



GME User Roles Mini Guide & FAQ

What are GME User Roles?

Grants Management Enterprise (GME) system allows users to access and complete different applications, supplements, and pages based on the users' roles. They provide a check and balance to the workflow steps of process managed via GME. They ensure that sensitive information is only accessed by those within your organization who should be accessing that information.

How do I receive a GME User Role(s)?

GME is an application within ADEConnect. Access is granted by your organization's ADEConnect Entity Administrator (or ADE IT Systems if your organization doesn't have someone). Once the *Grants Management* application has been added to your ADEConnect account, you will receive an email requesting you finalize your registration. Signing into GME for the first time via that link will provide you with your first GME User Role, *LEA Association*. This is the most basic of user roles, providing the same access to GME as the public, but filtered for the associated LEA/Organization you belong to. Further GME User Roles can now be added (see below).

Who manages the GME User Roles?

The person within your organization that holds the GME User Role *LEA User Access Administrator* manages the GME User Roles for their organization. If you are the *LEA User Access Administrator*, and need more information on how to manage your current users, please read our resource document: [Add/Delete User Roles](#).

If no *LEA User Access Administrator* is present in your organization or the person currently holding that role is no longer employed, 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.

What functions do User Roles serve within GME?

There are over 400 user roles that are made available to Organizations within GME. Many of these roles are designed to serve specific functions in specific funding applications or other supplements within GME. Other roles are designed to be more "universal" and have much more functionality within the system. On the next page you will find a table of the *critical roles* that every organization should have assigned to staff members (possibly even more than one staff member). There is also a table containing a brief description of other user roles that are important, but specific, and so may only be practical for very large traditional school districts. If at anytime you have questions about what role is required to complete a process within GME, contact our GM Tech Team via our Help Desk (link at end of this document).



CRITICAL USER ROLES	
GME User Roles	Description
LEA User Access Administrator	<ul style="list-style-type: none"> Adds & removes GME user roles Manages yearly audits of GME user roles assigned Recommend 2 staff hold role in case of staffing disruptions Assigned by ADE via Help Desk ticket if organization has no current staff holding this role
LEA Entity Authorized Signer	<ul style="list-style-type: none"> Held solely by individual in DIRECT employment and legally responsible for the organization Superintendent/Charter Executive Director or similarly titled positions Signs and submits General Statement of Assurance Cannot initiate nor edit items
LEA Business Manager	<ul style="list-style-type: none"> Initiates & Edits funding apps, reimbursements, completion reports 1st level of approval for funding apps Only role required for reimbursements and completion reports Initiates, Edits & Submits Indirect Cost Request,
LEA Authorized Representative	<ul style="list-style-type: none"> 2nd level of approval for funding applications Cannot initiates nor edit items
LEA Self-Assessment Update	<ul style="list-style-type: none"> Initiates, Edits & Submits Self-Assessment
LEA General Statement of Assurance Update	<ul style="list-style-type: none"> Initiates & Edits General Statement of Assurance Completes GSA draft to send to Entity Authorized Signer for signature and submission
LEA Contracted Update	<ul style="list-style-type: none"> Held by individuals contracted by an organization to provide administrative services Shares capabilities with LEA Business Manager, without approval powers
LEA Single Audit Update	<ul style="list-style-type: none"> Initiates, Edits & Submits Single Audit Qualifier Questionnaire Initiates, Edits & Submits all items associated with the Single Audit
LEA Fiscal Monitoring Update	<ul style="list-style-type: none"> Initiates, Edits & Submits all items associated with Fiscal Monitoring



OTHER IMPORTANT USER ROLES

GME User Roles	Description
LEA Data View	<ul style="list-style-type: none"> View unapproved items View LEA Document Library Cannot edit
LEA Indirect Cost Request Update	<ul style="list-style-type: none"> Initiates, Edits, & Submits the Indirect Cost Request supplement
LEA Plan Update	<ul style="list-style-type: none"> Initiates, Edits & Saves the organization-level plan (formerly the LIAP) View school-level plan (formerly the SIAP)
School Plan Update	<ul style="list-style-type: none"> Initiates, Edits & Saves the school-level plan (formerly the SIAP)
LEA [<i>Funding Application Name</i>] Update	<ul style="list-style-type: none"> Edits specific funding application (named) including those in revision Edits specific funding application's (named) reimbursement requests and completion reports Cannot initiate nor approve items within GME
LEA Cost Allocation Plan Update	<ul style="list-style-type: none"> Initiates, Edits, & Submits the Cost Allocation Plan supplement
LEA Fiscal Year End Report – [<i>Funding Application Name</i>] Request Update	<ul style="list-style-type: none"> Initiates, Edits, & Submits the Fiscal Year End Report supplement associated with the specific funding application named

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