

## Lesson 6: Access to Subgrant Applications

### Objectives

Upon completion of this lesson, you should be able to:

- Provide another individual with access to a subgrant application
- Update another individual's access to a subgrant application
- Revoke access to a subgrant application

### Why Provide Access?

Within eGrants, users have the ability to grant, update, or revoke access to their application. Examples of reasons to grant someone else with access to an application include the following:

1. **Vacation:** Bill is creating a subgrant application, but is about to leave for a two-week vacation. He doesn't want work on the application to stop while he's gone. He gives Teresa, a co-worker, access to the application so she can continue entering data in his absence.
2. **Advice:** Sayid, a new employee, has completed his first application, but isn't sure that everything was entered correctly. He gives Claire, a more experienced eGrants user, access to his subgrant application so that she can check his work and make sure that it is correct.
3. **Sharing:** Debbie, Kathy, and Jennifer are all involved with a proposed project to reduce recurring damage due to coastal erosion. They are completing a subgrant application in the hopes of receiving funds for their project. Debbie creates the application and provides access to Kathy and Jennifer so that they may help enter the project data.

### Levels of Access

When allowing someone access to an application, different levels of access can be selected. More than one level may be selected.

1. **Sign/Submit:** This is the highest level of access, and it allows applicants to review, sign, and submit applications.
2. **Create/Edit:** This is the middle level of access, and it allows users to view, create, and update applications, but not to sign or submit them.
3. **View/Print:** This is the lowest level of access, and it allows users only to see application data and print the information.

### Business Rule

There are a few business rules related to the provision of access. The first rule states that any subgrant application owner may authorize or revoke access to that application to other grant or subgrant users within their State, Territory, or Tribal area. However, the additional user must have an equal or higher eGrants system-access level. The user's authorized role will determine the highest level of access they may be granted to any application.

**Example:** Sean, a community official in Boalsburg, PA, has Sign/Submit level access in eGrants. He wants to provide Grace with access to his application. However, Grace has a Create/Edit level of access.

Therefore, Sean may not provide Grace with Sign/Submit access to his application, but he may provide her with Create/Edit access instead.

**Example:** Katie, a community official in Morristown, NJ, has Create/Edit level access in eGrants. She wants to provide Frank with access to her application. She has completed the application and is ready for it to be reviewed and submitted. Frank has a Sign/Submit level of access to eGrants. Therefore, Katie may provide Frank with Sign/Submit access to her application.

## ***Authorizing Access***

Access may be authorized for planning, project, and technical assistance applications.

To authorize access, start at the Subgrant Applicant Home page and select **Update/Complete an Unsubmitted Application**. From there, select the **View Details** link next to the relevant application, and then select the **Authorize Access** button. Follow screen prompts to find and select the relevant person in the eGrants system.

## ***Access Level and Time***

In addition to assigning someone with a specific level of access, users must also limit the duration of that access. However, the duration is fairly open-ended.

Continuing on the page described in the Authorizing Access section, indicate the level of access and then the period of time for the selected person. For example, to allow access for two weeks, enter **2** in the Period of Time field and select **weeks** as the unit of time.

**Note:** Only users with Sign/Submit permissions may submit the application.

## ***Updating Access***

For a variety of reasons, users may need to update or change the level or duration of access they've provided to other users.

To update access, start at the Subgrant Applicant Home page and select **Update/Complete an Unsubmitted Application**. Next, select the **View Details** link next to the relevant application. In the Action column, select the **Update** link for the relevant person. From there, change selections for level of access or duration, as needed.

## ***Revoking Access***

From time to time, there may be a reason that a user might need to revoke someone's access to an application.

To revoke access, start at the Subgrant Applicant Home page and select **Update/Complete an Unsubmitted Application**. Next, select the **View Details** link next to the relevant application. In the Action column, select the **Deny/Revoke** link for the relevant person. Select the **Yes** button to confirm your decision to revoke access.

## ***Summary***

- eGrants users may provide individuals with access to applications, change that access, or revoke the access.
- From lowest to highest, access levels are View/Print, Create/Edit, and Sign/Submit.

- The business rule for both grant and subgrant users is that they may not provide individuals with greater access to any application than their own authorized level permits.

### ***Lesson 6 Resources***

The following is a list of additional resources related to this lesson:

FEMA's Home page – <http://www.fema.gov/>

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – <https://portal.fema.gov/famsVuWeb/home>

Flood Mitigation Assistance (FMA) Program – <http://www.fema.gov/government/grant/fma/index.shtm>

Pre-Disaster Mitigation (PDM) Grant Program – <http://www.fema.gov/government/grant/pdm/>

Hazard Mitigation Grant Program (HMGP) – <http://www.fema.gov/government/grant/hmgp/index.shtm>