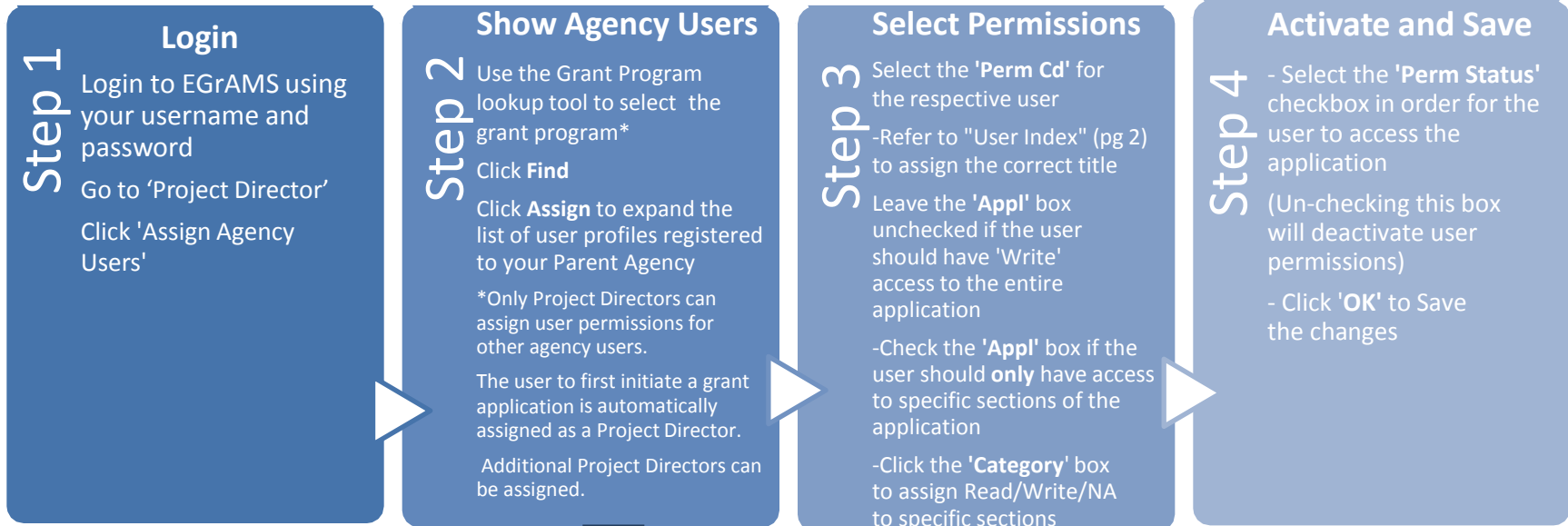


# Illinois Department of Public Health EGrAMS User Permission Guide



'User Status' indicates the users' EGrAMS profile is active.

Assign Agency Users

Specify your search criteria below and click Find.

Grant Program : FPP-17    Illinois Title X Family Planning Program 2017

Agency : 12-3456789    ABC for Profit Illinois

| Project Code                        | Project Title                                 | Assign To Users                       |        |                     |                                     |          |                                     |                                     |                          |
|-------------------------------------|---|---------------------------------------|--------|---------------------|-------------------------------------|----------|-------------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> FPP-17     | Illinois Title X Family Planning Program 2017 | <input type="button" value="Assign"/> |        |                     |                                     |          |                                     |                                     |                          |
| Login ID                            | User Name                                     | User Status                           | Role   | Perm Cd             | Appl.                               | Category | Primary                             | Perm. Status                        | Del.                     |
| <input checked="" type="checkbox"/> | JSmith John Smith                             | <input checked="" type="checkbox"/>   | GRANTE | 1 Project Director  | <input type="checkbox"/>            | ...      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | SJones Sarah Jones                            | <input checked="" type="checkbox"/>   | GRANTE | 1 Project Director  | <input type="checkbox"/>            | ...      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | JDoe Jane Doe                                 | <input checked="" type="checkbox"/>   | GRANTE | 4 Financial Officer | <input checked="" type="checkbox"/> | ...      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Select one 'Primary' Project Director to receive email notification for each grant program. (You may also select a 'Primary' Authorized Official.)

If 'Appl' button is selected, click 'Category' to specify user access in popup window.

EGrAMS : Section Category - Internet Explorer

https://idphgrants.com/admin/ShowSecCat.aspx?currentId=...&AgencyUsers\_cti04\_hdSr...

Section Category    Date : Apr-04-17

User Name Jane Doe

Project Illinois Title X Family Planning Program 2017

| Section | Section Description       | Access   |
|---------|---------------------------|--|
| GEN     | Applicant Information     | <input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA |
| AGH     | Applicant Grant History   | <input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA |
| BUS     | Scope of Work             | <input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA |
| WORK    | Work Plan                 | <input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA |
| FIN     | Grant Budget              | <input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA |
| IDC     | Indirect Cost Information | <input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA |
| MISC    | Miscellaneous             | <input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA |
| CERT    | Applicant Certification   | <input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA |

Effective Date From :    To :

- Section access permissions:
- Read – Read only access in section
  - Write – Allows user to edit section
  - NA – Restricts all access to section

# Illinois Department of Public Health EGrAMS User Permission Guide

| Illinois Department of Public Health<br>EGrAMS User Permissions Index<br>(EGrAMS User Permissions are applicable by grant program) |                  |   |           |                   |                              |                     |
|--|------------------|---|-----------|-------------------|------------------------------|---------------------|
|  | Project Director | Grant Writer  | Reviewer  | Financial Officer | Reports Admin                | Authorized Official |
| <b>GRANT APPLICATION</b>   |                  |   |           |                   |                              |                     |
| View Application Status  | X                | X   | X         | X                 |                              | X                   |
| Enter/Edit Grant Application   | X                | X   |           | X                 |                              | X                   |
| Grant Application Preview  | X                | X   |           | X                 | X<br>(After Contract signed) | X                   |
| Submit Application   | X                | X<br>(Only from Application Entry to Certification) |           |                   |                              | X                   |
| Application Certification  | X                |   |           |                   |                              | X                   |
| Grant Contract   | Sign             | View Only   | View Only | View Only         |                              | Sign                |
| <b>POST AWARD</b>  |                  |   |           |                   |                              |                     |
| Amendment Request  | X                |   |           |                   |                              | X                   |
| Line Item Request  | X                |   |           | X                 |                              | X                   |
| Financial Reporting  | Edit and Submit  | View  |           | Edit and Submit   | Edit Only                    | Edit and Submit     |
| Other Progress Reporting   | Edit and Submit  | View  |           |                   | Edit Only                    | Edit and Submit     |
| <b>OTHER EGrAMS ACTIONS</b>  |                  |   |           |                   |                              |                     |
| Assign User Permissions  | X                |   |           |                   |                              |                     |