



Using ezFedGrants – Your User Profile

Job Aid

Before You Begin

This document describes how to open and modify your ezFedGrants user profile. It also describes how to toggle availability for participation in application review panels.

You Will Need

- An eAuthentication Level 2 Account
- The Grants Administrative Officer, Grants Processor, or Signatory Official role in the ezFedGrants External Portal

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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

Launch the ezFedGrants External Portal (from the [NFC ezFedGrants website](#)) and log in with your eAuthentication Level 2 Account.

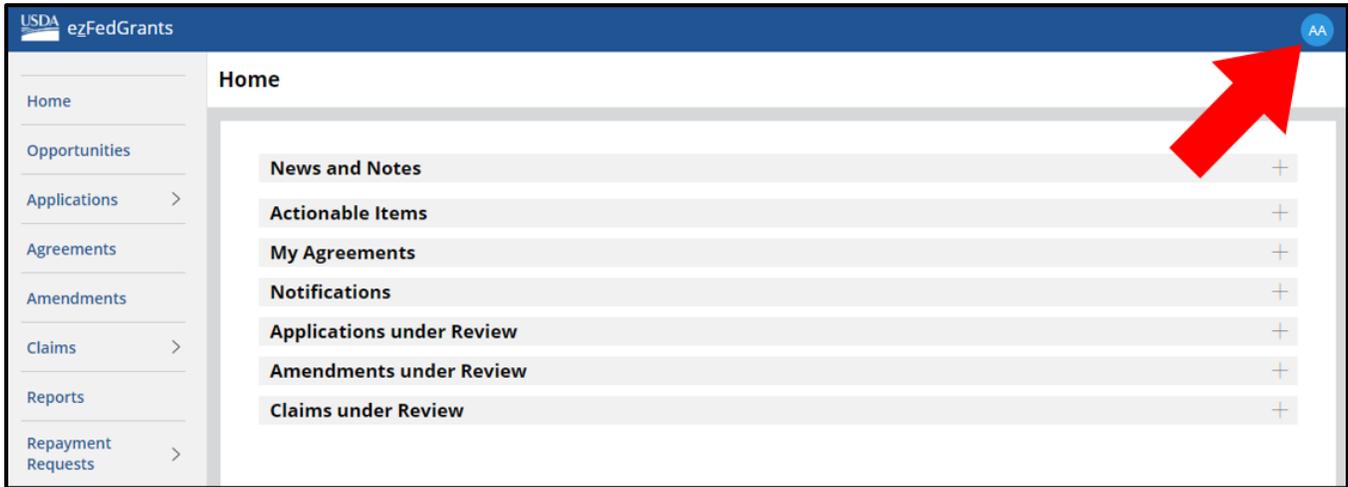
The image shows two overlapping screenshots of the ezFedGrants website. The top screenshot displays the main portal with a navigation bar and a 'Launch ezFedGrants' button circled in red. A red arrow points from this button to the bottom screenshot, which shows the 'eAuthentication Login' page. On this page, the 'User ID & Password' section has its input fields circled in red, and the 'LOGIN' button is also circled in red. The 'LincPass (PIV)' section is visible on the left but not the focus of the red circles.

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

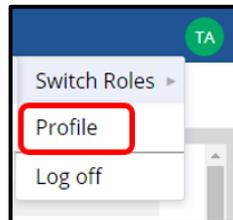


Open Your Profile

1. Click your initials in the upper-right corner of the **Home** screen to display the **User Name** menu.



2. Click the **Profile** option on the **User Name** menu to open the **Profile** screen.



3. The **Profile** screen contains several sections of details about yourself and the organizations you are affiliated with. While some of this information is pulled from your eAuthentication profile or the records of the organization(s) that you are affiliated with, the remainder can be edited directly through ezFedGrants, as explained in the remainder of this document.

Update Profile Close

Full Name
 ARS ARS-ST-GL-Admin
Portal ID
 28200907010011533306930
 I want to be considered as a Panelist for future Panels
 No

General Details

CRM Business Partner ID 1800001607	Title N/A	First Name ARS	Last Name ARS-ST-GL-Admin
Telephone (123) 456-7890	Email Address mbooker@rutgers.gov		

Contact Details

Street 123 Main Street	House Number N/A	City New Brunswick	State New Jersey (NJ)
Zip 12345	Country United States	Academic Title N/A	Occupation Grants Person



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Edit Your Profile

1. On the **Profile** screen, click the **Update Profile** button to make changes to your profile.

The screenshot shows a window titled "Profile" with two buttons in the top right corner: "Update Profile" (highlighted with a red box) and "Close". Below the buttons, the "Full Name" field contains "ARS ARS-ST-GL-Admin" and the "Portal ID" field is empty.

2. Edit each section as desired on the **Edit Operator Profile** screen and then click the **Submit** button to save your changes.

*If you make any changes to the **General Details** section, please contact your USDA agency representatives to ensure these key details are updated on all active agreements, because not all agreements are managed in ezFedGrants.*

The information in the **Organization Details** section is pulled from the vendor records of the organizations you are affiliated with. Refer to the **Join Additional Organizations** section of this document for more information.

The **Skills** section is optional.

Several additional sections are added when you elect to participate in application review panels, as explained in the **Toggle Panelist Availability** section of this document.

