



Quick Reference Guide eCivis User Roles

All eCivis user account updates (add new user/update existing user/remove user) should be requested through the [GMS User Support Form](#). Use the below descriptions to determine which type of user role is needed for a state agency eCivis user.

OMAH – Organization Master Account Holder

- Has the ability to create, view, edit, and pull reports on all projects and solicitations for any department throughout the organization.
- 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

- State as a Grantee: has the ability to create, view, and edit projects in the user's assigned department(s) and unlock and edit budgets.
- State as a Grantor: has the ability to create competitive/non-competitive solicitations in the user's assigned department(s), create and/or modify a group, and access the Annual Organization Registration review portal.
- Visibility: has visibility into every project and solicitation in the user's assigned department(s).
- Reporting: has the ability to pull reports for the department(s) they are assigned to.
- Account Management: has the ability to 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

- State as a Grantee: has the ability to create projects in the user's assigned department(s) but can only view projects they are on the project team for.
- State as a Grantor: has the ability to create and edit competitive/non-competitive solicitations in the user's assigned department(s)
- Visibility: has visibility into grantee project(s) they are assigned to only and has visibility into all grantor solicitations within their assigned department(s).
- Reporting: has the ability to pull reports for the project(s) they are assigned to.
- Account Management: has no organization or departmental account management access.

RIFANS Approver

- Visibility: has view-only access into Financial Reports/Invoices submitted in department(s) they are assigned to ONLY.

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



Applicant/Subrecipient (Portal Account)

- Access: has access to eCivis Portal but not Grants Network.
- 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 grantor agency.