

Pre Award Portal (GMM) User Roles:

ADO - Authorized Representative (Designated Signing Authority)

- This is the Grantee Official who can legally obligate/bind the grantee organization to the grant agreement – This is the only role that has Grant Acceptance Authority
- This person may view, edit, and submit financial reports on the grantee organizations behalf.
- This person sees ALL grants associated with the Grantee Organization
- This person may add and view Application and Grant Correspondence notes, upload files, and view grant documentation

PD - Grant Program Director (Known in the EAC as the HAVA Coordinator or Grants Administrator)

- This person may view, edit, and submit financial reports on the grantee organizations behalf.
- This person only sees the grants to the grantee organization to which he or she has been assigned
- This person may add and view Application and Grant Correspondence notes, upload files, and view grant documentation
- This is the Grantee Grant Manager responsible for day-to-day operations

FO - Grantee Financial Official (Known in the EAC as the support for FFRs and budgets)

- This person may view, edit, and submit financial reports on the grantee organizations behalf.
- This person sees ALL grants associated with the Grantee Organization
- This person may add and view Application and Grant Correspondence notes, upload files, and view grant documentation

Post Award Portal (OLDC) User Roles

AO – Authorized Official (Designated Signing Authority)

- The Authorized Official is directly involved in the processing of the grant. An Authorized Official has view-only and Certify job types by default. Additional job types such as Submit may be assigned to the Authorized Official.

Grant Administrator (Known in the EAC as the HAVA Coordinator, in GS as Project Director)

- The Grant Administrator is considered the highest job type in OLDC for recipients. The default job types include adding file attachments, creating new forms, deleting forms, editing existing forms, certifying, submitting/un-submitting, and revising submitted grant reports/forms.

Additional Contacts

- Personnel that should be included on general mass emails and notifications that come from the EAC grants department, often outside of GrantSolutions.