

## Grants Online User Roles

<b>FUNCTIONS/ROLES</b>	<b>Cert FPO</b>	<b>UnCert FPO</b>	<b>Pgm Off Staff</b>	<b>Budget Officer (Auth Official)</b>	<b>Pgm Office Revr</b>	<b>Pgm Office Rqstr</b>	<b>NEPA Official</b>	<b>Select Official</b>	<b>GMAC</b>	<b>Grant Spec</b>	<b>Grant Officer</b>	<b>Recip Auth Rep</b>	<b>Recip Admin</b>	<b>Recip PI</b>	<b>Recip Biz/Fin Rep</b>
View Awards	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Create RFA (Including FFO and Synopsis)	X	X	X												
Review FFO and Synopsis	X	X	X	X	X	X	X	X	X	X	X				
Review Reviewer Instructions	X	X	X												
Manage Competition	X	X	X												
Be Assigned Program Officer on RFA	X	X	X												
Be Assigned Program Officer on Application	X	X	X												
Notify Recipients for Non Competitive Apps	X														
Accept Competitive Applications								X							
Approve Selection Package								X							
Forward Documents to FALD	X							X							
Complete Negotiations	X	X	X												
ACCEPT Minimum Requirements Checklist	X	X	X												
REJECT Minimum Requirements Checklist	X														
Complete PO Checklist	X	X	X												
Certify and Forward PO Checklist	X														
Complete and Forward NEPA Document	X	X	X												
Approve NEPA Document							X								
Complete and Forward Procurement Request	X	X	X												
Be Requester on Procurement Request	X	X	X	X	X	X	X	X	X	X					
Review Procurement Request	X	X	X	X	X	X	X	X	X	X					
Authorize Funds on Procurement Request				X											
Intiate Partial Funding	X	X	X												
Initiate Award Action Request	X**									X		X	X	X	
Initiate Amendment										X					
Complete Administrative Review of Award File										X					
Approve Award											X				
Accept or Reject Award												X			
Manage Recipient Users													X		
Complete Progress Report	X	X	X									X	X	X	
Submit Progress Report	X	X	X									X		X*	
Complete Financial Report												X	X		X
Submit Financial Report												X			X*
Accept Progress Report	X														
Accept Financial Report											X				
Authorize NOAA User Access to Grants Online									X		X				

\* Recipient Administrator Needs to grant "Submitting" Role

\*\* Special Approval Needed from GMD Chief and GMAC Representative