

## Explanation of User Roles

User Role	Definition
<b>Authorized Account Approver (AAA)</b>	This role is assigned to users (Federal - internal and Recipient Administrators - external) who have been authorized to update the Grants Online user accounts. Effective FY 2019, this role was added to the account of all users who operate in this capacity.
<b>ASAP Authorizer</b>	This role is given to the users who are responsible for the first step (ASAP Authorization) of the 2-step process used in setting up a new award in the ASAP System or adding funds to a current ASAP award. The second step is ASAP Certification performed by a user with a role of "Finance Office". The ASAP Authorizer is also responsible for releasing ASAP profiles as appropriate and reducing ASAP thresholds in the case of a reduction in funding.
<b>Budget Officer (Request Authorizing Official)</b>	The "Budget Officer" role in Grants Online is given to users who are actually Procurement Request Authorizing Officials. The person with this role checks availability of funds for the award and provides final approval for the Procurement Request (CD-435) of those funds as well as validation of the ACCS codes if not already done. This role has an accompanying threshold amount which the system uses to verify authorization to approve the use of Program Office funds.
<b>CAMS First Approver CAMS Second Approver CAMS First and Second Approver</b>	These roles are given to users responsible for entering grant obligations into the instance of the Department of Commerce's CBS that tracks financial actions for that particular Bureau. The business process is slightly different at different bureaus so the various roles reflect these differences.
<b>CAMS First Approver - D CAMS Second Approver - D CAMS First and Second Approver - D</b>	These roles are given to users responsible for entering grant de-obligations into the instance of the Department of Commerce's CBS that tracks financial actions for that particular Bureau. The business process is slightly different at different bureaus so the various roles reflect these differences.
<b>CESU Manager (NOAA Only)</b>	This role provides oversight for CESU (Cooperative Ecosystem Studies Units) Awards.
<b>Closeout Notification Receiver</b>	This role is given to Grants Management personnel who receive notification that the Final Progress Report and Final Financial Reports for the awards managed by each bureau have been accepted. The notification indicates that the award is ready for closeout activities to proceed.
<b>Commit1 Commit2</b>	These roles are given to users responsible for entering grant commitments (reservation of funds) into the instance of the Department of Commerce's CBS that tracks financial actions for that particular Bureau. The business process is slightly different at different bureaus so the various roles reflect these differences.
<b>Director (EDA Only)</b>	This role is unique to EDA and is given to the user who has Director-level approval authority on award actions and payments.
<b>FALD</b>	This role is given to users in the Department's Financial Assistance Law Division who are assigned to a particular Bureau. For some Bureaus there are Bureau-level instead of Department-level attorneys given this role.
<b>Federal Program Officer - Certified</b>	This role is given to a user who is responsible for the development of funding announcements, application reviews, and the processing of award and post-award recommendations to be sent to Grants Management. Within Grants Online, only FPOs who are Certified can communicate between their own Program Offices and outside entities such as FALD, Grants Management, and Recipients. For instance, an Uncertified FPO cannot "Certify" a PO Checklist or forward an Award File to Grants Management. Persons given this role are assumed to have obtained a certain level of training in the Grants Management arena.
<b>Federal Program Officer - Uncertified</b>	This role is intended for persons who are on track to become Certified Federal Program Officers but have not yet obtained the necessary credentials required by their Line Office. They may assist with all tasks normally done by a Certified Federal Program Officer, but cannot forward any documents to entities outside of their own Program Office. The documents must be reassigned to a Certified Federal Program Officer for that purpose.

