



ezFedGrants for Small Organizations Quick Reference

Purpose

This document is intended to assist small, limited-access, grant-seeking organizations with using the ezFedGrants External Portal. Small, limited-access organizations are defined as having only one or two users with access to the ezFedGrants External Portal and:

- If the organization only has one user with ezFedGrants access, the user must have the Grants Administrative Officer (GAO) role.
- If the organization has two users with ezFedGrants access, **neither** of those users has the Signatory Official (SO) role.

If the organization has two users **and** one user has the Signatory Official (SO) role, the organization is not considered a small, limited-access organization.

Please refer to the **ezFedGrants External Portal User Roles Definitions** document for more information on each of the roles in the ezFedGrants External Portal.

Federal Regulations

Federal Regulations Requirements

In order to use **all** features of the ezFedGrants External Portal, organizations must have at least two users, and one user must have the Grants Administrative Officer (GAO) role and the other must have the Signatory Official (SO) role. The ezFedGrants System has been designed this way in order to comply with federal regulations as 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 the ezFedGrants System, the easiest way to comply with the aforementioned federal regulations is to ensure your organization meets the minimum user role requirements such that:

- Your organization has at least two users with access to the ezFedGrants System,
AND
- One user must have the Grants Administrative Officer (GAO) role,
AND
- One user must have the Signatory Official (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 **will not** be able to use all features of the ezFedGrants System (as described in the subsequent section),
AND
- Your organization **must** have other Internal Controls and Segregation of Duties procedures/guidelines in place in order to be in compliance.

Limited-Access Organizations

This section provides guidance on using the ezFedGrants System for organizations that are not able to meet the minimum requirements outlined in the previous section. Only activities related to applying for and managing grant awards and agreements are addressed in this section.

In the ezFedGrants External Portal, limited-access organizations **cannot**:

- Submit applications
- Digitally sign grant award/agreement documents

However, these actions **can** be completed through email or other methods outside the ezFedGrants External Portal.

In the ezFedGrants External Portal, limited-access organizations **can**:

- Create and submit claims
- Create and submit reports