



Role Assignment Request

Job Aid

Before You Begin

This document provides instructions for external users to submit an initial Role Assignment Request which is required to view information (such as opportunities and agreements) and complete grants- and agreements-related tasks in ezFedGrants.

If you already have access to ezFedGrants, you can join additional organizations through your user profile. Refer to the [Working with Multiple Organizations in ezFedGrants Quick Reference](#) for more information.

Key Terms

- **External User:** An individual who interacts with USDA agencies or offices on behalf of an organization. External users may also be referred to as recipients, applicants, cooperators, or agency customers.
- **Organization:** Any number of institutions, such as colleges, universities, non-profits, tribal organizations, state governments, or otherwise, that engage with the Federal Government through grants or other types of agreements.
- **Organization ID:** Organization IDs, such as Unique Entity ID (UEI) numbers, are used to indicate the specific legal entities that are recipients of Federal grants/agreements. Each organization has at least one unique organization ID. Large or multifaceted organizations may have multiple IDs under a larger institutional umbrella (such as separate departments or campuses of a single university).

You Will Need

- An eAuthentication/Login.gov verified identity Account
- The UEI number or other organization ID for all organizations you will represent in ezFedGrants.

Contents

| | |
|---|----|
| Before You Begin | 1 |
| Getting Started | 2 |
| Select Role | 3 |
| Select Organization(s) | 5 |
| Finalize Role Assignment Request | 7 |
| Review Role Assignment Request | 9 |
| Edit Role Assignment Request..... | 10 |
| View Approvers | 11 |
| Withdraw Role Assignment Request | 12 |
| Unavailable Organization Approver | 13 |
| See Also | 15 |

Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.



Role Assignment Request

Job Aid

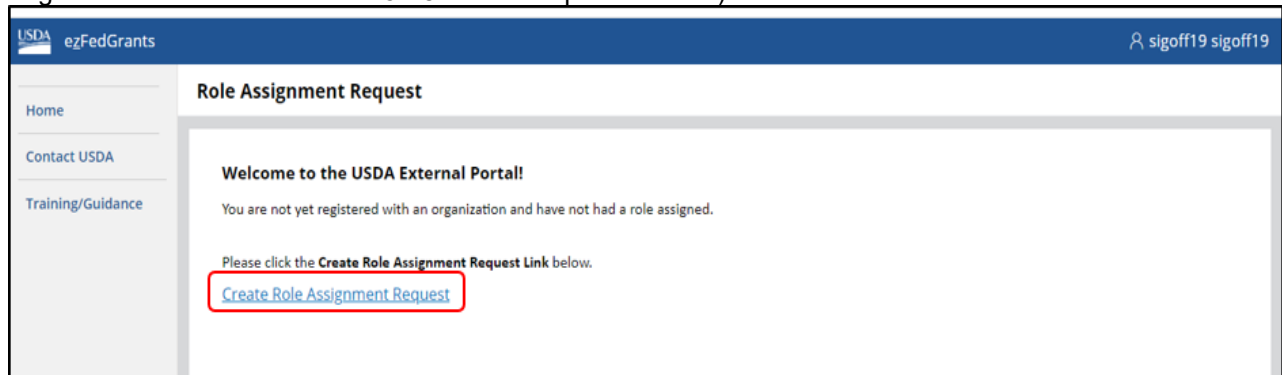
Getting Started

1. Launch the ezFedGrants External Portal from the [OCFO ezFedGrants website](#) and log in with your Login.gov verified identity account.

For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [eAuthentication/Login.gov FAQs](#).

2. Click the **Create Role Assignment Request link** when you reach the **ezFedGrants External Portal Home** screen.

Note: If you see other tiles, such as **Opportunities**, **Applications**, and **Claims**, instead of the **Role Assignment Request** link, then you already have access to ezFedGrants. You can submit a Role Assignment Request for additional organizations through your **User Profile** (click your **Initials** in the upper-right corner and then select **Profile** on the dropdown menu).





Role Assignment Request

Job Aid

Select Role

First, you must select a primary user role. The actions available for each primary user role are summarized below. Please refer to the [ezFedGrants External Portal User Roles Quick Reference](#) for complete definitions.

