

ND Grants User Roles

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes the user roles in ND Grants.

Introduction

An organization serves as a recipient's profile within ND Grants, which allows recipients to create and manage their awards and applications. Once assigned an organizational role, users can manage their applications and grants. An Organization Administrator can assign and manage the roles within the organization.

Important Roles

Once assigned a role, users are granted specific privileges for their organization:

- ND Grants user roles define the user's responsibilities for their organization, applications, and grants. Users may have more than one role
- The roles assigned to a user for the organization are not the same roles that they are assigned for an award. For example, a user with the Authorized Official role for the organization may not have the Authorized Official role and permissions for a grant. Please verify that you have the correct roles to complete your grants management tasks
- The Organization Administrator can change user roles by updating the User Roles section on the *Update Organization* page. A user can update the user roles for an award by submitting an amendment requesting that the user roles be updated



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Active Role	Description	Considerations
Organization Administrator	Responsible for approving access requests, adding/removing user roles, managing contacts	<ul style="list-style-type: none"> ▪ Whoever establishes the organization in ND Grants automatically becomes the Organization Administrator ▪ Organizations should ensure that they have assigned at least two people with this role in the event of personnel change
Authorized Official (Organization)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ Several users can be the Authorized Official for an organization ▪ To become the Authorized Official on a grant, you must first have the Authorized Official role for the organization
Authorized Official (Grant)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ The user who submits the grant application for the organization must have the Authorized Official role for the organization ▪ Only one user can be the Authorized Official for a grant and grant application ▪ The Authorized Official has the authority to sign and submit a grant application on behalf of the Signatory Authority ▪ The Authorized Official can submit amendments and performance progress reports for the grant
Signatory Authority	An organization user or contact, whose name appears on the application and other grants management documents	<ul style="list-style-type: none"> ▪ The Signatory Authority does not require ND Grants access, but must be listed as an Organization Contact ▪ While the Signatory's name appears on the application, the Authorized Official signs the application ▪ The role is assigned as part of the grant application process
Grant Writer	Manages application details before application submission	<ul style="list-style-type: none"> ▪ N/A

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Grant Administrator	Submits performance reports and award functions for the Organization	<ul style="list-style-type: none"> ▪ The grant administrator can edit applications and submit performance progress reports
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Table 1. This table describes each active role and provides an overview of specific considerations

Inactive Role	Description	Considerations
Financial Specialist		<ul style="list-style-type: none"> ▪ The role is currently not activated

Table 2. This table describes each inactive role and provides an overview of specific considerations

Summary

The ND Grants users can perform different tasks based on their roles. **Table 3** provides an overview of tasks that users with each role can perform.

Task	Organization Administrator	Authorized Official	Grant Administrator	Grant Writer
Submit an application in ND Grants		X		
Edit an application in ND Grants		X	X	X
Update Organization	X			
Approve access request	X			
Changes user privileges for an Organization	X			
Input Project Funding data		X	X	X
Submit Performance Reports		X	X	
Accept Award Packages		X		
Sign Assurances & Certifications		X		
Submit Award Amendment		X		

Table 3. By assuming an ND Grants role, a user can perform one or more tasks

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