

User Roles within the Education Grants Management System (EGMS)

Role	Location	Responsibilities
Administrator	Organization Profile	<ul style="list-style-type: none"> Responsible for inviting other staff within the organization to register within EGMS. Manages the Organization Profile. Assigns other internal users as Primary or Secondary users.
Primary User	Organization Profile	<p>Only primary users can submit to OSPI.</p> <ul style="list-style-type: none"> Create a Pre-Application or Application (the owner). Be assigned as a peer reviewer. Complete/submit Progress Reports. Create/edit/submit amendments. Be designated as the fiscal user.
Secondary User	Organization Profile	<p>Secondary users cannot submit to OSPI.</p> <ul style="list-style-type: none"> Create a Pre-Application or Application (the owner). Be assigned as a peer reviewer. Complete Progress Reports (but not submit). Create and edit amendments. Be designated as the fiscal user.
Non-User	Organization Profile	<ul style="list-style-type: none"> A non-user is a contact within an organization who does not have an active EGMS user account. If someone leaves an organization or is no longer using EGMS and their account is deactivated, their role changes to non-user. User accounts aren't deleted so inactive ones will still appear in an organization's list of contacts.



Role	Location	Responsibilities
Owner	Application	<ul style="list-style-type: none"> A user that "creates" an application or pre-application becomes the owner of it. The owner can assign peer reviewers and will submit the application to OSPI when it is complete. Owners coordinate with peer reviewers to ensure all required forms and sections are complete before submitting. Responsible for ensuring any requested revisions are completed and then submitted to OSPI.
Peer Reviewer	Application	<ul style="list-style-type: none"> A peer reviewer is someone given access to a specific application. Owners add peer reviewers to each application and can create as many peer reviewers as needed for each application. Each peer reviewer notifies the application owner when they have completed their reviews or edits.
Fiscal Contact	Application	<ul style="list-style-type: none"> The fiscal contact is responsible for the reimbursement process and is assigned to each application. Multiple fiscal contacts may be added to any given application. Required for each application.
Program Contact	Application	<ul style="list-style-type: none"> Program contact is the person responsible for the non-financial components of each application.
Key Contact	Application	<ul style="list-style-type: none"> Grantee's main point of contact for an application. If OSPI needs to reach out about an application, this will be the person. Required in each application.