

## 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
Upload Banking and Other Documents	yes	yes	yes	yes	Profile/Grant Vendor & Upload Files
Certify or Withdraw Official Application	yes				Certify Application
Edit Application using Preliminary Review Process					
	yes	yes	yes		<sup>1</sup> Profile/Details
					<sup>2</sup> Profile/Grant Vendor
	yes	yes	yes		<sup>1</sup> Narrative/Activities/Measures & Documents
	yes	yes	yes		<sup>1</sup> Budget/Details & Source of Match
	yes	yes	yes		<sup>1 &amp; 3</sup> Victim Services
	yes	yes	yes		<sup>1 &amp; 4</sup> Fiscal Capability
	yes	yes	yes		<sup>1 &amp; 5</sup> Homeland Security
	yes	yes	yes	yes	Upload Files
Submit Application after Program Review	yes	yes	yes		Submit PRR
Upload Documents Feature	yes	yes	yes	yes	My Home
Assign AO after Release of Award					<sup>6</sup> Profile/Details
Accept or Decline Award	yes				Accept Award

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

<sup>2</sup> Contact the eGrants help desk for assistance in updating content on this tab.

<sup>3</sup> For Victim Services projects only.

<sup>4</sup> For Nonprofit Corporations only.

<sup>5</sup> For Homeland Security projects only.

<sup>6</sup> Contact the eGrants help desk for assistance in assigning your 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		<sup>1</sup> Profile/Details
					<sup>2</sup> Profile/Grant Vendor
	yes	yes	yes		<sup>1</sup> Narrative/Activities/Measures & Documents
	yes	yes	yes		<sup>1</sup> Budget/Details & Source of Match
	yes	yes	yes		<sup>1 &amp; 3</sup> Victim Services
	yes	yes	yes		<sup>1 &amp; 4</sup> Fiscal Capability
	yes	yes	yes		<sup>1 &amp; 5</sup> Homeland Security
	yes	yes	yes		Upload Files
Certify & Send Adjustment to PSO	yes	yes	yes		<sup>6</sup> Certify Adjustment
SAM Expiration Date 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			<sup>7</sup> 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

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

<sup>2</sup> Contact the eGrants help desk for assistance in updating content on this tab.

<sup>3</sup> For Victim Services projects only.

<sup>4</sup> For Nonprofit Corporations only.

<sup>5</sup> For Homeland Security projects only.

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

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