RAMP – Research Administration Management Portal

Functional User Roles

This guide sets out to provide transparency on the different user roles available in RAMP. Additionally, this is a persona-based guide to help illustrate the typical assignment of roles based on an individual's job duties and unit they work in. There may be some exceptions.

The table below provides a persona-based outline of the functional user roles in RAMP and briefly what the role allows a user to do.

Note, there are also "system administration" roles that allow select individuals to update settings, configurations, and perform other actions within RAMP. Such roles are not included below and are held by a few RSP staff.

Persona	User Roles	Why is this user role needed?
PI/Researchers	Study Staff *(Everyone at UW has this role)*	So they can create and edit new proposals, budgets, agreements, all while in "draft" state. Create award modification requests, etc.
Departmental Research Admins	Study Staff *(Everyone at UW has this role)*	So they can create and edit new proposals, budgets, agreements, all while in "draft" state. Create award modification requests, etc.
Dean's Office/Division level proposal approvers	Department Reviewer/Chair	So unit level proposal reviewers may have funding proposals routed to them for approval
	SF424 Reader	So unit level proposal reviewers can view all SF424 records, even though they are not responsible for submitting them.
Dean's Office/ Division Role Member	Division Role Member	So they have edit access to all proposals, awards, and agreements while they are editable.
	SF424 Reader	So DRMs have read access to all SF424 records.
	Global Grants Viewer	So DRMs have read access to all award records.
	Global Agreements Viewer	So DRMs have read access to all agreement records.

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Persona	User Roles	Why is this user role needed?
RSP Proposal Team Member	Specialists Finance/Grant	So the team member can be assigned as Specialist for funding proposals and record proposal submissions to the sponsor.
	SF424 Administrator	So the team member can submit SF424 records to Grants.Gov.
	Global Agreements Viewer	So the team member can view all related agreements, even though they are not responsible for negotiating them.
RSP Contracts Team	Agreements Reviewer	So the team member can assign and be assigned as the agreement negotiator. Perform all central office agreement negotiation functions.
	Specialists Finance/Grant	So the team member can be assigned as the specialist for awards and award modifications and have access to all proposals and awards.
RSP Setup Team Member	Specialists Finance/Grant	So the team member can be assigned as Specialist for awards and award modifications.
	Award Approver	So the team member can be assigned as Award Approver and activate awards and award modifications.
	Agreement Reviewer	So the team member can be assigned as Owner for agreements they are responsible for creating and obtaining signatures.
	SF424 Reader	So the team member can view all SF424 records, even though they are not responsible for submitting them.
RSP Post Award Team Member	Specialists Finance/Grant	So the team member can be assigned as Specialist for award modifications.
	Award Approver	So the team member can be assigned as Award Approver and approve award modifications.
	Global Agreements Viewer	So the team member can view all related agreement records, even though they are not responsible for negotiating them.

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Additional Guidance to Common Questions

How do I know if I have the correct roles assigned to me?

- If you work in a _department_ at the UW, you'll have the "Study Staff" role which is automatically assigned to every active UW employee. There is no need to request it, it's automatically provisioned.

- If you work in a _Dean's Office_ at one of the colleges/schools, you'll have the roles listed above in the table. For the initial RAMP go-line (June 26th, 2023) these roles will be assigned to anyone who is currently a "divisional role member" in WISPER. After initial go-live, when there is staff turn over in the dean's office, the appropriate employee supervisor will need to contact RSP to make the appropriate updates (remove roles and/or add roles for new employees)

- If you work in _RSP_, you will be given the roles outlived above specific to your job/team.

If I'm in a department, with the study staff role will I be able to see all proposals in my department?

- Access to see proposals for a specified department is managed by a RAMP "Grants and Agreements Administrative Editors" setting. This setting is maintained by RSP.

- To assign the Grants and Agreements Administrative Editors for initial go live, we have taken the WISPER contact lists and used those to populate the RAMP access. If you can see proposals for your department in WISPER, you'll be able to see the same in RAMP.

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