



# Submit ezFedGrants Access Request

Job Aid

## Before You Begin

This document provides instructions for external users to submit an initial ezFedGrants Access 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 DUNS 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 verified-identity Account
- The DUNS number or other organization ID for all organizations you will represent in ezFedGrants

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### 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.

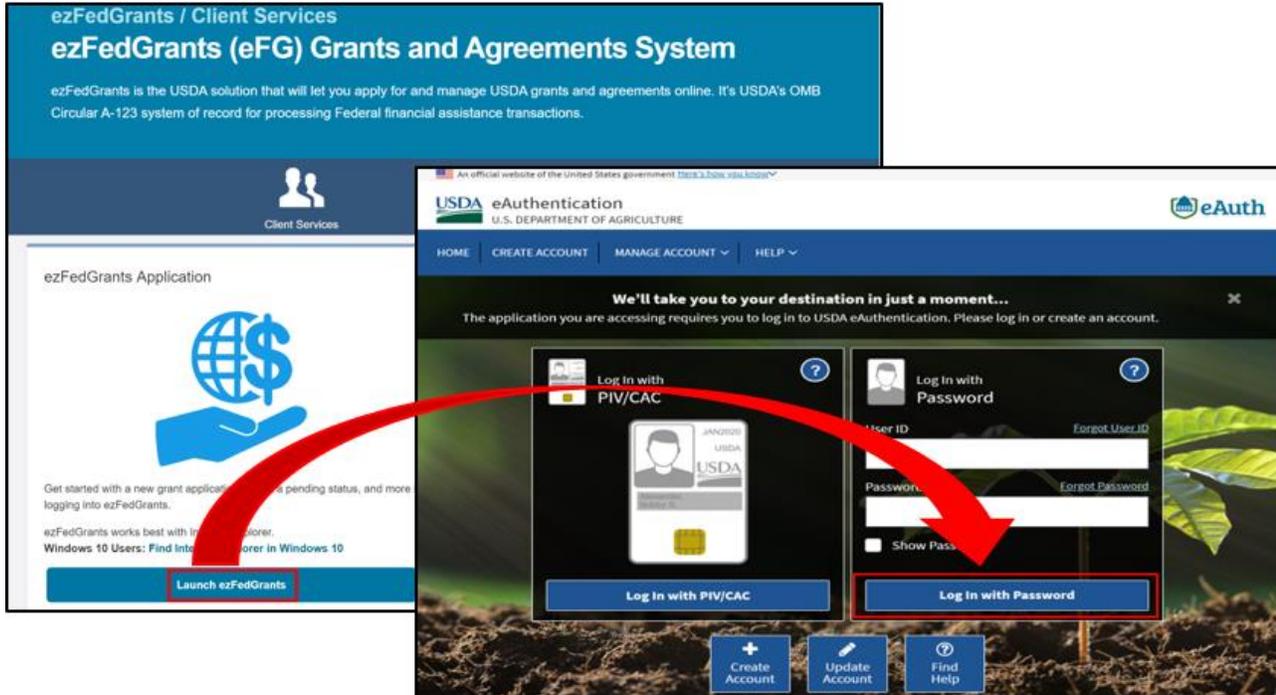
In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.

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### Getting Started

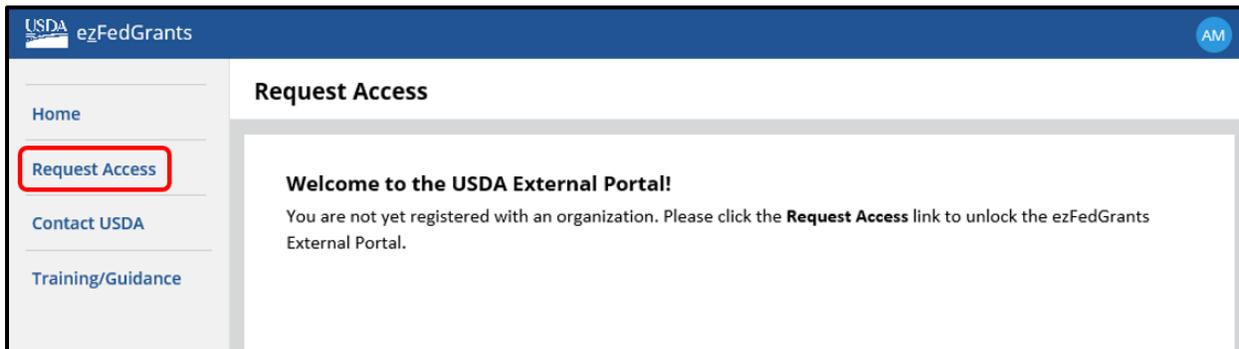
1. Launch the ezFedGrants External Portal (from the [NFC ezFedGrants website](#)) and log in with your eAuthentication verified-identity Account.



**Note:** For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [Onboarding and Accessing ezFedGrants FAQs](#).

2. Click the **Request Access** tile when you reach the **ezFedGrants External Portal Home** screen.

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





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## 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):** 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 submit another access request, or the reviewer can change your assigned role when reviewing your access 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 **Request 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 access request if you request access for an organization that does not already have ezFedGrants users. Furthermore, this field **does not** affect your ezFedGrants access, it is simply for access approval purposes.

**Note:** Disregard the **Panelist** role unless you have been specifically instructed to select this role.

Request Access RA-15761 Print Cancel Next >>

1. Role Selection    2. Organization    3. Personal Information

**Role Selection**

\* User Role

Access Request Comments

\* Why are you submitting this access request?

