

Federal User Account Request Form

Please use this form to request the following GrantSolutions Federal user account actions:

- Create a new user account for a GrantSolutions Partner/Agency
- Make changes to an existing GrantSolutions Federal User Account
- Close an existing Federal account

Create New User Account

The new user's Supervisor or Authorized Partner/Agency Official must make all account requests.

1. The user must complete and sign Part 2 of the Federal User Account Request Form
2. The user who will be receiving access must:
 - a. Sign and date Part 1 of the form (Rules of Behavior)
 - b. Provide Government HSPD-12 Identification Card (PIV) Number

Update Existing User Account

Should any information regarding an existing Federal user account change, please select "Request Type: Account Change" and complete the form in its entirety. Changes to existing accounts may include:

- Change of user's role (and reason for the change)
- Update of user's contact information

Close Existing User Account

Should a user's account need to be closed to no longer be active, the user's Supervisor or Authorized Official must select "Request Type: Account Closure" and sign the bottom of the form. Additionally, the user's Supervisor or Authorized Official can send an email requesting closure to help@grantsolutions.gov.

Submission of the User Account Request Form

The Supervisor or Authorized Partner/Agency Official must request and authorize account changes (role changes, account closures, etc.). The GrantSolutions Support Center will verify all account requests as needed.

Limiting User Access

Any limitation to a user's existing access rights (privileges) must be defined below. This is usually done when limiting access to certain grant programs is required. In some cases, this can be done on a grant by grant basis. Please describe any special situations below or contact the GrantSolutions Support Center for help.

Submitting Requests

An official signature is required on these forms prior to their submission for action. Completed Federal User Account Request Forms with submitter contact information may be scanned and submitted electronically with the GrantSolutions Support Center by email or fax:

- Email: help@grantsolutions.gov
- Fax: (703) 288-5390



Account information will be sent to the new (or changed) user's email address provided. Upon initial login, the user will be required to change the system-assigned temporary password.

If you have any questions, please contact the GrantSolutions Support Center at help@grantsolutions.gov or toll-free at (866) 577-0771.

Role Type Definitions

Please note the following definitions of each Role Type listed in Part 2 of the Federal User Account Request Form:

Grants Management Officer: The Grants Management Officer creates and posts announcements and application kits/templates; manages receipt of applications; performs eligibility and business reviews; creates budgets and draft NGA; manages Post-Award Amendment actions including prior approval memos; manages grant applications and records; generates form letters; and manages CLO and TAGGS data exports.

Grants Quality Control Manager: The Grants Quality Control Manager reports to the Grants Management Officer and is responsible for quality control administration of grant and reporting actions. This role can perform many of the same tasks as a Grants Management Specialist.

Grants Management Specialist: The Grants Management Specialist creates announcements and application kits/templates; manages receipt of applications; performs eligibility and business reviews; creates budgets and draft NGA; manages Post-Award Amendment actions including prior approval memos; manages grant applications and records; and generates form letters.

Grants Support Staff: The Grants Support Staff manages receipt of applications; performs eligibility; manages grant applications and records; and generates form letters.

Administrative Director: The Administrative Director is responsible for administrative oversight of contracts and grant programs, pre- and post-award reviews, and financial administration.

Program Office Director: The Program Office Director manages Project Officers and Program Coordinators and can perform the same responsibilities as a Project Officer or Program Coordinator. Additionally, the Program Office Director reviews and approves funding memos for pre-award applications as well as prior approval memos for post-award amendments. The Program Office Director has access to applications and grant records.

Program Authorizing Official: The Program Authorizing Official reviews and approves funding memos for pre-award applications as well as prior approval memos for post-award amendments. The Program Authorizing Official has access to applications and grant records.

Government Affairs Official: The Government Affairs Official signs off on all awards prior to final completion of the award.

Deputy Authorizing Official: The Deputy Authorizing Official is a role nearly equivalent to a normal Authorizing Official, however, the Deputy Authorizing Official is a level below the Authorizing Official in the hierarchy of roles. The Authorizing Official may delegate the approving authority to the Deputy Authorizing Official. A Deputy Authorizing Official may be assigned to a Program Headquarters Office or a Program Service Office.



