Quick Reference Guide
eCivis User Roles

- **OMAH – Organization Master Account Holder**
  - Program Creation: can create programs and competitive/non-competitive funding sources for any department.
  - Visibility: has visibility into every program in every department throughout the organization
  - Reporting: can review and approve progress reports and user activity.
  - Account Management: has the ability to add or delete Grants Network users, reset user passwords, run activity reports on the organization's users, and generate emails to all users.

  *Please note: Only team members of the Grants Management office (GMO) are in the OMAH role

- **DMAH – Department Master Account Holder**
  - Program Creation: can create programs and competitive funding sources in the user's assigned department(s).
  - Visibility: has visibility into every program and competitive funding sources in the user's assigned department(s).
  - Reporting: can be assigned to review and approve progress reports and user activity.
  - Account Management: has the ability to add or delete Grants Network users, reset user passwords, run activity reports on the users in his/her assigned department(s) and generate emails to all users in his/her assigned department(s)

- **Department**
  - Program Creation: can create competitive funding sources in the user's assigned department(s); will NOT have access to create and edit program details.
  - Visibility: has visibility into project he/she is assigned to ONLY.
  - Reporting: The user cannot partake in the review and approval of progress reports
  - Account Management: has no organization or departmental account management access.

- **Nonprofit (CBO)**
  - Program Creation: can create competitive funding sources in the user's assigned department(s); will NOT have access to create and edit program details.
  - Visibility: has visibility into project he/she is assigned to ONLY.
  - Reporting: The user cannot run reports or partake in the review and approval of progress reports
  - Account Management: has no organization or departmental account management access.

Note: Users may be assigned to multiple departments if needed.

- **Applicant/Subrecipient (Portal Account)**
  - Access: does NOT have access to Grants Network, to research grants or manage grants data.
  - Visibility: has visibility into their own applications and awards. Can also be invited to manage another user's award
  - Reporting: can submit progress reports to the Program Officer
  - Account Management: has no organization or departmental account management access.