



# Guide to Roles and Access to CJC Grants Management System

**\*This is a guide to User Roles and Access within the CJC Grants Management System\***

## **Invitation to Register**

This role is automatically assigned to contacts that are created by Subrecipients within their own organization, or by CJC Staff. For contacts registering via My.Delaware.gov the SSO will create a new contact with the same email address (Matching on the My.Delaware.gov GUID) and this "Invitation" contact record will be discarded after it's used to identify the Org and Role(s) to assign. For ID.Delaware.gov contacts (delaware.gov or @cj.state.de.us email addresses) this contact will become their "real" contact record, so is also given the "Registration Pending" role to manage the invitation functionality when they first log in. This "Invitation" role provides no functionality directly. Contact with this role should only be login enabled if they are using ID.Delaware.gov

## **Subrecipient**

Role assigned to all Subrecipients after completing registration UNLESS they register into an existing organization in which case they will get the "Subrecipient: Provisional" role INSTEAD of this one, pending approval of their registration.

## **Subrecipient: FO Notifications**

Subrecipient contacts with this role will receive notifications when a Competitive Funding Opportunity is opened, if "Email All Subrecipients" is enabled on the FO (Task 24). This role is assigned automatically to all new Subrecipients, but can be removed via the contact profile

## **Subrecipient: New Registrant**

Role added once a Subrecipient has completed the registration process successfully, alongside the "Subrecipient" role. This role is simply to allow CJC staff to review newly registered contacts, and is removed once CJC have reviewed. This role provides no functionality. The main "Subrecipient" role provides all relevant access.

## **Multiple Organizations**

For Subrecipients that are associated to a secondary organization, they must also be given this role. It provides them with the ability to switch organizations on their portal, as well as additional instructions to that effect. NOTE: Since Subrecipients can only register once, and thus only create one organization, CJC staff may need to manually create the secondary "Subrecipients" organization before associating the Subrecipient to it.

## **Reviewer: External**

For external contact (i.e., non-CJC staff) that are taking part in reviews of open competitive applications.

**Executive Director or equivalent** – One person per organization must be assigned this role. This is updated on the User's Individual Profile after agency registration in the Grants Management System.

## **The following roles are assigned during and after application process**

**Project Director:** One individual must be assigned to this role per grant. This role allows access to start and edit an application, submit applications, and view entire application and award. It can also create/edit/submit program reports and create/edit/submit grant modifications.

**Fiscal Officer:** One individual must be assigned this role per grant. This role allows access to start and edit an application, submit applications, and view entire application and award. It can also create/edit/submit fiscal reports and create/edit/submit grant modifications.

**Project Collaborator:** Multiple individuals can be assigned to this role per grant. This role allows access to start and edit an application and view entire application and award. It can also create/edit/submit program reports and create/edit/submit grant modifications.

**Fiscal Collaborator:** Multiple individuals can be assigned to this role per grant. This role allows access to start and edit an application and view entire application and award. It can also create/edit/submit fiscal reports and create/edit/submit grant modifications.

\*All Subrecipient contacts in any of the 4 roles will receive email notifications and can collaborate on an application. Only the Project Director or Financial Officer can submit their full application.\*