposal opportunity**
11. **Additional Opportunity Information**
12. **Proposal Type:** Corresponds to the type of proposal that is submitted, e.g., new, renewal, competing continuation, etc.
13. **Proposal Type Other:**
14. **Activity Type:** Classification of activity that the sponsored agreement is supporting, e.g., instruction, basic research, etc. See definition table for details of activity types.
15. **Administrative Unit:** Department or Unit that is administering this proposal, if awarded.
16. **Will this proposal be submitted via Grants.gov (S2S)** – if yes, you will work with your Pre-Award Services Coordinator to submit the Proposal in the System to System module.).

Indirect Cost Information Form Field Descriptions [\[Click to Return to Indirect Cost Information\]](#)

1. **Does Sponsor limit Indirect Cost Recovery?** Yes or No. The sponsor caps the indirect cost rate, or amount, that can be applied to the project. Attach supporting documentation if Yes.
2. **Indirect Cost Project Type:** Select Research, Instruction, or Other Sponsored Activities.
3. **Project Location (On/Off Campus):** Location where the majority of the sponsored activity will take place. If a split rate between on and off-campus, select both. If applicable, ensure an approved [indirect cost reduction or waiver](#) request is attached to the record.
 - a. If **On Campus** is selected, select the **Indirect Cost Rate On Campus**
 - b. If **Off Campus** is selected, select the **Indirect Cost Rate Off Campus**
4. **Number of Distributions:** Select the number of indirect cost distribution lines needed (1-10). If additional lines are needed, please contact the ROAMWyo administrator.
5. **Select Department**
 - a. **Enter % Distribution**
6. **Select College**
 - a. **Enter %Distribution**

Note: Proposal submitters should complete both Department and College distribution fields. Normal Distribution is Department 15%, College 5%. Therefore, if multiple lines are added, it should total 15% between all departments and 5% between all colleges. Anything different is considered a non-standard



distribution and should be approved at the proposal stage. Non-standard distributions may require BoT approval.

Summary Budget Section Form Field Descriptions [{Click to Return to Summary Budget}](#)

7. **Project Start Date:** The requested project start date.
8. **Project End Date:** The requested end date for the project.
9. **Direct Costs:** The amount of direct costs that have been requested from the sponsor.
10. **Indirect Costs:** The amount of indirect costs that have been requested from the Sponsor.
11. **Total Sponsor Costs:** The total amount requested from the sponsor (direct + indirect).
12. **Total Project Cost:** Sum the total sponsors costs + total cost share commitment.
13. **Is Equipment requested in this proposal:** Equipment that has a unit value of \$5,000 or more, a useful life greater than one year and is included in the budget.
14. **Unit Responsible for maintaining equipment?** Indicate unit responsible for equipment maintenance
15. **Equipment Location:** Indicate anticipated equipment location. If other select other and enter the location in the field provided.
16. **Are there any Outgoing subawards or subcontracts associated with this project:** Yes or No. Subrecipients that will contribute to the project, as identified in the budget. Subrecipient #1 (Name); Subrecipient #1 Amount; and Subrecipient #1 Documents. If yes, answer next questions below, numbers 17-24 as applicable.
17. **Number of Subrecipients:** Select a number 1-10
18. **Subrecipient #1 Name**
19. **Subrecipient #1 Amount**
20. **Subrecipient #1 Documents:** Required subrecipient documents are a letter of intent, budget, budget justification, and scope of work (SOW).
21. **Summary Budget/Justification** – attach Draft Budget and Justification and Final Budget and Justification documents here
22. **Are any additional resources needed for this project?** Yes or No. If yes, answer questions 26 and 27.
23. **Select the additional resources that are needed:** Space Equipment/Renovations; Additional Space; Data Storage/Specialized Software; Additional Insurance, and Other. If other enter the resource in the provided field.
24. **Please explain any resources that will need to be furnished by the Department/College/Unit/University for this project, which are not presently available or requested from the agency as part of the proposal.**

Cost-Share/Matching Section Form Field Descriptions [{Click to Return to Summary Budget}](#)



