



Forwarding Organization Access Requests

Introduction

An organization serves as a recipient's profile within the Non-Disaster Grants Management System (ND Grants). Once you have created an ND Grants system user account, you must submit an Organization Access Request to access the organization's applications and awards.

If the existing Organization Administrator is unavailable to approve the request, you can forward the request to the Program Manager. The Program Manager can only approve an access request that includes the Organization Administration role, but will approve the request if other roles are included as well.

Prerequisites

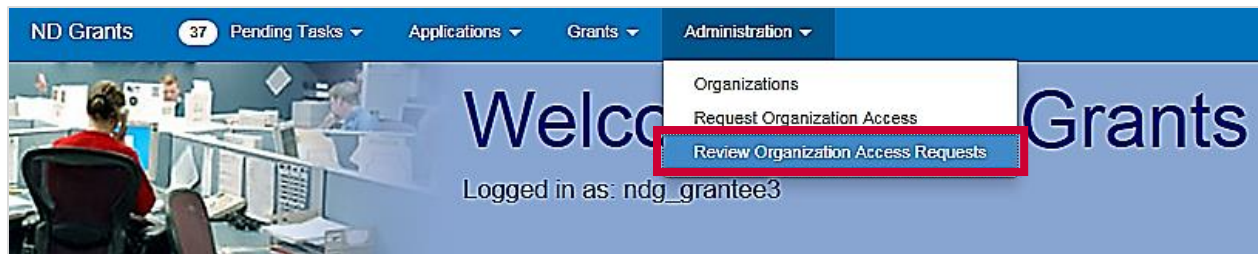
To forward an organization access request:

- You must have requested access to the organization
- The Organization Administrator must have left the organization

Step 1

After submitting the organization access request, under the Administration dropdown, click the [Review Organization Access Requests](#) link

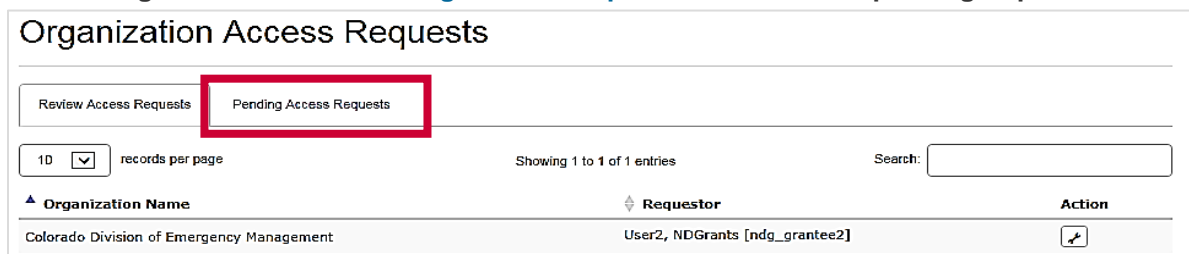
Figure 1. Click the [Review Organization Access Request](#) link under the *Administration* dropdown



Step 2

From the *Organization Access Requests* page, open the [Pending Access Requests](#) tab to view all pending organization access requests you have submitted

Figure 2. Click the [Pending Access Requests](#) tab to view all pending requests





Step 3



Under the Action column next to the appropriate organization, click the **Forward Organization Access Request to Grantor** icon

Figure 3. Click the **Forward Organization Access Request to Grantor** icon to open the *Forward Organization Access Request* page

Organization Access Requests

Review Access Requests Pending Access Requests

10 records per page Showing 1 to 2 of 2 entries (filtered from 14 total entries) Search: 000

Legal Name	Roles Requested	Status	Action
000 test-org	Financial Specialist, Grant Writer, Grants Administrator, Organization Administrator	Pending Review	
000 test-org	Authorized Official, Financial Specialist, Grant Writer, Grants Administrator	Pending Review	

Step 4

Complete all fields on the *Forward Organization Access Request* page. Enter the Fiscal Year and Funding Opportunity your organization has applied for and enter why you are requesting the Organization Administrator role. Then click the **Submit** button

Figure 4. Click the **Submit** button on the *Forward Organization Access Request* page to forward the request to a program manager

Forward Organization Access Request

Cancel Submit

Access Request

To assist FEMA in reviewing your access request, please identify a Fiscal Year and Funding Opportunity for which your organization has applied for a Grant.

Roles Requested

Organization Administrator
Grants Administrator
Grant Writer
Financial Specialist

Fiscal Year

2017

Funding Opportunity

FY 2017 FO Regional alex FEMAUAT

Why do you need Grantee Organization Administrator Role Access?

test forward



Figure 5. The *Forward Organization Access Request* page, featuring a confirmation message

Forward Organization Access Request

Access Request

Organization access request successfully forwarded to Grantor

Access Request

Roles Requested	Organization Administrator Grants Administrator Grant Writer Financial Specialist
Status	Forwarded to Grantor
Fiscal Year	2017
Funding Opportunity	FY 2017 FO Regional alex FEMAUAT
Why do you need Grantee Organization Administrator Role Access?	test forward

NOTE:

- After forwarding the request, reach out to your program manager so that they are aware of the pending request

Questions?

For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist.

ND GRANTS Service Desk

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov