

Federal Grant Office Roles and Authorities

Audience: Grants Office

Federal Grants Office Roles and Authorities

Role	Actions
Grants Management Officer (GMO)	<ul style="list-style-type: none"> • Create new announcements and assign grants staff • Post and un-post announcements and non-competing application kits • Assign grants personnel for an announcement • Reject, concur, or not concur with funding memos • Confirm applications as ineligible • Approve post-award actions and Prior Approval Memos • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Verify submission and completion of an application. • Add Application and Grant Notes • Perform the Intake (Eligibility) Review for an application • Confirm the ineligibility of applications that are deemed not eligible • Close applications that are deemed not eligible • Perform the Business Review for an application • View Ranking and Approval Lists • Activate the Federal Financial Report (FFR) for a grant project • Accept, return, and submit Federal Financial Reports (FFR) Review and Issue Notice of Awards (NOAs)

Role	Actions
Grants Management Specialist (GMS)	<ul style="list-style-type: none"> • Edit, delete, and un-post Announcements and Non-Competing application kits • Create application kit templates • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Perform the Grants Business Review • Generate and edit the Notice of Award draft • Edit budget on Draft NOA for GMO review • Create prior approval memos • Perform Eligibility Review • Add application and grant notes • Update terms & conditions • View reports • Edit organization information • Accept, return, and submit Federal Financial Reports (FFR)
Grants Support Staff (GSS)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • Create and edit Grant Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Verify submission and completion of an application • Add Application and Grant Notes • Perform the Intake (Eligibility) Review of an application • View Ranking and Approval Lists • Process Federal Financial Report (FFR) paper submissions