



# Grants Management Policy



Policy Name	<b>GME System User Access Roles - ADE</b>		
Policy #	<b>GM3.3</b>	Policy Section	<b>Grants Management</b>
Date Approved	<b>7/9/19</b>	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	<b>N/A</b>		

## Audience

**This policy pertains to Program Areas and Grants Management.**

## Purpose

The purpose of this policy is to provide the Arizona Department of Education’s Program Areas and Grants Management (GM) Technology unit, guidance on system user access roles and responsibility in the grants Management Enterprise (GME) system.

## Overview

The GME system is the centralized tool used to manage the lifecycle of grants administered through the Arizona Department of Education (ADE). This tool allows Program Areas and the GM Technology unit to manage the grant process while permitting Local Education Agencies (LEAs) to complete essential components of requesting, reporting and receiving funding. This policy will provide guidance on GME user roles for Program Areas and the GM Technology unit in the GME system.

## Policy

### **Program Areas**

Program Areas are responsible for programmatic oversight of grants. To administer this role Program Specialists, Directors, Deputy Associate Superintendents or their proxy, must review and approve various aspects of the grant’s lifecycle in GME. To ensure that a true two-level approval process is maintained, GME approvals cannot be the same person or persons with the same title, or equivalent title, within ADE. The person with approval authority should be of higher grade in ADE’s hierarchy.

Program Areas are required to keep their users access information updated to ensure that the appropriate staff have the correct access at all times. In turn, Program Areas are to complete quarterly audits and submit them to the GM Technology unit. GME roles should be updated when staff leaves the agency, job titles change or when a new staff fills a position. There may be other instances when it is appropriate to change user access. A best practice for GME user access would be the development of a policy or guidelines by the Program Area to guarantee that GME user access is updated in a timely manner.



## Grants Management Policy



### Grants Management

GM's Technology unit will review the Program Area's quarterly report to ensure any changes to roles adhere to policy guidelines. Appropriate GME access role updates will be made in a timely manner. GM Technology unit will follow up with the Program Area if there are any concerns about assigned user roles.

The GME system is regularly updated to enhance functionality, when this happens it may be necessary to add additional user roles for ADE and/or LEA staff. Before a new role is established Grants Management will consider if additional functionality can be assigned to an already established GME role. If a new role does need to be created it should be unique and not duplicate functionality that already exists in another GME user role.