

Applicant User Types

There are four security roles defined for OKGrants users: Agency Administrators, Authorized Officials, Financial Officers, and Writers. These roles have different security access to work on the applications. Once the Agency Administrators are identified and their new user accounts created, the Agency Administrators will select and enter their own organization's staff names to access OKGrants. Each security role is summarized below. The first name is the name used in the statewide OKGrants system and the name in parentheses is the OCAST role it corresponds to:

- **Agency Administrator (Contract Official)**
 - Must approve the application before it can be submitted
 - **Must be the last person to make any changes to an application**
 - Has access to view, edit, and submit all applications for the organization
 - Has access to view, edit, and submit a Request for Payment
 - Has access to view, edit, and submit a Contract Modification Request
 - Is linked to all project numbers associated with the organization
- **Authorized Official (Principal Investigator)**
 - **Is the only role that may initiate an application**
 - Has access to view, edit, and submit one application per funding cycle for Health or multiple applications for other programs
 - Is the only role that may submit a progress report
 - Is linked to the specific project number
 - Cannot see other applications associated with the organization
 - Has access to view and edit a Contract Modification Request
- **Financial Officer (Fiscal Agent)**
 - Has access to view the application
 - Is linked to the specific project number
 - Cannot see other applications associated with the organization
 - Has access to view, edit, and submit a Request for Payment
- **Writer (Co-Principal Investigator, Signor for Additional Applicant Organizations, Assistant)**
 - Has access to view the application
 - Can edit and save fields
 - Cannot submit an application
 - Is linked only to a specific project number
 - Cannot see other applications associated with the organization

Note: If a writer role is assigned to a project, users should be advised that certain pages that require saving for information to populate fields (i.e., the Project Assurances pages) may need to be resaved by the appropriate user if the writer role originally saved it.

In order to use the system all users must create a user account. There are two ways to get access to OKGrants. If you are:

- **An Agency Administrator**, request access to the system and get approved by an OKGrants System Administrator.
- **Any other role**, request access from/be added by the organization's Agency Administrator.