- **Grants Administrative Officer (GAO):** Prepares applications, claims, repayment requests, and reports. Can sign reports, repayment requests, and claims. Manages user roles, access, and work items for other users within the same organization.
- **Grants Processor (GP):** Prepares applications, claims, repayment requests, and reports. Can sign reports, repayment requests, and claims.
- **Signatory Official (SO):** Prepares reports. Signs applications, agreements, and amendments. Can sign reports, repayment requests, and claims.

You can only have one primary user role and your role will be the same for all organizations.

If you select the wrong role, you can edit your request, or the reviewer can change your assigned role when reviewing your Role Assignment Request. If the reviewer approves your request with the incorrect role, your role can be changed by a user with the GAO role. Please refer to the **ezFedGrants Role and Access Management Job Aid** for more information.

1. On the **Role Assignment Access** screen, select **Grants Administrative Officer, Grants Processor, or Signatory Official** from the **User Role** field dropdown menu.

If you select the Grants Administrative Officer (GAO) role, select an agency from the **Agency** field dropdown menu. This agency will review your Role Assignment Request if you request access for an organization that does not already have ezFedGrants users or does not have a current GAO. Furthermore, this field **does not** affect your ezFedGrants access, it is simply for access approval purposes.

The screenshot shows a web form titled "Request Access RA-15761". At the top right are buttons for "Print", "Cancel", and "Next >>". Below the title is a progress indicator with three steps: "1. Role Selection", "2. Organization", and "3. Personal Information". The "Role Selection" section contains a dropdown menu labeled "User Role" which is highlighted with a red box. Below it is a text area for "Access Request Comments" with the prompt "Why are you submitting this access request?".

2. In the **Access Request Comments** text box, explain why you are submitting this Role Assignment Request or why you have requested a particular role.

The screenshot shows a web form titled "Role Assignment Request RA-49223". At the top right are buttons for "Print", "Close", "Withdraw", "Save", and "Next >>". Below the title is a progress indicator with three steps: "1. Role Selection", "2. Organization", and "3. Personal Information". The "Role Selection" section contains a dropdown menu labeled "User Role" which is set to "Signatory Official". Below it is a text area for "Access Request Comments" with the prompt "Why are you submitting this access request?" and the text "Test for ENCH11373" entered. At the bottom, there is a section for "Additional Information".

3. Click the **[Next]** button.

A close-up screenshot of the bottom right corner of the form, showing three buttons: "Print", "Cancel", and "Next >>". The "Next >>" button is highlighted with a red box.



Role Assignment Request

Job Aid

Select Organization(s)

Now you must select at least one organization for which you will complete grants and agreements management activities in ezFedGrants (submitting applications, claims, reports, etc.). You can be affiliated with multiple organizations, but you do not have to include every organization on your initial Role Assignment Request. Refer to the [Working with Multiple Organizations in ezFedGrants Quick Reference](#) for more information.

In the ezFedGrants System, each organization is identified by a unique ID, such as a UEI number. Small organizations may have only one UEI number, but larger organizations may have multiple UEI numbers under a single institutional umbrella (such as separate departments or campuses of a single university).

After your Role Assignment Request is approved, if you selected the wrong organization, separate from an organization, or otherwise no longer require ezFedGrants access for an organization, a user with the GAO role can deactivate your access for that organization.

1. On the **Role Assignment Request** screen, click the **[Add Organization]** button to open the **Search Organization** popup window.

Role Assignment Request RA-49223

Print Close Withdraw Save << Previous Next >>

1. Role Selection 2. Organization 3. Personal Information

Select Organization(s)

Click Add Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

Add Organization

2. In the **Search Organization** popup window, complete at least one **Search Criteria** field. It's encouraged to enter your organization UEI only in the search criteria and then click the **[Search]** button.

The **Organization** field will search by organization title as it appears in the ezFedGrants System, which is derived from SAM.gov and/or IRS records. If you are unsure of your organization's registered title, please use another field.

Select Organization

Search Criteria - please enter one or more criteria

Organization Name UEI Number EFT Number CAGE Code

City State Postal Code Country

ASAP ID DUNS Number DUNS+4

Multiple search criteria narrows the search (works as a filter)

If you do not receive the results you are looking for, use fewer items in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

Search Clear Close



Role Assignment Request

Job Aid

- Locate your organization in the **Search Results** table, confirm that the details are correct (some organizations have multiple records or similar names/IDs), and then click the **Join Organization** link.

If the search does not return the correct record (or any record) for your organization, try changing your search criteria, double-check the UEI number or other ID on your organization's SAM.gov record, or contact the ezFedGrants Help Desk through the **Contact USDA** link on the left-side menu.

Role Assignment Request RA-49223 Print Close Withdraw Save << Previous Next >>

Select Organization

Search Criteria - please enter one or more criteria

Organization Name UEI Number EFT Number CAGE Code

City State Postal Code Country

ASAP ID DUNS Number DUNS+4

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. *Instead of City and State, remove City and leave only*

State)

Search Clear Close

Search Results

| Actions | Organization | UEI | EFT | DUNS Number | DUNS +4 | CAGE Code | Street Address | City | State | Postal Code | Country |
|--------------------------------------|--------------------------|--------------|------|-------------|---------|-----------|----------------|--------|-------|-------------|---------|
| Join Or organization | UNIVERSITY OF FMMI LAB A | GGTESTUEI037 | 1234 | 111111222 | 1234 | | PO BOX 866 | OXFORD | PA | 17234-0866 | US |

- Upon clicking **Join Organization**, the **Search Organization** popup window will close, and the selected organization's details will appear on the **Role Assignment Request** screen.

Complete the **Point of Contact Details** fields to identify a Point of Contact (POC) who can confirm your affiliation with this organization and/or your need for ezFedGrants access.

Note: If you selected the wrong organization, click the **[Remove]** button.

Role Assignment Request RA-50220 Print Close Withdraw Save << Previous Next >>

CRM Organization ID: 1502308502 UEI: GGTESTUEI038 EFT: 0000 CAGE: N/A

Street Address: PO BOX 866 City: OXFORD State: PA Postal Code: 17234-0866

Phone: N/A ASAP ID: N/A DUNS: 012345678 DUNS+4: 0000

Point of Contact Details

* Supervisory Point of Contact (POC): * School/Dept/Div/Prog.: * POC Email: * POC Phone:



Role Assignment Request Job Aid

5. Only one organization is required to submit a Role Assignment Request; however, if you are affiliated with multiple organizations (i.e. UEI numbers), you may wish to include all your organizations on this Role Assignment Request. Alternately, you can join additional organizations through your **User Profile** any time after your initial Role Assignment Request is approved.

Click the **[Add Organization]** button (at the bottom of the screen) to add another organization. Repeat until you have added all organizations. You must enter POC details for each organization even if they all have the same POC.

Request Access RA-39666 Print Cancel << Previous Next >>

Click Add Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the eFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the eFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

Organization Details Remove

EDUCATION, MICHIGAN DEPARTMENT OF

| | | | |
|----------------------|-------------|-----------|-------------|
| CRM Organization ID | UEI | EFT | CAGE |
| 1500092945 | CJ8YQL11MM4 | N/A | 3U0E6 |
| Street Address | City | State | Postal Code |
| 608 W ALLEGAN STREET | LANSING | MI | 48933-1524 |
| Phone | ASAP ID | DUNS | DUNS+4 |
| N/A | N/A | 805336641 | N/A |

Point of Contact Details

| | | | |
|--------------------------------------|-------------------------|-----------------------|----------------|
| * Supervisory Point of Contact (POC) | * School/Dept/Div/Prog. | * POC Email | * POC Phone |
| John Doe | Grants Team | John.doe@michigan.edu | (123) 456-7890 |

Add Organization

Additional Information

6. Once you have added all organizations you wish to include with your **Role Assignment Request**, click the **[Next]** button.

Role Assignment Request RA-50220 Print Close Withdraw Save << Previous Next >>

| | | | |
|---------------------|--------------|-----------|-------------|
| CRM Organization ID | UEI | EFT | CAGE |
| 1502308502 | GGTESTUEI038 | 0000 | N/A |
| Street Address | City | State | Postal Code |
| PO BOX 866 | OXFORD | PA | 17234-0866 |
| Phone | ASAP ID | DUNS | DUNS+4 |
| N/A | N/A | 012345678 | 0000 |

Point of Contact Details

| | | | |
|--------------------------------------|-------------------------|--------------------------|----------------|
| * Supervisory Point of Contact (POC) | * School/Dept/Div/Prog. | * POC Email | * POC Phone |
| l.kavanaugh | qa | laura.kavanaugh@usda.gov | (999) 000-0000 |

Role Assignment Request Job Aid

Finalize Role Assignment Request

- On the **Role Assignment Request** screen, complete the various **Work Contact Information** fields.

At minimum you must complete the **Occupation, Work Street Address, City, State, Postal Code, Work Phone, and Work Email** fields. Required fields are indicated with a red asterisk.

Role Assignment Request RA-50220 [Print] [Close] [Withdraw] [Save] [Previous] [Submit]

Work Contact - Address

* Occupation: qa * Work Street Address: 123 Main St. Building or Room Number (Optional): * City: Slidell

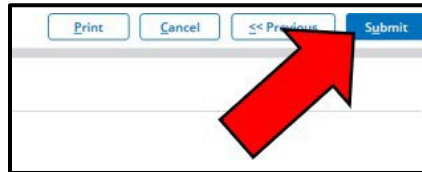
* State: Louisiana * Postal Code: 70458 Country: United States

Work Contact - Phone and Fax Numbers

* Work Phone: (999) 000-0000 Country Code (Phone): Extension: Work Fax:

Country Code (Fax): * Work Email: laura.kavanaugh@usda.gov

- Click the **[Submit]** button to submit your **Role Assignment Request**.



- Upon successful submission, you will see a confirmation message and a list of reviewers who have received your **Role Assignment Request**. If you included multiple organizations, you will see a separate list of reviewers for each organization.

Role Assignment Request (RA-50220) [Print] [Close]

Status:
Submitted

Your request has been submitted to the administrator(s) listed below and your request will be emailed to you.

| SOUTHSHORE COLLEGE | | | RA-50220 |
|--------------------|--------------------------|----------------|----------|
| Name | E-Mail | Phone | |
| GAO 11 | laura.kavanaugh@usda.gov | (999) 999-1111 | |
| GAO 13 | lester.wheeler@usda.gov | (504) 555-5555 | |

| NORTHSHORE COLLEGE | | | RA-50221 |
|--------------------|--------------------------|----------------|----------|
| Name | E-Mail | Phone | |
| JASON WAGONER | jason.wagoner@usda.gov | (202) 123-4567 | |
| RAMIN MAJIDZADA | abc@abc.com | (123) 123-1234 | |
| GAO 12 | laura.kavanaugh@usda.gov | (555) 555-5555 | |



Role Assignment Request

Job Aid

“No Grants Administrative Officer (GAO)” Error: This error occurs if you select the Grants Processor (GP), or Signatory Official (SO) role *and* you select an organization for which there are currently no ezFedGrants users or the organization does not currently have a GAO. The first user to submit a **Role Assignment Request** for an organization in ezFedGrants must select the GAO role; therefore, no one can submit GP or SO **Role Assignment Request** for this organization until the GAO’s **Role Assignment Request** is approved (by a USDA agency). If you see the “No GAO” error, you must either remove the organization from your **Role Assignment Request** (and select a different organization, if your request only includes one organization), or change the role request to GAO, or discard the **Role Assignment Request** and wait until a GAO has been approved.

4. Close and verify the **Role Assignment Request** for your organization in progress. You should receive a confirmation email when your **Role Assignment Request** is approved. If you included multiple organizations on your **Role Assignment Request**, each organization must be approved separately; however, you will have access to ezFedGrants as soon as one organization is approved (you will only have access to agreements and other actions for approved organizations).

The screenshot shows the 'Role Assignment Request' page in the ezFedGrants system. The page title is 'Role Assignment Request'. Below the title, there is a welcome message: 'Welcome to the USDA External Portal! You are not yet registered with an organization and have not had a role assigned. Below is a list of cases pending approval (per organization). Please click on the Case ID link to review or edit the request.'

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|--------------------|--------------------|-------------|-------------------------|
| RA-50220 | Signatory Official | SOUTHSHORE COLLEGE | 9/26/23 | Org Grant Admin Officer |
| RA-50221 | Signatory Official | NORTHSHORE COLLEGE | 9/26/23 | Org Grant Admin Officer |

5. When your **Role Assignment Request** is approved by your organization GAO or the USDA Agency representative, you can verify the role associated with your account simply by logging into ezFedGrants, click on your name displayed in the top right-hand corner, then click on “Switch Roles” from drop down menu as depicted in screenshot below.