The screenshot shows the "Edit Operator Profile" window. At the top, there is a checkbox "I want to be considered as a Panelist for future Panels" which is unchecked. Below are three sections:

- General Details:** CRM Business Partner ID (1800001607), Title (Mr.), First Name (ARS), Last Name (ARS-ST-GL-Admin), Telephone ((123) 456-7890), and Email Address (mbooker@rutgers.gov).
- Contact Details:** Street (123 Main Street), House Number, City (New Brunswick), State (New Jersey (NJ)), Zip (12345), Country (United States), Academic Title (Bachelor of Arts), Occupation (Grants Person), Fax, Website, Communication Method (E-Mail), and Language.
- Organization Details:** A dropdown menu showing "RUTGERS THE STATE UNIVERSITY OF NEW JERSEY SCIENCE, DEPT. RESOURCE FOUNDATION SCHOOL OF AGRICULTURE".

 "Cancel" and "Submit" buttons are at the bottom.

3. Click the **Submit** button to save your changes, exit the **Edit Operator Profile** screen, and see the updated details on the **Profile** screen.

This is a close-up of the "Edit Operator Profile" form, focusing on the "Contact Details" and "Organization Details" sections. A large red arrow points from the bottom right towards the "Submit" button.

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Toggle Panelist Availability

- Some applications for Federal funding opportunities are reviewed by peer-review panels. If you would like to participate in peer-review panels, check the **I want to be considered as a Panelist for future Panels** checkbox when editing your profile.

Note: If you have previously opted-in to panel participation, simply uncheck the checkbox to opt-out.

Edit Operator Profile

I want to be considered as a Panelist for future Panels

General Information

Current Partner ID: 18000 | Title: Mr. | First Name: ARS | Last Name: ARS-ST-GL-Admin

Telephone: (123) 456 | Email Address: mbooker@rutgers.gov

- If you have opted-in to panel participation, you must update your **Panelist Profile**, which is used by Panel Managers to select a diverse array of panelist for application review panels.

Click the **Update Profile** button to update the **Panelist Details, Percentage of Appointment, Department/Unit, Gender, Race, Ethnicity, Federal Panel Experience**, and known **Conflicts of Interest** fields. Click the **Submit** button to save your changes.

Note: If you have opted-out of panel participation, these fields will be hidden unless you opt-in again.

Panelist Profile

Highest Education	Degree Area	Professional Title/Rank	Organization Type
BA	N/A	Assistant Professor	Academia

Institution Type: 1862 Land-grant university

Percentage of Appointment			
% Research	% Teaching	% Extension / Outreach	% Administration
N/A	N/A	N/A	N/A

Department/Unit: N/A

Gender: Male

Race

American Indian or Alaska Native

Asian

- On you opt-in to panel participation, you will have the **Panelist** role (in addition to your primary user role) and access to the **Panelist Home** screen. Please refer to the **Using ezFedGrants – The Basics Job Aid** for details on switching roles, accessing the **Panelist Home** screen, and panel-related actionable items.

Note: Opting-out of panel participation prevents you from being assigned to new panels or beginning new application reviews; however, even if you opt-out of panel participation, you will always have the **Panelist** role and access to the **Panelist Home** screen. This is so you can view information/tasks for panels you served on in the past and complete any remaining tasks for application reviews that were ongoing at the time that you opted-out (unless the Panel Manager or Program Manager removes you from the panel mid-review).

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Join Additional Organizations

Through the **Profile** screen, you can submit access requests for additional organizations after you have access to ezFedGrants. Getting access for additional organizations will not impact your existing organizational affiliations. Furthermore, you cannot remove/de-link yourself from an organization. If you are no longer affiliated with an organization, contact a user with the Grants Administrative Officer (GAO) role in that organization to be removed/de-linked.

1. Scroll down to the **Organization Details** section of the **Profile** screen and click the **Join Additional Organization** button.

Note: This button is only available on the **Profile** screen; it is not available on the **Edit Operator Profile** screen.

Organization Details

RUTGERS THE STATE UNIV OF NEW JERSE SCIENCE DEPT2 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

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

+ Join Additional Organization

2. The **Join Another Organization** popup window will appear. On this popup window, click the **Add Organization** button to search for and select an organization. This is similar to when you selected an organization for your initial ezFedGrants Access Request.

If you have the Grants Administrative Officer (GAO) role, you must also identify an agency who will approve your access request in the event you choose an organization that does not yet have any ezFedGrants users.

Join Another Organization ×

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 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 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.

* Agency

+ Add Organization
Cancel
Submit

3. After selecting an organization, complete the **Point of Contact (POC) Details** fields.
4. Click the **Add Organization** button again to add another organization. You can submit multiple access requests at once. You must complete the POC Details fields for each organization, even if each organization has the same POC.
5. If you selected an incorrect organization, click the **Remove** button to remove the erroneous selection.
6. Click the **Submit** button to submit your access request(s). Access must be approved for each organization separately. You may receive a notification email or message when your requests are approved, or you can check the **Profile** screen to see your active organizational affiliations.

Pending access requests are not shown on the Profile screen.



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Comments

Job Aids

- Submit ezFedGrants Access Request Job Aid
- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference

Need Help?

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

Version Control

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