



ATTACHMENT D: GRANTS eMANAGEMENT SYSTEM (GEMS) USER ROLES

Project Director:

The role of Project Director should be assigned to an individual at an applicant organization that will serve as the project's lead contact. This individual is responsible for validating all new users when they register for the system under their organization.

This is the highest level applicant user and they will have all of the applicant administrative functions available.

One per organization.

Authorized Signer:

The role of Authorized Signer should be assigned to the individual at an applicant organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.

One per organization.

Viewer:

The role of viewer should be assigned to any individual at the applicant organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.

Unlimited number per organization.

Writer:

The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.

Unlimited number per organization.