Financial Management Officer: The Financial Management Officer creates and issues Advices of Allowance, ensures sufficient funds are available in Accounting, and approves post-award actions that include new funding.

Program Budget Officer: The Program Budget Officer is assigned to the Program Service Office of a Grantor who is responsible for the first award approval workflow. The Program Budget Officer is now available in the funding memo workflow if the layer is turned on.

Regional Program Consultant: The Regional Program Consultant is responsible for the oversight of one or more aspects of a program. This role is responsible for the oversight of activities performed by Program Coordinators and Program Officers assigned to manage the program's grant projects.

Program Coordinator: The Program Coordinator manages Project Officers. The Program Coordinator has the same responsibilities as the Project Officer and serves as a higher-level approval in the pre-award funding memo and post-award prior approval memo workflow.

Program Officer: The Program Officer is a Federal program staff person who is responsible for managing and monitoring the progress of one or more Grantees. The Program Officer is the Grantee's primary point of contact regarding the submission of status reports, such as semi-annual progress reports, etc.

Program Support Staff: The Program Support Staff have access to applications and grant records.

FPAR Coordinator: The Family Planning Annual Report (FPAR) Coordinator is the Office of Family Planning (OFP) representative who manages and validates the FPAR submission.

Research Director: The Research Director researches grant program-specific roles and manages Project Officers. The Research Director has the same responsibilities as the Project Officer and serves as a higher-level approval in the pre-award funding memo and post-award prior approval memo workflow.

Program Data Analyst: The Program Data Analyst is responsible for reviewing and analyzing grant performance. This role is not involved in the grant review process.

C/O Grants Officer: The Central Office Grants Officer reviews all grant information from the Central Office Grants Specialists. Central Office Grants Officers have the authority to review and approve the grant information of a specific program.

Grant Administrator: The Grant Administrator is the person responsible for assigning roles to staff members working with a specific program or grant. The Grant Administrator may also create new users for their organization and is assigned all roles available to Non-Federal customers.

C/O Specialist: The C/O Specialist receives Recommendations from the Regional Grants Officers and prepares the grant for the Central Office Grants Officer.

Data Entry Person: The Data Entry Person is responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.

R/O Grants Officer: The R/O Grants Officer has the authority to review and approve the grant



information of a specific Grantee within a particular region.

Authorized Official: The Authorized Official is directly involved in the processing of the grant. This might be a Financial Officer in charge of budgeting the grant or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.

R/O Specialist: The R/O Specialist is the authority responsible for processing the grant information of a specific Grantee within a particular region.

Grant Director: The Grant Director is the Manager of the grant recipient. The default roles are View-only and Certify. The Grant Director may be given other available permissions if required.

View-Only: View-Only can read and print report forms but cannot perform any action, such as data entry.

Lead Author: The Lead Author is responsible for drafting and revising Funding Opportunity Announcements (FOA). Lead Authors exist within a Program Office and can be Federal or Contract staff.

Certifying Official: The Certifying Official reviews the FOA content on behalf of the Program Office and can provide approval or disapproval.

Program Official: The Program Official reviews the FOA content on behalf of the Program Office and can provide approval or disapproval.

FOA Analyst: The FOA Analyst reviews the FOA content on behalf of the Grants Office and can provide approval or disapproval.

FOA Director: The FOA Director reviews the FOA content on behalf of the Grants Office as the highest level official and can provide approval or disapproval.

Reviewer: The Reviewer can only review and provide comments to the Lead Author on behalf of the Review Office.

FOA Approver: The FOA Approver reviews the FOA content on behalf of a specific office or organization and can provide approval or disapproval.

FOA Publisher: The FOA Publisher can only perform publication duties.

Queue Manager: The Queue Manager manages and reviews the Forecast information in the queue and publishes the Forecast to Grants.gov.

AM System Admin: The Announcement Module (AM) System Admin can configure/manage system configurations, such as FOA templates.

