
Massachusetts Office for Victim Assistance Electronic Grants Management (eGrants) Subrecipient User Roles

Agency Administrator

Role: Manages Entity Users and their roles; manages information about the organization; manages assignments of users associated with different Applications and Awards

- *Access to forms: ALL Forms available on eGrants*

Application Submitter

Role: Submits complete Applications on behalf of an organization

- *Access to forms: All functions of application process*

Programmatic Contact:

Role: Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency

- *Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms, Site Visit Forms*

Alternate Programmatic Contact:

Role: Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency (Alternate if the Programmatic Contact is unavailable)

- *Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms, Site Visit Forms*

Fiscal Contact:

Role: Certifies and submits financial information and all federal financial reports on behalf of an Entity

- *Access to forms: Expenditure Reports, Budgets, Fiscal Site Visit Forms*

Authorized Representative:

Role: Enters into an agreement on behalf of the Entity and binds it to the Award terms and conditions

- *Access to forms: ALL forms*

View Only:

Role: Can view all forms within organizations profile

Multiple roles can be assigned to a single user.