25. **Cost Share/matching included in this proposal?** Yes or No. If cost-share/matching is included in the proposal. If yes, answer the next questions below, numbers 10-14.
26. **Is Cost Share/Matching required or voluntary?** See definitions of cost share in the definitions. If voluntary, provide justification in provided text field.
27. **Total Cost-Share Commitment:** The total cost-share amount between all sources of cost-share.
28. **Number of Cost-Share Source:** Please select the number of cost-share sources.
29. **Cost Sharing/Matching Source:** If cost-share is being contributed by the University, ensure the information is accurate. A WyoCloud Chart String should be provided at time of proposal for university cost share.
30. **Cost Share/Matching contribution type:** Matching is where the sponsor requires the University to match grant funds in some proportion with funds from another party, either from the University or more typically another sponsor (with both sponsors' approval). Matching requirements may be in the form of actual cash expenditures of funds or may be an "in-kind" match, which is the value of non-cash contributions to the project including, with sponsor approval, the third-party organization's approved federally negotiated indirect cost rate, or a rate in accordance with the Uniform Guidance. An in-kind matching contribution, made by a party other than the University, requires documentation from the third party supporting the use of the funds as in-kind/matching and may require a certification of fair market value.
- 31.

Institutional And Regulatory Compliance Form Field Descriptions [{Click to Return to Institutional and Regulatory Compliance}](#)

1. **Human Subjects Research/IRB Approval:** Award regulations require projects involving human subjects to have an IRB protocol approval. IRB is the Institutional Review Board and protects the rights and welfare of human research subjects.
2. **Live Vertebrate Animals/IACUC protocol approval:** Award regulations require projects involving animal subjects to have an IACUC protocol approval. IACUC is the Institutional Animal Care and Use Committee and has the goal of protecting the welfare of animals used in research.
3. **Biological Agents/Toxins, Recombinant DNA, and/or Select Agents:** Use of these materials requires approvals from the Institutional Biosafety Committee (IBC).
4. **Infectious/Etiological Agents:** Use of these materials requires approvals from the Institutional Biosafety Committee (IBC).
5. **Controlled Substances** Use of these materials requires registration with the Drug Enforcement Administration (DEA) .
6. **Radioactive Materials:** Use of these materials requires approvals from the Radiation Safety Committee.
7. **Chemical Agents:** List all the agents that will be used.
8. **Hazardous Materials:** List all materials that will be used.

Note: A biological, chemical, radiologic or hazardous waste is any pure substance(s) / material(s) or mixture of substance(s) / material(s), which occur naturally and/or made artificially. This includes any liquid, solid, or gas. These substance(s) or material(s) may also meet the following Occupational



Health and Safety Administration (OSHA), Globally Harmonized System Classifications (GHS), Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), the Nuclear Regulatory Commission (NRC) and US Environmental Protection Agency (EPA) Regulations. But not limited to these in case of a non-hazardous pure or mixture of substance(s) or material(s).

Export Control Form Field Descriptions [{Click to Return to Export Control}](#)

1. **Are there Foreign Sponsor Collaborators:** Yes or No. Any project collaborators who reside outside of the U.S.A. If yes, answer questions 2-3.
2. **Select the countries that will be involved in the collaboration.**
3. **Provide details of collaboration with international countries.**
4. **International Travel:** Yes or No. The project requires research team member(s) to travel internationally. If yes, answer questions 5-6.
5. **Which countries will be traveled to?**
6. **Provide details of international travel.**
7. **Shipment or Transmission of equipment, materials, software, or technical data to another country?** Yes or No. If yes, answer questions 8-9.
8. **Which country will be involved in the collaboration?**
9. **Provide details of countries involved.**
10. **Encryption, military, and or/space technology: research involves satellites, explosives, military training, military vessels, vessels, or associated equipment?** Yes or No. If yes, answer question 11.
11. **Provide details of countries involved.**

Intellectual Property Form Field Descriptions [{Click to Return to Intellectual Property}](#)

1. **Does the proposal involve the development of a technology and/or software currently on file with the Technology Transfer and Research Products Center.**
2. **Are inventions, software, symbols, names, designs, or possible commercial products/processes (Intellectual Property) anticipated as a result of this work or project?** Intellectual Property can be any of the items listed in the question, including software, symbols, names, designs, possible commercial products/processes.
3. **Will this proposal contain confidential information related to Intellectual Property which has not yet been disclosed to the Technology Transfer and Research Products Center?** Intellectual Property refers to 'creations of the mind' such as inventions, literary and artistic works, design and symbols, and names and images. In biomedical research, patents, trademarks, and copyrights, are the most common forms of IP protections used to safeguard inventions, processes, materials, and ideas.

