

GeMS User Role Definitions

Below you will find a list of the GeMS user role types. Depending on the structure of your Affiliate, the individual that fills each of these roles will be different.

Affiliate Users

Affiliate Grants Administrator (AGA):

The role of the Affiliate Grants Administrator should be assigned to any individual at the Affiliate that is responsible for executing the tasks related to the day to day management of the grant process. This is the highest level Affiliate user and this individual will have all of the administrative functions available for use.

Affiliate Grants Manager (AGM):

The role of the Affiliate Grants Manager should be assigned to any individual at the Affiliate that is responsible for oversight of the grant process. This individual will have all of the administrative functions available for use.

Affiliate Grants Viewer:

The role of Affiliate Grant Viewer should be assigned to any individual that would need to view various pieces of the process but does not need any functionality to save, add, edit, or change any piece of the system.

Reviewer:

The role of reviewer should be assigned to any individual that will be reviewing community grant applications for the Affiliate. This user will have access to the forms required to review and score the applications they are assigned to review.

COI Approver:

The role of COI Approver should be assigned to the individual at the Affiliate that the Board of Directors has designated as the person authorized to review and determine if a conflict of interest exists between an individual and an applicant and/or grantee organization. Reported conflicts will be documented in the system and the COI Approver is responsible for deciding if individuals need their current grantmaking responsibilities adjusted based on the reported conflicts.

Applicant/Grantee Users

Project Director:

The role of Project Director should be assigned to an individual at an applicant organization that will serve as the project's lead contact. This individual is responsible for validating all new users when they register for the system under their organization. This is the highest level applicant user and they will have all of the applicant administrative functions available.

Authorized Signer:

The role of Authorized Signer should be assigned to the individual at an applicant organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.

Viewer:

The role of viewer should be assigned to any individual at the applicant organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.

Writer:

The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.