

# Forwarding Organization Access Requests

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to gain access to an organization if the existing Organization Administrator is unavailable.

## Introduction

An organization serves as a recipient's profile within ND Grants. If your organization already exists within ND Grants, 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 your FEMA Program Manager. The Program Manager can only approve an access request that includes the Organization Administration role but will approve the request if additional roles are included.

## Prerequisites

To forward an organization access request:

- You must have requested access to the organization
- The current Organization Administrator(s) must be unavailable

## Step 1

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

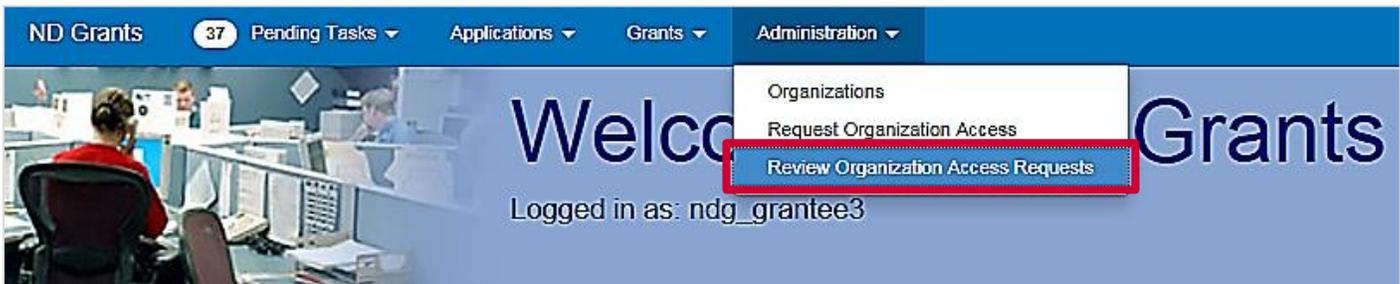


Figure 1. Click the [Review Organization Access Request](#) link under the Administration dropdown



## Step 2

From the *Organization Access Requests* page, open the *Pending Access Requests* tab to view all pending organization access requests you have submitted.



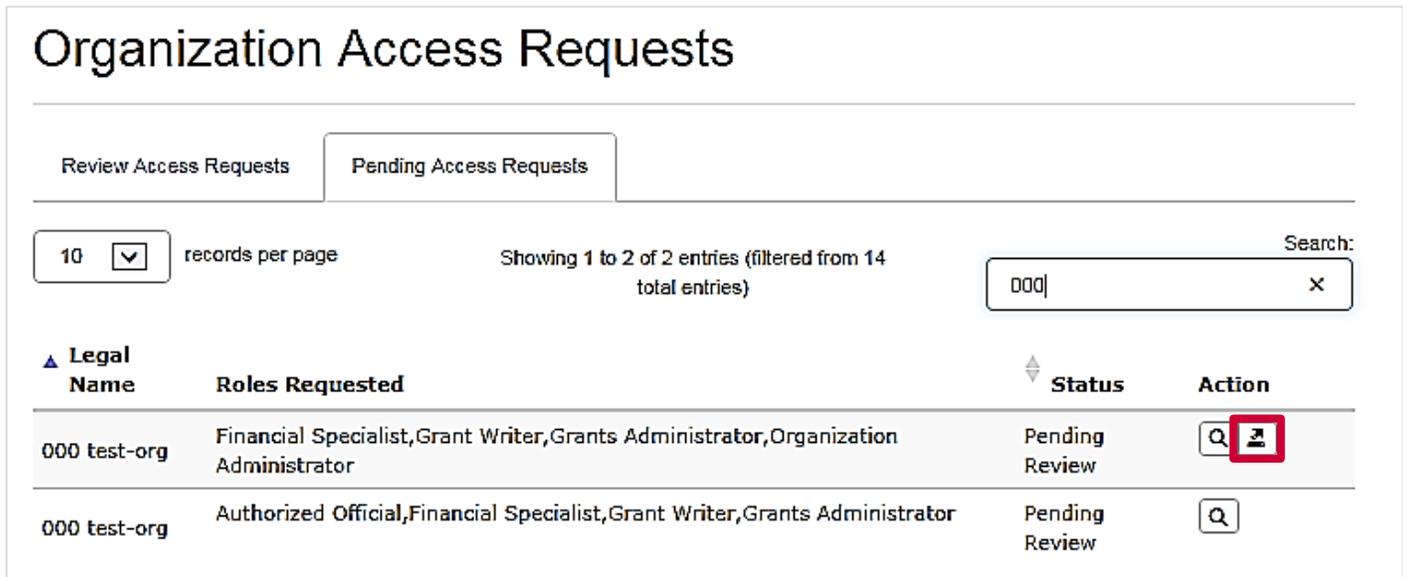
The screenshot shows the "Organization Access Requests" page. At the top, there are two tabs: "Review Access Requests" and "Pending Access Requests". The "Pending Access Requests" tab is highlighted with a red rectangular box. Below the tabs, there is a search bar and a dropdown menu for "records per page" set to "10". The page indicates "Showing 1 to 1 of 1 entries". Below this, there is a table with the following data:

Organization Name	Requestor	Action
Colorado Division of Emergency Management	User2, NDGrants [ndg_grantee2]	

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.



The screenshot shows the "Organization Access Requests" page with the "Pending Access Requests" tab selected. The search bar contains "000" and the page indicates "Showing 1 to 2 of 2 entries (filtered from 14 total entries)". Below this, there is a table with the following data:

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	

Figure 3. Click the [Forward Organization Access Request to Grantor](#) icon to open the *Forward Organization Access Request* page

## Step 4

Complete all fields on the *Forward Organization Access Request* page. Enter the Funding Opportunity your organization has applied for and corresponding fiscal year and describe why you are requesting the Organization Administrator role in the text box. Then click the **Submit** button.

### 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**           

**Funding Opportunity**     x v Q

**Why do you need Grantee Organization Administrator Role Access?**

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

Access Request

Organization access request successfully forwarded to Grantor
x

#### 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

Figure 5. A confirmation message on the *Forward Organization Access Request* page

## FORWARDING ORGANIZATION ACCESS REQUESTS

### Note

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

### **Questions?**

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

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