The screenshot shows the user profile dropdown menu in the ezFedGrants system. The user's name 'sigoff19 sigoff19' is displayed in the top right corner. The dropdown menu is open, showing the following options: 'Signatory Official', 'Switch Roles', 'Profile', and 'Log off'. The 'Switch Roles' option is highlighted.



Role Assignment Request

Job Aid

Review Role Assignment Request

After submitting the Role Assignment Request, users will have the ability to review their role assignment requests if needed. Below are the steps to review your submitted Role Assignment Request.

1. Click on your request link and select **Review Request**.

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|--------------------|--------------------------|-------------|-------------------------|
| RA-50237 | Signatory Official | UNIVERSITY OF FMMI LAB A | 10/2/23 | Org Grant Admin Officer |
| RA-50238 | Signatory Official | SOUTHSHORE COLLEGE | 10/2/23 | Org Grant Admin Officer |

- Review Request
- Edit Role
- View Approvers
- Withdraw Request

2. You can review your submitted **Role Assignment Request** as below:

Role Assignment Request (RA-50238)

Status: Submitted

Print Close

- Role Selection
- Organization
- Personal Information
- Approvers

Role Selection

User Role
Signatory Official

Access Request Comments

Why are you submitting this access request?
ENHC11373

Additional Information



Role Assignment Request

Job Aid

Edit Role Assignment Request

The user will have the option to edit their role assignment request once submitted.

1. Click on the **Role Assignment Request Number Link** and select **Edit Role**.

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|------------------------------|----------------------------|-------------|-------------------------|
| BA-50228 | Grant Administrative Officer | ARCHBOLD EXPEDITIONS, INC. | 9/28/23 | Org Grant Admin Officer |

- Review Request
- Edit Role**
- View Approvers
- Unavailable Organization Approver
- Withdraw Request

2. You can select a different **User Role** from the dropdown menu. Enter text into the **Role Assignment Request Comments** box and select **Submit**.

Edit Role

Role Selection

* **User Role**

Signatory Official

Access Request Comments

* **Why are you submitting this access request?**

ENHC11373

Cancel Submit



Role Assignment Request

Job Aid

View Approvers

This section demonstrates how to view the person(s) assigned to approve a Role Assignment Request.

- To view the person(s) assigned to approve a Role Assignment Request, click on the **Request Link**, and select **View Approvers** from the dropdown list.

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|------------------------------|----------------------------|-------------|-------------------------|
| BA-50228 | Grant Administrative Officer | ARCHBOLD EXPEDITIONS, INC. | 9/28/23 | Org Grant Admin Officer |

- Review Request
- Edit Role
- View Approvers**
- Unavailable Organization Approver
- Withdraw Request

- The list of Approvers will be displayed in a pop-up window.

registered with an organization and have not had a role assigned.

cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

View Approvers ✕

| Name | E-Mail | Phone | Last Signon |
|--------|-------------------------|----------------|---------------------|
| GAO 13 | lester.wheeler@usda.gov | (504) 555-5555 | 09/29/2023 03:56 PM |



Role Assignment Request

Job Aid

Withdraw Role Assignment Request

This section demonstrates how to withdraw a submitted Role Assignment Request.

1. To withdraw a **Role Assignment Request**, click on the desired request link and select **Withdraw Request**.

Below is a list of cases pending approval (per on

| Review/Edit | Role |
|--------------------------|--------------|
| RA-50237 | Signatory Of |
| RA-50238 | Signatory Of |

- Review Request
- Edit Role
- View Approvers
- Withdraw Request**

2. Enter explanation into the **Notes** field and click **Submit**.

External Portal

Withdraw Request

Are you sure you want to withdraw this request?

Note



Role Assignment Request

Job Aid

Unavailable Organization Approver

The “Unavailable Organization Approver” option is only used when the GAO for your organization is unavailable to approve your request and you have requested the GAO role. Below are the steps to reroute your request to the agency.

