

**Grants Online Roles - Federal or Recipient (Grantee)**

<b>FUNCTIONS / ROLES</b>	<b>Cert FPO</b>	<b>UnCert FPO</b>	<b>Pgm Office Staff</b>	<b>Budget Officer (Authorized Official)</b>	<b>Pgm Office Reviewer</b>	<b>Pgm Office Requestor</b>	<b>NEPA Official</b>	<b>Selecting Official</b>	<b>GMAC</b>	<b>Grants Specialist</b>	<b>Grants Officer</b>	<b>Recipient Authorized Rep.</b>	<b>Recipient Admin.</b>	<b>Recipient PI/PD</b>	<b>Recipient Biz/Fin Rep.</b>
<i>View Awards</i>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Create RFA (Including NOFO and Synopsis)</i>	X	X	X												
<i>Review NOFO and Synopsis</i>	X	X	X	X	X	X	X	X	X	X	X				
<i>Review Reviewer Instructions</i>	X	X	X												
<i>Manage Competition</i>	X	X	X												
<i>Be Assigned Program Officer on RFA</i>	X	X	X												
<i>Be Assigned Program Officer on Application</i>	X	X	X												
<i>Notify Recipients for Non Competitive Apps</i>	X														
<i>Accept Competitive Applications</i>								X							
<i>Approve Selection Package</i>								X							
<i>Forward Documents to FALD</i>	X							X							
<i>Complete Negotiations</i>	X	X	X												
<i>Accept Minimum Requirements Checklist</i>	X	X	X												
<i>Reject Minimum Requirements Checklist</i>	X														
<i>Complete PO Checklist</i>	X	X	X												
<i>Certify and Forward PO Checklist</i>	X														
<i>Complete and Forward NEPA Document</i>	X	X	X												
<i>Approve NEPA Document</i>							X								
<i>Complete and Forward Procurement Request</i>	X	X	X												
<i>Be Requester on Procurement Request</i>	X	X	X	X	X	X	X	X	X	X					
<i>Review Procurement Request</i>	X	X	X	X	X	X	X	X	X	X					
<i>Authorize Funds on Procurement Request</i>				X											
<i>Initiate Partial Funding</i>	X	X	X												
<i>Initiate Award Action Request</i>	X									X		X	X	X	X
<i>Initiate Amendment</i>										X					
<i>Complete Administrative Review of Award File</i>										X					
<i>Approve Award</i>											X				
<i>Accept or Reject Award</i>												X			
<i>Manage Recipient Users</i>													X		
<i>Complete Progress Report</i>	X	X	X									X	X	X	
<i>Submit Progress Report</i>	X	X	X									X		X*	
<i>Complete Financial Report</i>												X	X		X
<i>Submit Financial Report</i>												X			X*
<i>Accept Progress Report</i>	X														
<i>Accept Financial Report</i>											X				
<i>Authorize Bureau User Access to Grants Online</i>									X		X				

\* Recipient Administrator needs to confer the "submitting" role