Conflicts of Interest Form Field Descriptions [{Click to Return to Conflicts of Interest}](#)

1. Principal Investigators and Co-Investigators will receive a request to complete a Research Based Disclosure to identify any potential conflicts for this project. Research Based Disclosures must be completed concurrently with the proposal form. Please look for this email in your inbox, it will come from **<insert email address here>**.



Federal regulations require that investigators disclose any significant financial interest that may present an actual or potential conflict of interest related or associated with externally sponsored projects. The Policy on Conflicts of Interest and Commitment in Research is available here ([link in ROAMWyo](#)). A significant financial interest is defined as interests valued at greater than \$5,000 or an equity or ownership interest held by an investigator and/or the investigator's spouse or dependent children.

Additional Information Form Field Descriptions [{Click to Return to Additional Information}](#)

1. **Discipline Category:** The discipline category that best fits this proposal. [Click here to see NSF HERD Survey Disciplines](#)
2. **Sample Proposal Authorization:** Yes or No. If yes, you are authorizing University of Wyoming to use this proposal as a sample proposal for internal purposes only.
3. **Please include any additional information regarding this proposal that may be helpful to the Pre-Award Services team.**
4. **Attach any additional proposal supporting documentation.** Attach Biosketch, Current & Pending, Equipment, Facilities & Other Resources, Data Management Plan, Research Data Plan, etc. as required by FOA.

WyoCloud Access Form Field Descriptions [{Click to Return to WyoCloud Access}](#)

1. **College, Unit, or Department Fiscal Manager:** department fiscal manager that will be responsible for financial management of the award. *Note: The individuals listed here will be granted access to the award record in WyoCloud. A maximum of three (3) are allowed.*

Administrative Use ONLY [{Click to Return to Administrative Use ONLY}](#)

This section is intended for Pre-Award Services use only. Users must click on this section to get a green check mark so they may proceed to routing.



APPENDIX B. NSF HERD SURVEY DISCIPLINES

[{Click here to return to Additional Information \(Appendix A\)}](#)

[{Click here to return to Additional Information, Proposal Development SOP}](#)

Research & Development (R&D) Field	Disciplines	Sub-Disciplines
Computer & Information Sciences	Artificial Intelligence; Computer and Information Technology Administration and Management; Computer Science; Computer Software and Media Applications; Computer System Analysis; Computer Systems Networking and Telecommunications; Data Processing; Information Sciences, Studies; Information Technology	Intentionally left blank
Engineering	Aerospace, Aeronautical, and Astronautical; Bioengineering and Biomedical; Chemical; Civil; Electrical, Electronic, and Communications Engineering; Industrial and Manufacturing Engineering; Mechanical Engineering; Metallurgical and Materials Engineering; Other Engineering	Aerodynamics; Aerospace Engineering; Space Technology; Biological and biosystems engineering; Biomaterials engineering; Biomedical technology; Medical engineering; Biochemical engineering; Chemical and biomolecular engineering; Engineering chemistry; Paper science; Petroleum refining process; Polymer, plastics engineering; Architectural engineering; Construction engineering; Engineering management, administration; Environmental, environmental health engineering; Geotechnical and geoenvironmental engineering; Sanitary engineering; Structural engineering; Surveying engineering; Transportation and highway Engineering; Water resources engineering; Communications engineering; Computer engineering; Computer hardware Engineering; Computer software engineering; Electrical and electronics Engineering; Laser and Optical Engineering; Power; Telecommunications Engineering; Industrial engineering; Manufacturing engineering; Operations research; Systems engineering; Electromechanical engineering; Mechatronics, robotics, and automation engineering; Ceramic sciences and Engineering; Geophysical, geological Engineering; Materials engineering; Metallurgical engineering; Mining and mineral engineering; Textile sciences and Engineering; Welding
Geosciences, Atmospheric	Atmospheric Science and Meteorology; Geological and Earth Sciences; Ocean Sciences and Marine Sciences; Other	Aeronomy, Atmospheric chemistry & climatology, Atmospheric physics & Dynamics, Extraterrestrial atmospheres, Meteorology, Solar, and Weather



Research & Development (R&D) Field	Disciplines	Sub-Disciplines
Sciences, & Ocean Sciences	Geosciences, Atmospheric Sciences, and Ocean sciences	modification; Earth & planetary sciences, Geochemistry, Geodesy & gravity, Geology, Geomagnetism, Geophysics & seismology, Hydrology & water resources, Minerology & petrology, Paleomagnetism, Paleontology, Physical geography, Stratigraphy & sedimentation, Surveying; Biological oceanography, Geological oceanography, Marine biology, Marine oceanography, Marine sciences, Oceanography, chemical & physical; Other fields that cannot be classified using the fields listed above
Life Sciences	Agricultural Sciences, Biological & Biomedical Sciences, Health Sciences, Natural Resources & Conservation, Other Life Sciences	Agricultural business & management, Agricultural chemistry, Agricultural engineering (report in Engineering), Agricultural production operations, Animal sciences, Applied horticulture & horticultural business services, Aquaculture, Food science & technology, International agriculture, Plant sciences, Soil sciences, Veterinary biomedical & clinical sciences, Veterinary medicine, Wood science; Allergies & immunology, Biochemistry, biophysics, and molecular biology, Biogeography, Biology & biomedical sciences, general, Biomathematics, bioinformatics, and computational biology, Biotechnology, Botany & plant biology, Cell, cellular biology, and anatomical sciences, Epidemiology, ecology & population biology, Food, nutrition, & wellness studies, Genetics, Microbiological sciences & immunology, Molecular medicine, Neurobiology and neuroscience, Pharmacology and toxicology, Physiology, pathology & related sciences, Zoology animal biology; Advanced, graduate dentistry and oral sciences Allied health and medical assisting services Bioethics, medical ethics Clinical medicine research Clinical/medical laboratory science/research and allied professions Communication disorders sciences and services Dentistry Dietetics and clinical nutrition services Health and medical administrative services Health, medical preparatory programs Gerontology, health sciences Kinesiology and exercise science Medical clinical science, graduate medical studies Medical illustration and informatics Medicine Mental health Nursing Optometry Osteopathic medicine, osteopathy Pharmacy, pharmaceutical sciences, and administration Podiatric medicine, podiatry Public health Radiological science Registered nursing, nursing administration, nursing research and clinical nursing Rehabilitation and therapeutic



Research & Development (R&D) Field	Disciplines	Sub-Disciplines
		<p>professions Zoology 4. Natural Resources and Conservation Fishing and fisheries sciences and management Forestry Natural resources conservation and research Natural resources management and policy Renewable natural resources Wildlife and wildlands science and management; Other life sciences that cannot be classified using the fields listed above</p>
Mathematics & Statistics	Applied Mathematics, Mathematics, Statistics	Intentionally left blank
Physical Sciences	Astronomy & Astrophysics, Chemistry, Materials Science, Physics, Other Physical Sciences	<p>Astronomy, Astrophysics, Planetary astronomy and Science; (except Biochemistry—report in Biological and Biomedical Sciences), Analytical chemistry, Chemical physics, Environmental chemistry, Forensic chemistry, Inorganic chemistry, Organic chemistry, Organo-metallic chemistry, Physical chemistry, Polymer chemistry, Theoretical chemistry; Materials Chemistry, Materials Science; Acoustics, Atomic, molecular physics, Condensed matter and materials physics, Elementary particle physics, Mathematical physics, Nuclear physics, Optics, optical sciences, Plasma, high-temperature physics, Theoretical physics; Other physical sciences that cannot be classified using the fields listed above</p>
Psychology	Counseling and applied psychology, Human Development, Research & Experimental psychology	Intentionally left blank
Social Sciences	Anthropology, Economics, Political Science and Government, Sociology, Demography, and Population Studies, Other Social Sciences	<p>Cultural anthropology, Medical anthropology, Physical and biological anthropology, Agricultural economics, Applied economics, Business development, Development economics & international development, Econometrics & quantitative economics, Industrial economics, International economics, Labor economics, Managerial economics, Natural resource economics, Public finance and fiscal policy, Comparative government, Government Legal systems, Political economy, Political science, Political theory, Comparative & historical sociology, Complex organizations, Cultural & social structure, Demography & population studies, Group interactions, Rural sociology, Social problems & welfare theory, Sociology; Other Social Sciences: Archeology Area, ethnic, cultural, gender, & group studies, Cartography, Criminal science & corrections, Criminology, Geography, Gerontology, social sciences, History & philosophy of</p>



Research & Development (R&D) Field	Disciplines	Sub-Disciplines
		science and technology, International relations & national security studies, Linguistics, Public policy analysis, Regional studies, Urban studies, affairs.
Other Sciences	Use this category for R&D that involves at least one S&E field (rows A–H) if it is impossible to report multidisciplinary or interdisciplinary R&D expenditures in specific fields.	Intentionally left blank
Non-S&E (Science & Engineering) Fields	Business Management & Business Administration; Communication & Communications Technologies; Education; Humanities; Law; Social Work; Visual & Performing Arts, Other Non-S&E Fields	Business administration, Business management, Business managerial economics, Management information systems and services, Marketing management and research; Communication & media studies, Communications technologies, Journalism, Radio, television, & digital communication; Education administration & supervision, Education research, Teacher education, specific levels & methods, Teaching fields; English language & literature, letters, Foreign languages & literatures, History, Humanities, general, Liberal arts & sciences, Philosophy & religious Studies, Theology & religious vocations; Law, Legal Studies; Social Work (no specific examples provided); Drama, theatre arts & stagecraft, Film, video, & photographic arts, Fine & studio arts, Music ; Other Non-S&E Fields: Architecture City, urban, community & regional planning; Family, consumer sciences & human sciences; Landscape architecture; Library science; Military technology & applied science; Parks, sports, recreation, leisure & fitness; Public administration & public affairs; <i>Other non-S&E fields that cannot be classified using the fields listed above. Also, use this category for R&D that involves multiple non-S&E fields if it is impossible to report multidisciplinary or interdisciplinary R&D expenditures in specific fields.</i>



APPENDIX C. DEFINING A CHEMICAL

What is a Biological, Chemical, Radiologic or Hazardous Waste at University of Wyoming?

A biological, chemical, radiologic or hazardous waste is any pure substance(s) / material(s) or mixture of substance(s) / material(s), which occur naturally and/or made artificially. This includes any liquid, solid, or gas. These substance(s) or material(s) may also meet the following Occupational Health and Safety Administration (OHS), Globally Harmonized System Classifications (GHS), Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), the Nuclear Regulatory Commission (NRC) and US Environmental Protection Agency (EPA) Regulations. But not limited to these in case of a non-hazardous pure or mixture of substance(s) or material(s). Which may meet any of the following listed hazards below, but not limited to these:

Biological Hazards:

- Viruses
- Toxins
- Spores
- Fungi
- Prion infected materials
- Recombinant or synthetic nucleic acids
- Bacteria (non-pathogenic and pathogenic)
- Human blood
- Human body matter
- Animal Waste and Products
- Parasites

Environmental Hazards:

- Hazardous to the Aquatic Environment
 - Acute aquatic toxicity
 - Chronic aquatic toxicity
 - Bioaccumulation potential
 - Rapid degradability

Health Hazards:

- Acute Toxicity
- Skin Corrosion/Irritation
- Serious Eye Damage/Eye Irritation
- Respiratory or Skin Sensitization
- Germ Cell Mutagenicity
- Carcinogenicity
- Reproductive Toxicology
- Target Organ Systemic Toxicity – Single Exposure



- Target Organ Systemic Toxicity – Repeated Exposure
- Aspiration Toxicity

Physical Hazards:

- Explosives
- Flammable Gases
- Flammable Aerosols
- Oxidizing Gases
- Gases Under Pressure
- Flammable Liquids
- Flammable Solids
- Self-Reactive Substances
- Pyrophoric Liquids
- Pyrophoric Solids
- Self-Heating Substances
- Substances which, in contact with water, emit flammable gases
- Oxidizing Liquids
- Oxidizing Solids
- Organic Peroxides
- Corrosive to Metals
- Sharps, glass, metal and plastic objects

Radiologic Hazards:

- Chemicals
- Elements
- Isotopes
- Radionuclides
- Sources

If you have any questions, please reach out to the University Safety Office uwehs@uwyo.edu.

[{Click here to Return to Institutional and Regulatory Compliance}](#)