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<b>Finance Office</b>	This role is given to the users who are responsible for the second step (ASAP Certification) of the 2-step process used in setting up a new award in the ASAP System or adding funds to a current ASAP award. The first step is ASAP Authorization.
<b>Finance Reviewer</b>	This role is given to users who perform the preliminary Finance Office review of Financial Closeout documents. Workflow routing of tasks to this user is controlled by the "Reconciliation" checkbox on the deobligation memo.
<b>GMAC (Grants Management Advisory Committee)</b>	This role is reserved for the official members of the NOAA Grants Management Advisory Committee and their designated back- ups, along with the points of contact for the non-NOAA Bureaus. There are usually one or two GMAC users within each Line Office. The users with this role are responsible for authorizing the addition, update, or removal of Grants Online users within their respective Line Offices. They also provide input in prioritizing Grants Online system enhancement tickets.
<b>Grants Officer</b>	This role is reserved for Grants Management personnel who have been given authority to make award offers to recipients on behalf of DOC. They also make the final decisions with regard to approval or denial of Award Action Requests. This role is accompanied by a system enforced approval threshold for funding.
<b>Grants Specialist</b>	This role is given to Grants Management personnel who have responsibility for administrative processing of award files in preparation for DOC's offer to the recipient. They are also responsible for the review of Financial Reports and Award Action Request recommendations from the Program Offices.
<b>Lead Budget Officer</b>	The Lead Budget Officer has the responsibility of maintaining all of the Unique Account Descriptor codes in the Grants Online system for a particular Line Office.
<b>NEPA Official</b>	The NEPA Official reviews and approves the NEPA documentation, a part of the Award File, prior to submission to Grants Management.
<b>NEPA Reviewer</b>	The NEPA Reviewer provides an additional review of the NEPA documentation as part of an Award File prior to submission to Grants Management.
<b>OIG -- Clearance</b>	If a Grants Specialist selects forward to OIG, the person with this role in the Office of the Inspector General would receive a task to provide legal review.
<b>OIG -- Oversight</b>	The individual assigned to this role can view information associated with the legal aspects of an award. He/she does not have any tasks associated with legal review.
<b>OLA</b>	This role is given to a proxy Grants Online user account used to document the Bureau-level Legislative Affairs step in a funded award file workflow. When a task is routed to the OLA user, Grants Online sends a record to the Legislative Affairs system called WebDocFlow. A Grants Online notification is also sent to the email address associated with that proxy user account. Legislative Affairs users then log into the WebDocFlow system to complete appropriate actions related to congressional notification of awards. When their actions are completed in WebDocFlow a message is passed back to Grants Online to move the award to the next step of the workflow.

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<b><i>OLIA</i></b>	This role is given to a proxy Grants Online user account used to document the Department-level Legislative Affairs step in a funded award file workflow. When a task is routed from the OLA user to the OLIA user within WebDocFlow, a message is transmitted to Grants Online which correspondingly moves the workflow in Grants Online to the OLIA step. A Grants Online notification is also sent to the email address associated with the OLIA proxy user account. When the OLIA actions are completed in WebDocFlow a message is passed back to Grants Online to move the award to the next step of the workflow.
<b><i>Primary Office Contact</i></b>	This role is assigned to those who can make updates to the Supplementary Information category for each Line Office or Program Office. If no one from either the Line Office or Program Office is assigned to this role, the Help Desk staff can update the Supplementary Information category.
<b><i>Program Office Reviewer</i></b>	This role is given to a person who needs to be included in the workflow to review a Request For Application (RFA), a Procurement Request, or a Performance Progress Report (PPR) but has no other role in Grants Online.
<b><i>Program Office Staff</i></b>	This role is given to users who provide assistance to Federal Program Officers but do not have signature authority. They are able to create RFAs and/or Federal Funding Opportunity notices, input paper applications and approve (but not reject) Minimum Requirement Checklists, run the review process, and complete (but not certify) the PO checklist. Users with this role have the same access in Grants Online as users with the role of Uncertified Federal Program Officer, but are usually contract staff.
<b><i>Progress Report Reviewer</i></b>	This is a Federal Program Office role given to a user whose only responsibility is to review Performance Progress Reports received from the grant recipients. This functionality can also be done by users with other Program Office roles such as Federal Program Officer (Certified or Uncertified), Program Office Staff, and Program Office Reviewer.
<b><i>Public Affairs Liaison</i></b>	This role is given to users who need to be notified about grant awards for the purposes of preparing press releases and/or other Public Affairs type activities which are separate and distinct from the Congressional notifications performed by the Legislative Affairs offices.
<b><i>Recipient Administrator</i></b>	A user with this role can set up other people in their organization as users of the Grants Online system and can grant the users access to specific awards as is appropriate.
<b><i>Recipient Authorized Representative</i></b>	This role is intended for recipient users with signature authority to sign official grant documents such as an SF-424 (application), or countersign an Award document such as a CD-450 (new Award) or CD-451 (amendment). More than one person can have this role at any organization; however on each Award one person will be designated the primary "Authorized Representative." (Designation as "primary" does not provide any additional access to awards in Grants Online.)
<b><i>Recipient Business/Finance Representative</i></b>	This role is given to recipient users who need to complete Financial Reports (SF-425 and SF-270). A user with this role cannot forward the Financial Reports to the Federal Agency. He/she can only forward the Financial Reports to his/her Authorized Representative; the Authorized Representative can submit Financial Reports to the Federal Agency.
<b><i>Recipient Business/Finance Representative -- Submitting</i></b>	This role is given to recipient users who need to complete Financial Reports (SF-425 and SF-270). A user with this role can submit Financial Reports directly to the Federal Agency.

