GME User Roles

 Fast Facts

GME User Roles:

Grants Management Enterprise (GME) system allows users to access and complete different applications based on the users' roles. These roles are provided to you by your LEA User Access Administrator.

If no LEA User Access Administrator is present in your organization, please reach out to Grants Management via the Helpdesk link located on the second page. Grants Management will work with you to ensure at least one user is assigned this role and inform them that they have the responsibility to assign appropriate user roles to all other users needing GME access.

GME Roles	Description
• **LEA User Access Administrator**	• Adds & removes GME roles • Audits GME roles
• **LEA Data View**	• Views unapproved items • Cannot edit
• **LEA Business Manager**	• Initiates and edits FAs, RRs, CRs • First level of approval for FAs • Only role required for RRs & CRs • Initiates, edits, and submits the Indirect Cost Request
• **LEA Authorized Representative**	• Second and final approval for funding applications (incl. revisions) • Cannot initiate or edit
• **LEA [Funding Application] Update**	• Edits specific FAs (incl. revisions), RRs & CRs • FA-specific (e.g. LEA CTE State Priority Update) • Accesses items tied to 1 FA • Cannot initiate or approve

• **LEA General Statement of Assurances Update**	• Initiates and edits GSA • Submits GSA to LEA Entity Authorized Signer
• **LEA Entity Authorized Signer**	• Reviews the GSA for accuracy • Approves and submits GSA to ADE • **This must be a legal (authorized) signer** • Cannot initiate or edit • Cannot be a vendor/consultant
• **LEA Indirect Cost Request Update**	• Initiates, edits, and submits the Indirect Cost Request
• **LEA Self-Assessment Update**	• Initiates, edits, and submits the Self-Assessment

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• **LEA Single Audit Update**	• Initiates, edits, and submits anything needed in Single Audit (including Single Audit Qualifier Questionnaire)
• **LEA Plan Update**	• Initiates, edits, and saves a district-level plan (LIAP) • View function for school (site) plans
• **School Plan Update**	• Initiates, edits, and saves school (site) plan

Need Assistance?

ADEConnect

Constituent Services Hotline
602-542-7378

Constituent Services Requests
https://helpdesk.azed.gov

Grants Management Staff

Grants Management Hotline
602-542-3901

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https://helpdesk.azed.gov

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