

eGrants List of Permissions by Role

Pending Applications	Does this Role Have Permission?				Tab Name
	Authorized Official	Financial Officer	Project Director	Grant Writer	
Create, Complete & Submit or Withdraw Initial Application	yes	yes	yes	yes	Apply or Submit Application
Assign Grant Official	yes	yes	yes	yes	Profile/Details
Update Organization Type/State Payee ID	locked				² Profile/Grant Vendor
Upload Banking Documents	yes	yes	yes	yes	Profile/Grant Vendor
Upload All Other Files	yes	yes	yes	yes	Upload Files
Certify or Withdraw Official Application	yes				Certify Application
Edit Application using Preliminary Review Process	locked				
	yes	yes	yes		¹ Profile/Details
	locked				² Profile/Grant Vendor
	yes	yes	yes		¹ Narrative/Activities/Measures & Documents
	yes	yes	yes		¹ Budget/Details & Source of Match
	yes	yes	yes		^{1 & 3} Victim Services
	yes	yes	yes		^{1 & 4} Fiscal Capability
	yes	yes	yes		^{1 & 5} Homeland Security
Submit Application after Program Review	yes	yes	yes		Upload Files
Bulk Upload Documents Feature	yes	yes	yes	yes	Submit PRR
Bulk Assign Grant Official Feature	yes	yes	yes		My Home
Assign AO after Release of Award	locked				⁶ Profile/Details
Accept or Decline Award	yes				Accept Award

¹ These tabs must be unlocked by PSO before item(s) can be edited on any tab. Contact your PSO Grant Manager for programmatic assistance.

² Contact the eGrants help desk for assistance in updating content on this tab.

³ For Victim Services projects only.

⁴ For Nonprofit Corporations only.

⁵ For Homeland Security projects only.

⁶ Contact the eGrants help desk for assistance in assigning your new AO contact.

eGrants List of Permissions by Role

Active Grants	Does this Role Have Permission?				Tab Name
	Authorized Official	Financial Officer	Project Director	Grant Writer	
Create Adjustment to Modify Project	yes	yes	yes		Budget/Request Adjustment
Edit Project using Adjustment Process	yes	yes	yes		¹ Profile/Details
	locked				² Profile/Grant Vendor
	yes	yes	yes		¹ Narrative/Activities/Measures & Documents
	yes	yes	yes		¹ Budget/Details & Source of Match
	yes	yes	yes		^{1 & 3} Victim Services
	yes	yes	yes		^{1 & 4} Fiscal Capability
	yes	yes	yes		^{1 & 5} Homeland Security
	yes	yes	yes		Upload Files
Certify & Send Adjustment to PSO	yes	yes	yes		⁶ Certify Adjustment
Bulk Update SAM Expiration Date/UEI Feature	yes	yes	yes		My Home
Upload Documents Feature	yes	yes	yes	yes	My Home
Accept or Decline Supplemental Award	yes				Accept Adjustment
Create & Submit or Delete Advance Payment Request	yes	yes			⁷ Budget/Request Advance
Submit General Assessment	yes	yes	yes	yes	General Assessment
Submit Progress Report - General	yes	yes	yes	yes	Summary/Progress Reports General
Submit Progress Report - Federal	yes	yes	yes	yes	Summary/Progress Reports Federal
Create & Submit or Delete Financial Status Report or Report No Expenses	yes	yes			Budget/Financial Status Report

¹ These tabs must be unlocked by your Grant Official using the Adjustment Process before item(s) can be edited on any tab.

² Contact the eGrants help desk for assistance in updating content on this tab.

³ For Victim Services projects only.

⁴ For Nonprofit Corporations only.

⁵ For Homeland Security projects only.

⁶ See additional guidance noted on the Request Adjustment tab under the heading titled "Who Can Certify an Adjustment?".

⁷ Requests are approved on a case-by-case basis. Contact your PSO Grant Manager for programmatic assistance.

eGrants List of Permissions by Role

Action being Taken	Item/Tab being Changed	Does this Role Have Permission?				Tab Name
		Authorized Official	Financial Officer	Project Director	Grant Writer	
Assign Grant Official	Authorized Official	yes	yes			1 Profile/Details
	Financial Officer	yes				
	Project Director	yes	yes			
	Grant Writer	yes	yes	yes		
Update Identifying Information	Applicant Agency Name	yes	yes			2 Budget/Request Adjustment
	Project Title	yes	yes			
	Project's Official Address	yes	yes			
	System for Award Management (SAM) Expiration	yes	yes	yes		
Update Banking Information	Unique Entity Identifier (UEI)	yes	yes			3 Profile/Grant Vendor
	Organization Type			locked		
	State Payee ID			locked		
	Upload Banking Documents		yes			4 Profile/Grant Vendor
Update Program Information	Project Narrative	yes	yes	yes		1 Narrative
	Project Activities	yes	yes	yes		1 Activities
	Impacted Target Population or Geographic Area	yes	yes	yes		1 Measures
	Performance Measures	yes	yes	yes		1 Documents
	Supporting Documents	yes	yes	yes		1 & 5 Victim Services
	Victim Services					1 & 6 Fiscal Capability
	Fiscal Capability	yes	yes	yes		1 & 7 Homeland Security
Homeland Security	yes	yes	yes		2 Budget/Request Adjustment	
Extend Grant Period	Project's End/Liquidation Date	yes				1 & 8 Budget/Details & Source of Match (if applicable)
Modify Current Budget	Move Budget Line Item (BLI)	yes	yes	yes		
Increase Current Budget	Add BLI	yes				
Decrease Current Budget	Delete BLI	yes				
Apply GPI to Current Budget	Apply Court Forfeiture GPI	yes				
	Apply Other Source of GPI	yes				

¹ These tabs must be unlocked by your Grant Official using the Adjustment Process before item(s) can be edited on any tab.

² This content is updated using the Adjustment Process & once the PSO Grant Manager finalizes your adjustment request, that info will be updated on the appropriate tab.

³ Contact the eGrants help desk for assistance in updating content on this tab.

⁴ Download, complete, scan and email your Banking Documents to FSD: Vendor.DD@gov.texas.gov.

⁵ For Vicim Services projects only.

⁶ For Nonprofit Corporations only.

⁷ For Homeland Security projects only.

⁸ Contact your PSO Grant Manager for programmatic assistance in modifying your budget.

Additional guidance under the heading titled "Who Can Certify an Adjustment?" is available on the Budget/Request Adjustment tab.