

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 our Help Desk link at the end 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.

CRITICAL USER ROLES

GME Roles	Description
<ul style="list-style-type: none"> LEA User Access Administrator 	<ul style="list-style-type: none"> Adds & removes GME roles Audits GME roles
<ul style="list-style-type: none"> LEA Entity Authorized Signer 	<ul style="list-style-type: none"> Reviews the GSA for accuracy Approves and submits GSA to ADE This must be a legal (authorized) signer Cannot initiate or edit
<ul style="list-style-type: none"> LEA General Statement of Assurances Update 	<ul style="list-style-type: none"> Initiates and edits GSA Submits GSA to LEA Entity Authorizes Signer
<ul style="list-style-type: none"> LEA Self-Assessment Update 	<ul style="list-style-type: none"> Initiates, edits, and submits the Self-Assessment
<ul style="list-style-type: none"> LEA Business Manager 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> LEA Authorized Representative 	<ul style="list-style-type: none"> Second and final approval for funding applications (incl. revisions) Cannot initiate or edit



OTHER IMPORTANT USER ROLES

GME Roles	Description
<ul style="list-style-type: none"> LEA Data View 	<ul style="list-style-type: none"> Views unapproved items Cannot edit
<ul style="list-style-type: none"> LEA [Funding Application] Update 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> LEA Indirect Cost Request Update 	<ul style="list-style-type: none"> Initiates, edits, and submits the Indirect Cost Request
<ul style="list-style-type: none"> LEA Single Audit Update 	<ul style="list-style-type: none"> Initiates, edits, and submits anything needed in Single Audit (including Single Audit Qualifier Questionnaire)
<ul style="list-style-type: none"> LEA Plan Update 	<ul style="list-style-type: none"> Initiates, edits, and saves a district-level plan (LIAP) View function for school (site) plans
<ul style="list-style-type: none"> School Plan Update 	<ul style="list-style-type: none"> Initiates, edits, and saves school (site) plan

Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov