



ezFedGrants for Small Organizations

Quick Reference

Before You Begin

In order to use **all** ezFedGrants features, your organization must meet the following three criteria:

- Have at least two users in the ezFedGrants System.
- One user must have the Grants Administrative Officer (GAO) role.
- Another user must have the Signatory Official (SO) role.

All users beyond the first two can have any primary role, so long as there is **always** at least one GAO and at least one SO.

This document is intended to assist **small, limited-access organizations** with using ezFedGrants.

Small, limited-access organizations are **strictly** defined as being unable to meet the three criteria defined above. This means the organization has **one or two** (maximum) staff/students/volunteers available to use ezFedGrants, and, if the organization has two users, there is a legitimate explanation for why **neither** user has the SO role.

Underlying Federal Regulations

The minimum ezFedGrants user role requirements have been designed for compliance with federal regulations outlined in Title 2 (Grants and Agreements) of the [Code of Federal Regulations](#) (CFR), specifically [Part 200.303](#).

Part 200.303 defines Internal Controls to prevent/reduce the instance of fraud and mismanagement in grant awards and agreements. Part 200.303 references the [Standards for Internal Control in the Federal Government](#), of which (at minimum) sections 10.12, 10.13, and 10.14 on Segregation of Duties are applicable to the role requirements for the ezFedGrants System.

Please review the hyperlinked information for complete understanding of the purpose of Segregation of Duties and Internal Controls in relation to federal grant awards and agreements.

Complying with Federal Regulations

When using ezFedGrants, the easiest way to comply with the aforementioned federal regulations is to ensure your organization meets the minimum user role requirements, specifically:

- Your organization has at least two users with access to the ezFedGrants System
- At least one user always has the GAO role
- At least one user always has the SO role.

Every effort should be made to meet the minimum role requirements before using the alternatives described in the remainder of this document.

Organizations with three or more users should have no difficulty meeting the minimum user role requirements.

If your organization **is not** able to meet the minimum requirements, then your organization **must** ensure that other Internal Controls and Segregation of Duties procedures/guidelines are in place for compliance with the aforementioned regulations.

Organizations that are not able to meet the minimum requirements **will not** be able to use all features of the ezFedGrants System. Specifically, the organization will not be able to submit applications or eSign agreements; however, these actions can be completed via email or other avenues if necessary.

See Also

Job Aids

- [ezFedGrants External Portal User Roles Quick Reference](#)

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants-cfo@usda.gov