



ND Grants User Roles

Introduction

An organization serves as a recipient's profile within the Non-Disaster Grants Management System (ND Grants), which allows recipients to create and manage their awards and applications. Once assigned an organizational role, users can manage their applications and grants. An Organization Administrator can assign and manage the roles within the organization.

Important Roles

Once assigned a role, users are granted specific privileges for the organization:

- ND Grants user roles define the user's responsibilities for the organization, applications, and grants. Users may have more than one role
- The roles assigned to a user for the organization are not the same roles that they are assigned for an award. For example, a user with the Authorized Official role for the organization may not have the Authorized Official role and permissions for a grant. Please verify that you have the correct roles to complete your grants management tasks
- The Organization Administrator can change user roles by updating the User Roles section on the *Update Organization* page. A user can update the user roles for an award by submitting an amendment requesting that the user roles be updated

Table 1. The table describes each role and provides an overview of specific considerations

Role	Description	Considerations
Organization Administrator	Responsible for approving access requests, adding/removing user roles, managing contacts	<ul style="list-style-type: none">▪ Whoever establishes the organization in ND Grants automatically becomes the Organization Administrator▪ Organizations should ensure that they have assigned as least two (2) people with this role in the event of personnel change
Authorized Official (Organization)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none">▪ Several users can be the Authorized Official for an organization▪ To become the Authorized Official on a grant, you must first have the Authorized Official role for the organization
Authorized Official (Grant)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none">▪ The user who submits the grant application for the organization must have the Authorized Official role for the organization



ND Grants Management System Quick Reference Guide Version #1

Role	Description	Considerations
		<ul style="list-style-type: none">Only one user can be the Authorized Official for a grant and grant applicationThe Authorized Official has the authority to sign and submit a grant application on behalf of the Signatory AuthorityThe Authorized Official can submit amendments and performance progress reports for the grant
Signatory Authority	An organization user or contact, whose name appears on the application and other grants management documents	<ul style="list-style-type: none">The Signatory Authority does not require ND Grants access, but must be listed as an Organization ContactWhile the Signatory's name appears on the application, the Authorized Official actually signs the applicationThe role is assigned as part of the grant application process
Grant Administrator	Submits performance reports and award functions for the Organization	<ul style="list-style-type: none">The role is currently not activated, preventing a user from editing applications or submitting progress reports
Grant Writer	Manages application details before application submission	<ul style="list-style-type: none">N/A
Financial Specialist		<ul style="list-style-type: none">The role is currently not activated

Summary

The ND Grants users can perform different tasks based on their roles. **Table 2** provides an overview of tasks that users with each role can perform.

Table 2. By assuming an ND Grants role, a user can perform one or more tasks

Task	Organization Administrator	Authorized Official	Grant Administrator	Grant Writer
Submit an application in ND Grants		X		
Edit an application in ND Grants	X	X	X	X
Update Organization	X			
Approve access request	X			



Task	Organization Administrator	Authorized Official	Grant Administrator	Grant Writer
Change user privileges for an Organization	X			
Input Project Funding data	X	X		X
Submit Performance Reports		X	X	
Accept Award Packages		X		
Sign Assurances & Certifications		X		
Submit Award Amendment		X		

Questions?

For additional assistance using ND Grants, 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

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