

OVERVIEW OF ROAMWYO

Image 1. Proposal Table of Contents

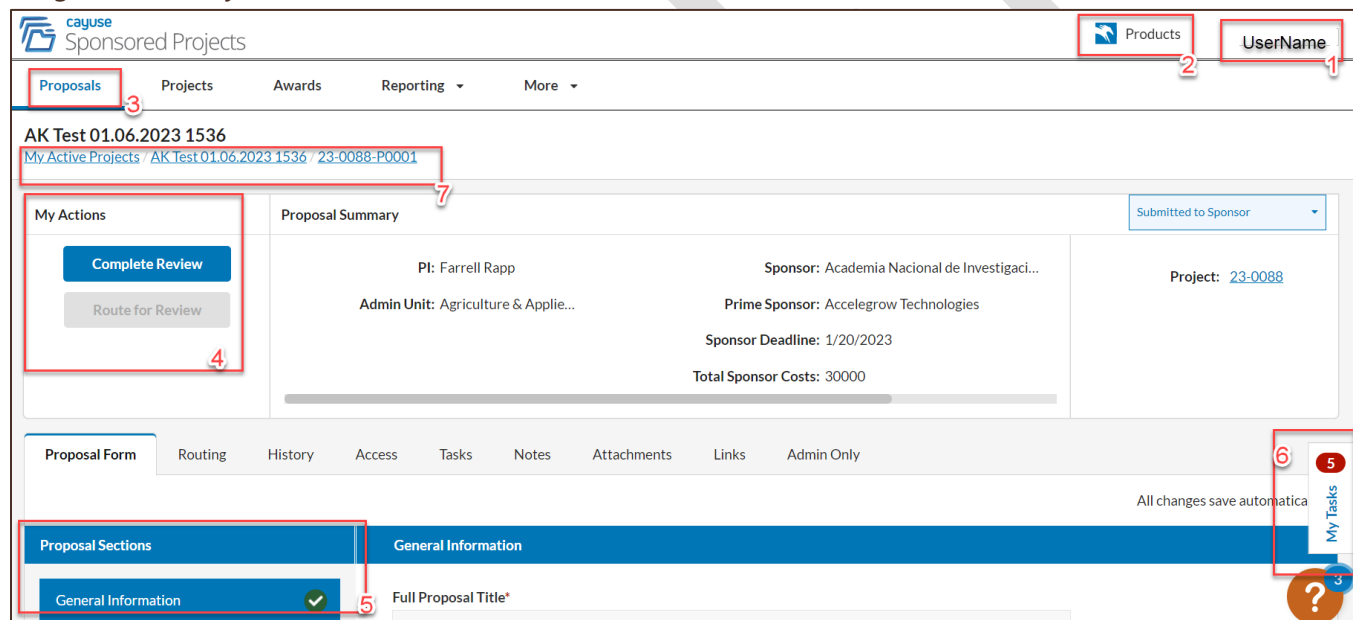
Proposal Sections	
General Information	✓
Key Personnel	!
Summary Budget	!
Institutional And Regulatory Compliance	!
Export Control	!
Intellectual Property	!
Conflicts Of Interest	!
Additional Information	!
WyoCloud Access	!

Checkmark within green circle – indicates that a section has been successfully completed.

Exclamation point within red circle – indicates the field has not been reviewed.

Note: During a review, each section must be selected and navigated to for the system to consider a section to be reviewed. Once all red circles turn to green checkmarks, the “Complete Review” button will appear.

Image 2. ROAMWyo Dashboard View



The screenshot shows the ROAMWyo dashboard for a user named 'UserName'. The 'Proposals' tab is active, displaying a proposal titled 'AK Test 01.06.2023 1536'. The 'My Actions' section includes a 'Complete Review' button (callout 4) and a 'Route for Review' button. The 'Proposal Summary' section shows details for PI: Farrell Rapp, Sponsor: Academia Nacional de Investigaci..., Admin Unit: Agriculture & Applie..., Prime Sponsor: Acelegrow Technologies, Sponsor Deadline: 1/20/2023, and Total Sponsor Costs: 30000. The 'Proposal Form' section is expanded to show the 'General Information' section (callout 5), which includes a 'Full Proposal Title*' field. A 'My Tasks' sidebar (callout 6) is visible on the right, and a 'Products' dropdown menu (callout 2) is at the top right. A 'Proposals' tab (callout 3) is at the top left. A breadcrumb trail (callout 7) shows 'My Active Projects' → 'AK Test 01.06.2023 1536' → '23-0088-P0001'. A 'My Tasks' button (callout 5) is at the bottom right.

1. **User Name** 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** is where the reviewer will select “Complete Review” to finalize their 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.



Dean and Department Head Proposal Review Checklist

PROPOSAL REVIEW – DEAN OR DEPARTMENT HEAD

1. Use the link in the notification email to **login** to ROAMWyo using SSO credentials
2. Use the table below to provide review guidance through the various ROAMWyo sections
3. The proposal is approved – select **Complete Review** button; otherwise move to step 7
4. Select **Approve** from the **Review Decision** dropdown
5. Enter the **Comment**, "Approved by xxx"
6. Select **Save** to complete the review
7. Select **Return to In Development** to return the proposal for corrections
8. Enter the **Comment**, "Not approved because xxx"
9. Select **Save** to complete the review and return the proposal to the PI

The table below indicates the proposal section corresponding to a verification topic. The reviewer must navigate into each section to receive a green check mark per section. Once each section has a green checkmark, then the "Complete Review" button will appear to conclude the review.

Verification Topic	ROAMWyo Proposal Section
To the best of your knowledge, the PI/Co-PI has the time and ability to complete the project as proposed	General Information
Confirm that you agree with any commitment of time proposed including any proposed reassignment from teaching during the academic year	General Information
To the best of your knowledge, the PI/Co-PI has the available resources including the equipment, space, and support to complete the project as proposed, or has requested such support in the proposal	General Information Summary Budget Additional Information
Confirm that you agree with any proposed space allocation or renovation as indicated in the proposal	General Information Summary Budget Additional Information
Confirm that you have reviewed the project budget	Summary Budget Additional Information
Confirm that you agree with and assume responsibility for any cost matching/sharing requirements in the proposal including both cash and in-kind commitments	Summary Budget
Confirm that you agree with any commitments included in the proposal for distribution of indirect cost recovery	Summary Budget
Confirm that you understand the Department/College will take reasonable responsibility for over-expenditures and/or lack of reimbursement from the sponsor due to non-performance of the University researcher(s)	N/A
Confirm that no undergraduate or graduate student's education/research will be compromised by his or her participation in the project	Key Personnel Summary Budget Additional Information
Confirm that you have ensured that the proposal conforms to departmental and college policies	Project Information