

Federal Program Office Roles and Authorities

Audience: Program Office

Federal Program Office Roles and Authorities

Role	Actions
Program Officer (PO)	<ul style="list-style-type: none"> • Search and view grant announcements • Add/Upload Program enclosures to be used in application kits • View and add Application and Grant Notes • View applications and the Application Receipt Log • Assign a disposition status to an application • Enter approved dollar amounts in the application Funding List • Enter recommended dollar amounts in the application Unfunded List • Create/Recommend funding memos • View and upload Technical Review documents for Non-Competing applications • View application budget worksheets • View application reviews • View grant history, terms and conditions, post-award amendments, and summary • View results reports for competing/non-competing/post-award amendment applications • Cannot Edit an NOA in Draft or Review, or participate in the NOA approval workflow
Program Support Staff (PSS)	<ul style="list-style-type: none"> • Program staff that assists the Project Officer and has read-only access to most data • View announcements • View application kits • View applications from the Application Receipt Log • View Grant History and Amendments • Add application and Internal Grant Notes

Role	Actions
Program Budget Officer (PBO)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • View Ranking and Approval Lists • Manage Funds Planning • Manage Financial Accounts • Accept, return, and submit Federal Financial Reports (FFR) • Create, edit, and delete commitments in Commitment Accounting • Perform a Budget Officer Review in the Award State Workflow
Program Coordinator (PC)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • Create and edit Program Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • View Ranking and Approval Lists • View Federal Financial Reports (FFR) • Perform a Coordinator Review in the Application Approval Workflow
Office Director (OD)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • Create and edit Program Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • Assign a disposition status to an application • Enter the recommended federal and non-federal amounts for an application • View Ranking and Approval Lists • View Federal Financial Reports (FFR)

Role	Actions
Administrative Director (AD)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • View Program Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • View Ranking and Approval Lists • View Federal Financial Reports (FFR) • Perform an Administrative Review in the Application Approval Workflow
Deputy Authorizing Official (DAO)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • Create and edit Program Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • View Ranking and Approval Lists • View Federal Financial Reports (FFR) • Perform a Review in the Award State Workflow

Role	Actions
Authorizing Official (AO)	<ul style="list-style-type: none"> • View Announcements • View Application Kits • Create and edit Program Enclosures included in Application Kits • View Applications in the Application Receipt Log • View Grant History and Post-Award Amendments • Add Application and Grant Notes • Enter the Reviewers' Score for an application • Assign a disposition status to an application • Enter the recommended federal and non-federal amounts for an application • View Ranking and Approval Lists • View Federal Financial Reports (FFR) • Close applications that are eligible but not approved for funding • Create, edit, and/or reopen the Funding Memo • Approve the Funding Memo • Perform a Final Approval in the Award State Workflow
Financial Management Officer (FMO)	<ul style="list-style-type: none"> • Create Financial Accounts • View the Status of Financial Accounts • Issue an Advice of Allowance • Participate in Application/Funding Memo and NOA Approval workflows • View grant announcements • View results reports for competing/non-competing/post-award amendment applications • View grant history, terms and conditions, post-award amendments, and summary