GME User Roles

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 contacts listed in Need Assistance? section of this document. Grants Management will work with you to ensure one user is assigned this role and inform them that they have the responsibility to assign the same role and additional 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 Authorizes 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

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• **LEA Indirect Cost Request Update**	• Initiates, edits, and submits the Indirect Cost Request
• **LEA Self-Assessment Update**	• Initiates, edits, and submits the Self-Assessment
• **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?

Grants Management Enterprise system (GME)

Phone: 602.542.3901

https://HelpDeskExternal.azed.gov

ADEConnect Support for Passwords

Phone: 602.542.7378

https://HelpDeskExternal.azed.gov

GM
Grants Management

Arizona
Department of Education