

Grant User Roles

There are five system level roles that are relevant for UVM employees involved in the Grants process that are assigned by UVMClick Administrator:

All Users

- Registered User - This role is automatically assigned to all UVM employees and allows employees to login to UVMClick.
- Study Staff - This role is automatically assigned to all UVM employees and it allows employees to be selected for involvement on a specific grant, such as Principal Investigator, Co-Investigator, Technician, etc. Study Staff can also include those assigned to administrative roles, such as Department Administrative Contact, Team Members with edit rights and Team Members with read-only rights

Deans, Chairs and Department Business Administrators

- Department Reviewer/Chair - This role is assigned to Deans, Chairs and certain Department Business Administrator as the approvers for the Step 1 (Department) and Step 2 (College) proposal approval process.
- Global Grants Viewer – This role is assigned to Deans, Chairs and Department Business Administrators who require view-only access to grants.
- SF424 Reader - This role is a companion role to Global Grants Viewer and is also assigned to Deans, Chairs and Department Business Administrators and allows access to the SF424 component of the grant when the grant is a federal system-to-system submission.

Proposal and Award Specific Roles

There are also roles that can be assigned by the PI within the specific proposal that provides access to users on a proposal by proposal bases.

Funding Proposal > Personnel >

- Department Administrative personnel
 - Select the primary Department Administrative Contact: This individual is the primary administrative contact and will have edit rights and will receive email notifications related to the proposal.
 - Add team members who require proposal edit rights: The team member(s) added here can access this proposal and can edit the smartforms while proposal is in Editable state and can view the smartforms at any time.
 - Add team members who require read-only rights: The team member(s) added here can access this proposal and can view the smartforms at any time.

Awards > General Award Information >

- Department Administrative Contact
 - Add team members who require edit rights
 - Add team members who require read-only rights