
2. Delegated Administrator – Maintaining User Accounts

2.1 Grantee Roles

Delegated Administrator – The Grantee Delegated Administrator is the Grantee Organization user responsible for performing user management tasks within the system. This includes but is not limited to creating and maintaining user accounts and ensuring that user accounts remain current. Activities for this role include but are not limited to:

- Create User Accounts
- Maintain User Accounts
- Inactivate User Accounts
- Create, maintain, update, and submit the Document Vault
- View applications, contracts, documents, reports, and statuses

Grantee – The Grantee role is the Grantee Organization user responsible for performing tasks related to applications, contracts and reporting. Activities for this role include but are not limited to:

- Initiate and complete applications
- Complete contract development activities (updating workplan and budget)
- Initiate payment and modification requests
- Submit modification requests
- Initiate, complete and submit progress reports
- Create, maintain, and update the Document Vault

Grantee Contract Signatory – The Grantee Contract Signatory role is the user authorized to review and sign contracts on behalf of the Grantee Organization. Activities for this role include but are not limited to:

- Initiate, complete, and submit applications
- Complete contract development activities (updating workplan and budget)
- Sign contracts
- Initiate, complete and submit modification requests
- Initiate payment requests

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- Initiate, edit, and submit progress reports

Grantee Payment Signatory – The Grantee Payment Signatory role is the user authorized to review and submit payment requests on behalf of the Grantee Organization. Activities for this role include but are not limited to:

- Initiate and complete applications
- Complete contract development activities (updating workplan and budget)
- Initiate, complete, and submit payment requests
- Initiate, complete and submit progress reports

Grantee System Administrator – The Grantee System Administrator role is the user authorized to complete all the processes required of a Grantee user. Activities for this role include but are not limited to:

- Initiate, complete and submit applications
- Complete contract development activities (updating workplan and budget)
- Sign contracts
- Initiate, complete, and submit modification requests
- Initiate and complete payment requests
- Initiate, complete and submit progress reports

Grantee View Only – The Grantee View Only role is the user authorized to view all information for the Grantee Organization. This role is assigned permission to view documents, reports and statuses.

2.2 Create User Accounts

Note: It is advisable that you develop a process within your organization for requesting and authorizing access to the Grants Gateway. You may want to develop a form for this purpose that contains an official signoff process. The method you choose for authenticating users being given access to the system is up to your organization, but it is strongly recommended that you have some type of written approval process.

Click the Organization(s) link on the home page.