

SF MOHCD / OEWD

GRANTS MANAGEMENT SYSTEM AGENCY ROLES

Grants Management System Access

Your Grants Management System (GMS) user account information is sent to you via a Welcome email. GMS system access may be set up by one of your organization's *Signatory* level users (a user at your agency with access to all screens and ability to submit all forms).

GMS User Access Levels

There are seven Grants Management System user levels within two main categories: Program and Fiscal. The user levels are as follows:

Signatory – this is the highest level user at an organization; this user has access to all screens and records and ability to edit, save and submit all forms; this level should be assigned only to those with sign-off authority, as they can sign-off on proposal submissions, as well as reporting and reimbursement requests. An agency can create multiple *Signatory* users, who are the only users with permission to create, modify, and delete agency user accounts.

Agency Admin – this level has access to all screens and records and ability to edit and save all forms; this level cannot submit forms that require authorized sign-off (i.e., proposal submissions, reporting/reimbursement requests).

Fiscal Admin – this level has access to view, edit, and save all screens and records with fiscal information including the fiscal forms for negotiation and monthly reporting.

Program Admin – this level has access to view, edit, and save all screens and records with program information including the program forms for negotiation, clients and activities, and monthly reporting.

Agency Viewer – this level has **read-only** access to all screens and records.

Fiscal Viewer – this level has **read-only** access to fiscal screens and records only, including the fiscal forms for negotiation and monthly reporting.

Program Viewer – this level has **read-only** access to program screens and records only, including the program forms for negotiation, clients and activities, and monthly reporting.

