8. Roles for Organization Users

Roles are the heart of the role-based security model employed in the Pennsylvania dotGrants System. Roles are used to define who does what in the system and what sort of actions each level should be able to perform at different moments in the grant life-cycle.

The following are roles for the Local Application users:

Authorized Official
An Authorized Official is the highest level user within an Applicant Organization. The Authorized Official is responsible for certifying that the application, pre-application, and grant submissions by the Organization are as accurate as they can be and have been approved by him or her. The Authorized Official can perform all Applicant Organization related functions and along with the Application Administrator are capable of initiating and submitting applications and pre-applications.

The Authorized Official may not necessarily be the person that performs the most work on the grant-related items in the system. The Authorized Official can assign an Application Administrator who has many of the same abilities as the Authorized Official.

Application Administrator
The Administrator for an Applicant Organization is the second-in-charge. This person will likely oversee much of the day-to-day grant operations along with the Writers and Viewers that he/she assigns.

Administrator/Financial Officer
The Administrator/Financial Officer is responsible for overseeing much of the day to day grant operations, much like the Administrator, but is also responsible for filling out and submitting Reimbursements for the grants.

Writer
A Writer for an Applicant Organization is a person that can contribute to the creation of a grant application or pre-application but cannot perform the grant management tasks that may be necessary. This person will not be able to add others to the Applicant Organization and cannot disable the accounts of others in the Organization.

Viewer
A Viewer has view-only permissions on grant related information.