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<b>Recipient Investigator</b> <i>(Principal Investigator/Project Director)</i>	This role is given to recipient users who need to fill out Performance Progress Reports (PPRs) or Research Performance Progress Reports (R-PPRs). A user with this role can only forward the PPRs or R-PPRs to their Authorized Representative who can in turn submit the PPRs or the R-PPRs to the Department of Commerce. A user with this role can initiate an Award Action Request (AAR). However, all AARs must first be forwarded to an Authorized Representative for submission to the Department of Commerce.
<b>Recipient Investigator -- Submitting</b>	This role is given to recipient users who need to fill out Performance Progress Reports (PPRs) or Research Performance Progress Reports (R-PPRs). A user with this role can submit PPRs or R-PPRs directly to the Federal Agency. A user with this role can initiate an Award Action Request (AAR). However, all AARs must first be forwarded to an Authorized Representative for submission to the Department of Commerce.
<b>Recipient User</b> <i>(Recipient Key Personnel)</i>	A person with this role can view assigned awards for their organization and initiate Award Action Requests. However, a person with this role must submit documents to his/her organization's Authorized Representative. The Authorized Representative will review and submit documents to the agency.
<b>Requestor</b> <i>(Program Office Requestor)</i>	The role of Program Office Requestor is given to a user whose only function is to provide first-level "Requestor" approval on Procurement Requests (CD-435) prior to submission to the Budget Officer.
<b>Reviewer</b>	This role is given to a person who reviews applications during the Review Event Process. This person is typically a Subject Matter Expert or has some level of expertise in a discipline associated with the award.
<b>RFA Publisher</b>	This role is given to users who are responsible for posting grant opportunity notices at Grants.gov.
<b>Selecting Official</b>	The role of Selecting Official is given to a user who has the authority to approve the Selection Package generated from applications received in response to a Competitive funding announcement.
<b>Vendor Control</b>	This role is given to Finance Officer users who create and update vendors in CBS to be associated with Grants Online Organizations on an "interfaced" award. Obligations for "interfaced" awards are created and modified via transactions sent via web services between Grants Online and CBS. For "non-interfaced" awards the obligations are created and updated manually. Vendor Control users do not get workflow in Grants Online for "non-interfaced" awards.
<b>Vendor Validator</b>	This role is given to Tier3 Help Desk personnel in the Grants Online Program Management Office who perform data quality assurance tasks on Grants Online organization records before they are passed to the Vendor Control users in the Finance Office.
<b>View Agency</b>	This role is available for Federal staff (at the Agency/Bureau level) who need view-only access to grants files.
<b>View Line Office</b>	This role is available for Federal staff (at the Line Office Level) who need view-only access to grants files.
<b>View Program Office</b>	This role is available for Federal staff (at the Program Office Level) who need view-only access to grants files.

**Certified Program Officer**

**or**

**Uncertified Program Officer**

**Uncertified Federal Program Officers and Program Office Staff** have identical Grants Online roles.

**They can:**

- Be assigned as the Program Officer on an RFA or application.
- Complete the PO Checklist.
- Complete the NEPA document and forward it to the NEPA Official.
- Complete Negotiations.
- Complete the Procurement Request and Commitment of Funds (PRCF) and send it to the Requestor.
- Initiate a Partial Funding.
- Accept the Minimum Requirements Checklist (**NOTE:** only the **Certified Federal Program Officer** can reject an Application).
- Create a Progress Report (but cannot accept Progress Reports).
- Be assigned as Requestors.
- Manage a Competition.

**They cannot:**

- Certify the PO Checklist (**NOTE:** only the **Certified Federal Program Officer** can certify the PO Checklist).
- Forward an Award File to the **Grants Specialist**.
- Create Award Action Requests (AARs). (Certified FPOs also cannot create Award Action Requests)
- Create Amendments. (Certified FPOs also cannot create Award Action Requests)
- Forward a RFA, the Reviewer Instructions, or the Notice of Funding Opportunity (NOFO); those tasks must be performed by the **Certified Federal Program Officer**.
- Forward Reviewer Instructions, AARs, the Award File or an Amendment to FALD for review.

**NOTE:**

An underlying rule is that the **Uncertified Program Officer** and **Program Office Staff** users cannot use the Grants Online system to communicate with Grants Management, FALD, Applicants or Recipients.