Forwarding Organization Access Requests

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to gain access to an organization if the existing Organization Administrator is unavailable.

Introduction

An organization serves as a recipient's profile within ND Grants. If your organization already exists within ND Grants, you must submit an Organization Access Request to access the organization's applications and awards.

If the existing Organization Administrator is unavailable to approve the request, you can forward the request to your FEMA Program Manager. The Program Manager can only approve an access request that includes the Organization Administration role but will approve the request if additional roles are included.

Prerequisites

To forward an organization access request:
- You must have requested access to the organization
- The current Organization Administrator(s) must be unavailable

Step 1

After submitting the organization access request, under the Administration dropdown, click the Review Organization Access Requests link.
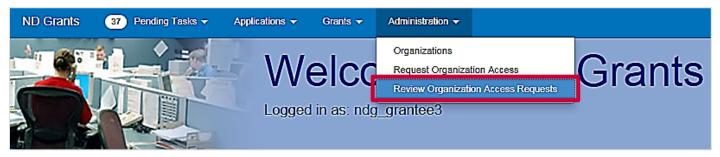

Figure 1. Click the Review Organization Access Request link under the Administration dropdown

Step 2

From the *Organization Access Requests* page, open the *Pending Access Requests* tab to view all pending organization access requests you have submitted.

Figure 2. Click the *Pending Access Requests* tab to view all pending requests

Step 3

Under the Action column next to the appropriate organization, click the Forward Organization Access Request to Grantor icon.
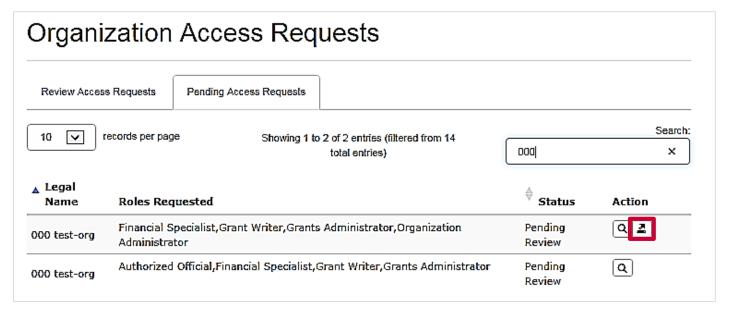

Figure 3. Click the Forward Organization Access Request to Grantor icon to open the *Forward Organization Access Request* page

Step 4

Complete all fields on the *Forward Organization Access Request* page. Enter the Funding Opportunity your organization has applied for and corresponding fiscal year and describe why you are requesting the Organization Administrator role in the text box. Then click the Submit button.
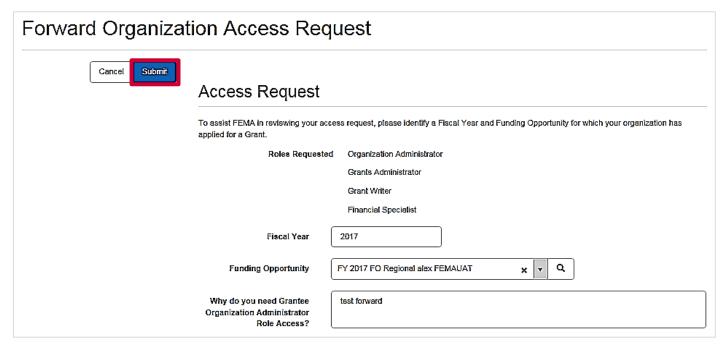

Figure 4. Click the Submit button on the *Forward Organization Access Request* page to forward the request to a Program Manager
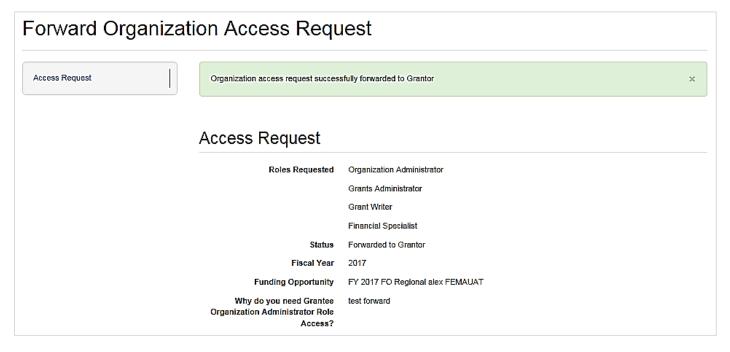

Figure 5. A confirmation message on the *Forward Organization Access Request* page

Note

- After forwarding the request, reach out to your FEMA Program Manager so that they are aware of the pending request

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your FEMA Program Manager or Grants Specialist.

Monday – Friday **|** 9:00 a.m. – 6:00 p.m. E.T. **|** 1-800-865-4076 **|** NDGrants@fema.dhs.gov