AM Read Only: The AM Read Only can view all AM data as read only but cannot perform any action, such as data entry.



Federal User Account Request Form: Part 1

Rules of Behavior

As a user granted Federal staff authority, I agree to abide by the following:

- I will not disclose data from the GrantSolutions system to any unauthorized users.
- I will not make any unencrypted electronic copies of data from the GrantSolutions system.
- I will take all reasonable steps to ensure I do not violate the privacy and confidentiality of all data from the GrantSolutions systems as per the Privacy Act of 1974.
- I will ensure the proper disposal of data (in any format) and printed reports.
- I will access the GrantSolutions system only to the extent that my duties require such access.
- I will report inappropriate or malicious use of the GrantSolutions system to the GrantSolutions Help Desk (at help@grantsolutions.gov or toll-free at (866) 577-0771) and to the GrantSolutions Information System Security Officer at Security@grantsolutions.gov.
- I will immediately notify the GrantSolutions Help Desk of any account changes, including the need to close my account.

User Name (Printed) _____

User Signature _____ Date _____

Government HSPD-12 Identification Card (PIV) Number _____

Authorized Official Name: _____

Title: _____

Authorized Official Signature: _____

I verify that _____ has a current and valid Government HSPD-12 Identification Card (PIV).



Federal User Account Request Form: Part 2

Request Type: **New Account** **Account Change** **Account Closure**

Existing Username: **Partner/Agency/Department:**

Division/Branch/Program Office/or Grant Program:

GrantSolutions Modules and Role Type (select all needed)

- | | |
|---|--|
| ☐ Announcement Module (AM) | ☐ On-Line Data Collections (OLDC) |
| ☐ Application Review Module (ARM) | ☐ Project Assessment |
| ☐ Audit Resolution Tracking and Monitoring System (ARTMS) | ☐ Property Tracking and Management System (PTMS) |
| ☐ Grants Management Module (GMM) | ☐ Reviewer Recruitment Module (RRM) |
| ☐ Mandatory Grants Module (MGM) | |

GMM Role Type (select only one)

- | | | |
|--|--|---|
| ☐ Grants Management Officer | ☐ Program Authorizing Official | ☐ Program Coordinator |
| ☐ Grants Quality Control Manager | ☐ Government Affairs Official | ☐ Program Officer |
| ☐ Grants Management Specialist | ☐ Deputy Authorizing Official | ☐ Program Support Staff |
| ☐ Grants Support Staff | ☐ Financial Management Officer | ☐ FPAR Coordinator |
| ☐ Administrative Director | ☐ Program Budget Officer | ☐ Research Director |
| ☐ Program Office Director | ☐ Regional Program Consultant | ☐ Program Data Analyst |

Additional Module Role Type (select only one)

- | | |
|--|--|
| ☐ OLDC | ☐ AM |
| ☐ C/O Grants Officer | ☐ Lead Author |
| ☐ Grant Administrator | ☐ Certifying Official |
| ☐ C/O Specialist | ☐ Program Official |
| ☐ Data Entry Person | ☐ FOA Analyst |
| ☐ R/O Grants Officer | ☐ FOA Director |
| ☐ Authorized Official | ☐ Reviewer |
| ☐ R/O Specialist | ☐ FOA Approver |
| ☐ Grant Director | ☐ FOA Publisher |
| ☐ View Only | ☐ Queue Manager |
| | ☐ System Admin |
| | ☐ Read Only |



Limit User Access to Specified Grant Programs:

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(use additional sheets if necessary)

User First Name:		User Last Name:		M.I.	
Title:					
Organization Name:					
Organization Address:					
City:		State:		Zip:	
Phone:					
Email:					

Assistive Technology – If you use Assistive Technology, such as JAWS, please provide the tool and version.

JAWS Version: **Dragon Naturally Speaking Version:**

Zoomtext Version: **Other, please specify:**

Note: Only the Supervisor or Authorized Official must make new account requests.

Requestor Name: **Title:**

Signature: **Date:**