

Delaware Criminal Justice Council Egrants Security Roles Quick Start Guide

The purpose of this guide is to provide a quick reference for Egrants User Managers as they manage access to their agency's projects within the Egrants system. Additional information on the registration process and user management is available on the Egrants website at: <https://egrants.cjc.delaware.gov/Egrants>

In order to provide as much flexibility as possible to applicant agencies, security within the Egrants system is role-based. There are five security roles available to applicant agencies, and individual users may have combinations of these roles.

The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The "Separation of Duties" is expected of our subgrantees as a method of preventing grant fraud, waste and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. No one person is able to do both fiscal reporting and program reporting.

The six roles are as follows:

<u>ROLE</u>	<u>DESCRIPTION</u>
1. PROGRAM READER	This role allows a user READ-ONLY access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures.
2. PROGRAM CREATOR	This role allows a user READ/WRITE access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.

<u>ROLE</u>	<u>DESCRIPTION</u>
3. FINANCIAL READER	This role allows a user READ-ONLY access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget.
4. FINANCIAL CREATOR	This role allows a user READ/WRITE access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.
5. SUBMISSION	This role allows a user to SUBMIT applications, modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to CJC. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to CJC.