1. Click on the **Role Assignment Request** link and select **Unavailable Organization Approver**.

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|------------------------------|----------------------------|-------------|-------------------------|
| RA-50229 | Grant Administrative Officer | ARCHBOLD EXPEDITIONS, INC. | 9/29/23 | Org Grant Admin Officer |

- Review Request
- Edit Role
- View Approvers
- Unavailable Organization Approver**
- Withdraw Request

2. If your organization’s GAO has not signed in within the last two weeks, you will be presented with the below screen. Select the **Re-Route Request** check box. Click **Submit**.

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending a

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|------------------------------|----------------------------|-------------|-------------------------|
| RA-50229 | Grant Administrative Officer | ARCHBOLD EXPEDITIONS, INC. | 9/29/23 | Org Grant Admin Officer |

Re-route To Agency

Please select the Re-Route check box to re-route your request from your organization's Grant Administrative Officer to the Agency.

Re-Route Request



Role Assignment Request

Job Aid

- Your **Role Assignment Request** will show that the request has been rerouted to the agency for approval.

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

| Review/Edit | Role | Organization | Create Date | Approver |
|--------------------------|------------------------------|----------------------------|-------------|--------------|
| RA-50229 | Grant Administrative Officer | ARCHBOLD EXPEDITIONS, INC. | 9/29/23 | Agency: NIFA |

- If there is a GAO that has signed in within the last two weeks, you will see this screen. If there is no approver available, please contact the ezFedGrants help desk at ezfedgrants-cfo@usda.gov.

Re-route To Agency

Your request is not eligible to re-route the approval since at least one of your approvers has signed in within the last two weeks. Please use the list below to contact one of your organization approvers to expedite your request. Please contact the USDA help desk if all approver(s) have left your organization.

| Name | E-Mail | Phone | Last Signon |
|-------------------|--------------------------|----------------|---------------------|
| Test ARS2 | celiacarson@gmail.com | (123) 456-7890 | 04/06/2021 03:47 PM |
| Test ARS | celia.carson@gmail.com | (202) 720-9999 | 12/07/2022 12:22 PM |
| ARS ARS-ST-GL-App | TEST2@GMAIL.COM | (999) 999-9999 | 07/26/2023 01:58 PM |
| app pro1001 | developer@sampledata.net | (111) 555-0987 | 07/19/2023 03:03 PM |
| Fresh Opp | FreshOpp@test.com | (123) 123-1234 | 07/20/2023 03:59 PM |
| GAO1 GAO1 | celia.carson@usda.gov | (123) 456-7890 | 05/12/2023 11:10 AM |
| GAO External | test@test.com | (123) 123-1234 | 02/27/2020 12:10 PM |
| TEST GAO | celiacarson@gmail.com | (123) 456-2222 | 08/31/2023 12:05 PM |
| TEST GAO 2 | celia.carson@comcast.net | (123) 456-7890 | 01/10/2023 03:50 PM |

Buttons: Cancel, Submit



Role Assignment Request

Job Aid

See Also

Job Aids

- [Using ezFedGrants - The Basics Job Aid](#)
- [ezFedGrants External Portal User Roles Quick Reference](#)
- [Working with Multiple Organizations in ezFedGrants Quick Reference](#)

ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)

External Hyperlinks

- [SAMs for Unique Entity Identifier](#)

Need Help?

Contact: ezfedgrants-cfo@usda.gov

Version Control

| Name | Date | Changes Made |
|------------------|------------|--|
| Abael Solomon | March 2024 | Updated Verbiage and Links |
| Abael Solomon | Oct 2023 | Updated Verbiage and Screenshots to reflect the new enhancement in Pega. |
| Abael Solomon | Oct 2023 | Updated Verbiage and Screenshots to reflect the new enhancement in Pega. |
| Abael Solomon | May 2023 | Updated Verbiage and Screenshots |
| Abael Solomon | July.2023 | Updated PDF Attachment Language |
| Kandice Whitaker | May 2022 | Removed DUNS screenshots Add link to SAMs |
| Abael Solomon | April 2022 | Removed Broken Links |
| Abael Solomon | Jan. 2022 | Updated OCFO website link |
| Kandice Whitaker | Oct 2021 | Updated "Need Help" section |
| April Murphy | Sept. 2019 | Initial document created |