EXTERNAL USER ROLES IN eRA

GEMS
GRANTS ENTERPRISE MANAGEMENT SOLUTION

eRA ROLE	GRANTS ONLINE TITLE	DESCRIPTION	eRA MODULE(S)
ACCOUNT ADMINISTRATOR (AA)	**RECIPIENT ADMINISTRATOR**	An Administrative role that is designated by the SO and facilitates the administration of the organization's Commons accounts except the following: Signing Official (SO), Financial Conflict of Interest (FCOI), and Internet Assisted Reviewer (IAR) accounts. **NOTE:** The AA role cannot be combined with the PD/PI role. Separate accounts must be created if one person will hold both the AA and PD/PI roles.	**ACCOUNT MANAGEMENT MODULE (AMM)** **PERSONAL PROFILE (PPF)** **INSTITUTIONAL PROFILE (IPF)**
ADMINISTRATIVE OFFICIAL (AO)	**RECIPIENT ADMINISTRATOR**	An Administrative role that can review all grant applications within the institution for accuracy before the SO submits the finalized grant application. This user role can create and manage all organizational accounts except for the SO role. Depending on an institution's workflow process, the SO and AO may be the same person. **NOTE:** The AO role cannot be combined with the PD/PI role. Separate accounts must be created if one person will hold both the AO and PD/PI roles.	**ACCOUNT MANAGEMENT MODULE (AMM)** **PERSONAL PROFILE (PPF)** **INSTITUTIONAL PROFILE (IPF)** **STATUS** **RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)**
FINANCIAL STATUS REPORTER (FSR)	**BUSINESS/FINANCE REPRESENTATIVE**	An Administrative role that is responsible for reporting a grant's statement of expenditures through the Federal Financial Report (FFR) module. Depending on an organization's workflow, it is possible for the SO or the AO to also have FSR responsibilities; the FSR role may be added to a single SO or AO account. **NOTE:** The FSR role cannot be combined with the PD/PI role. Separate accounts must be created if one person will hold both the FSR and PD/PI roles.	**FEDERAL FINANCIAL REPORT (FFR)** **PERSONAL PROFILE (PPF)** **INSTITUTIONAL PROFILE (IPF)**

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PROJECT DIRECTOR/ PRINCIPAL INVESTIGATOR (PD/PI)	**PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR (PD/PI)**	Directs a project or program supported by a DOC grant and completes the grants administration process. The PD/PI can only access information pertaining to the grant(s) for which they are the designated PD/PI. The PD/PI can **initiate** the PPR; however, **only** the Signing Official can submit the PPR to the agency. **NOTE:** The PD/PI role cannot be combined with the SO, AO, AA or FSR roles. Separate accounts must be created if one person will hold the SO, AO, AA or FSR role in addition to the PD/PI role.	**PERSONAL PROFILE (PPF)** **INSTITUTIONAL PROFILE (IPF)** **RESEARCH PERFORMANCE PROGRESS REPORT * (RPPR)** **STATUS*** ***APPLICATIONS FOR WHICH THEY ARE THE DESIGNATED PD/PI.**
SIGNING OFFICIAL (SO)	**AUTHORIZED REPRESENTATIVE (RECIPIENT) (AR, AOR, RAR)**	Has authority to legally bind an institution in grant administration matters. The SO can register the institution; create and modify the institutional profile; and create user accounts. **NOTE:** The SO role cannot be combined with the PD/PI role. Separate accounts must be created if one person will hold both the SO and PD/PI roles.	**eRA COMMONS** **ACCOUNT MANAGEMENT MODULE (AMM)** **PERSONAL PROFILE (PPF)** **STATUS** **RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)**