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

**Role Selection**

\* User Role

**Access Request Comments**

\* Why are you submitting this access request?

3. Click the **Next** button.

Print Cancel Next >>



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## 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 access 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 DUNS number. Small organizations may have only one DUNS number, but larger organizations may have multiple DUNS numbers under a single institutional umbrella (such as separate departments or campuses of a single university).

After your access 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 **Request Access** screen, click the **Add Organization** button to open the **Search Organization** popup window.

**Request Access RA-3046** [Print] [Cancel] [Previous]

✓ 1. Role Selection   2. **Organization**   3. Personal Information

**Select Organization(s)**  
 Click Find 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 an 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 (if known) in your message.

If you are affiliated with multiple organizations, click Find 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 then click the **Search** button.

The **CRM Organization ID** is the same as your USDA Financial Management System (FMMI) vendor code. If you are unsure if your organization's CRM Organization ID/FMMI vendor code, please use another field.

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**

CRM Organization ID  City  Organization  State

DUNS Number  Postal Code  DUNS+4  Country

Cage Code  ASAP ID

[Search] [Clear] [Close]



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- 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 DUNS 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.

**Select Organization**

**Search Criteria**

CRM Organization ID	City	Organization
<input type="text"/>	<input type="text"/>	<input type="text" value="rutgers"/>
DUNS Number	Postal Code	DUNS+4
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cage Code	ASAP ID	
<input type="text"/>	<input type="text"/>	

**Search Results**

Actions	Organization	DUNS Number	DUNS+4	CAGE Code	Street Address	City
<div style="border: 2px solid red; border-radius: 10px; padding: 2px; display: inline-block;">Join Organization</div>	RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE	0012345	8888	13X4W	34 RUTGERS PLAZA	NEW BRUNSWICK

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

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 Find 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.

**RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE**

**Organization Details**

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	8888	13X4W
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone	N/A		

**Point of Contact Details**

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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- Only one organization is required to submit an access request; however, if you are affiliated with multiple organizations (i.e. DUNS numbers), you may wish to include all your organizations on this access request. Alternately, you can join additional organizations through your **User Profile** any time after your initial access 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.

**RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE** Remove

**Organization Details**

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	8888	13X4W
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone	N/A		

**Point of Contact Details**

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
Mike Booker	Grants Team	mbooker@rutgers.gov	(123) 456-7890

**+ Add Organization**

- Once you have added all organizations you wish to include with your access request, click the **Next** button.

**Request Access RA-3046** Print Cancel << Previous Next >>

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

**RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE** Remove

**Organization Details**

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	8888	13X4W
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone	N/A		

**Point of Contact Details**

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
Mike Booker	Grants Team	mbooker@rutgers.gov	(123) 456-7890

**AMS Wildlife Foundation US 1-4** Remove

**Organization Details**

CRM Organization ID	DUNS	DUNS+4	CAGE
1100003261	475187723	N/A	8X4W6
Street Address	City	State	Postal Code
15 SPROAT STREET NE	WASHINGTON	DC	02346-2228
Phone	N/A		

**Point of Contact Details**

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
Mary Contrary	Research Station	mcontrary@ams2.org	(256) 369-8700



## Submit ezFedGrants Access Request Job Aid

### Finalize and Submit the Access Request

- On the **Request Access** 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.

**Request Access RA-3046** [Print] [Cancel] [Previous] [Submit]

1. Role Selection    2. Organization    3. Personal Information

**Work Contact Information**  
Enter your occupational details and contact information.

**Work Contact - Name and Title**

Academic Title: [Dropdown]    Title: [Dropdown]    First Name: ARS    Middle Name: [Text]  
Last Name: ARS-ST-CM-Rep

**Work Contact - Address**

\* Occupation: [Text]    \* Work Street Address: [Text]    Building or Room Number (Optional): [Text]    \* City: [Text]  
State: Alabama (AL) [Dropdown]    \* Postal Code: [Text]    Country: United States [Dropdown]

**Work Contact - Phone and Fax Numbers**

\* Work Phone: [Text]    Country Code (Phone): [Text]    Extension: [Text]    Work Fax: [Text]  
Country Code (Fax): [Text]    \* Work Email: [Text]

- Click the **Submit** button to submit your access request.



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

**Request Access (RA-3046)** [Print] [Close]

Status: Submitted

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

RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE		
Name	E-Mail	Phone
Test ARS	mbooker@rutgers.gov	(123) 456-7890
Test ARS	rdodger@rutgers.gov	(202) 720-0318
ARS ARS-ST-GL-Admin	mbooker@rutgers.gov	(123) 456-7890

**“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. The first user to request access for an organization in ezFedGrants must select the GAO role; therefore, no one can submit GP or SO access requests for this organization until the GAO’s access request is approved (by a USDA agency). If you see the “No GAO” error, you must either remove the organization from your access request (and select a different organization, if your request only includes one organization), or discard the access request and wait until a GAO has been approved.

- You should receive a confirmation email when your access request is approved. If you included multiple organizations on your access 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).



## Submit ezFedGrants Access Request

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### See Also

#### Job Aids

- Using ezFedGrants - The Basics Job Aid
- eAuthentication Account Creation Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- Working with Multiple Organizations in ezFedGrants Quick Reference

#### FAQs

- [Onboarding and Accessing ezFedGrants FAQs](#)

#### Need Help?

Contact the ezFedGrants Help Desk at [ezfedgrants@cfo.usda.gov](mailto:ezfedgrants@cfo.usda.gov).

### Version Control

Name	Date	Changes Made
April Murphy	Sept. 2019	Initial document created