

# Appendix A: Organizational Roles

## 1.1 Organizational Roles

The request for organizational roles must come from the NCID of the individual requesting the role. The project director or editor cannot login under his/her NCID and make a request on behalf of another user.

The following will provides information on how to get the Authorizing Official and Financial Officer to be listed in their respective **drop down boxes** for selection.

- Each individual associated with the grant project must register with NCID and then log into GEMS using their NCID USERID and Password.
- Once in GEMS, the individual needs to set up their profile in GEMS and request an organizational or project role under the “My Profile” tab.
- Once approved by the Organization Administrator, their name should appear in the drop-down box.
- If the “pending” message continues to show next to the Authorizing Official and/or Financial Officer roles, check the View Organizational Information tab to view the Organizational Administrator role(s). If no one is listed, then the other roles cannot be approved. Someone will need to request the Organizational Admin role and receive the pending role requests (See below on the duties of the organization administrator).
- You may use the navigation menu on the left-hand side of the screen to move forward into the application while waiting for the roles to be requested.
- All GEMS users should include their job title as it relates to the organization within the GEMS profile.



Please allow ample time for NCID registration and Organization/Project Role approval when preparing the GEMS application. Applications must be completed and submitted by January 31st to be considered further for funding.

### 1.1.1 Key Organizational Roles

There are four key roles required for submitting a grant application:

- Organization Administrator
- Authorizing Official
- Financial Officer
- Project Director

The authorizing official, financial officer, and the project director must review and approve this application before submitting to the NC Governor's Crime Commission. The Project Director, Financial Officer nor Authorizing Official may be related by blood or marriage to each other or any individual funded by this project.



Improper selection of these three individuals may significantly delay your application.

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Here are examples of who should be selected for these roles: For a non-profit, the board chair/president should be listed as the authorizing official. The board treasurer should be listed as the financial officer. For a sheriff's department grant, the county manager should be the authorizing official and the county's financial officer should be selected for the project's Financial Officer.

### **1.1.1.1 Organization Administrator**

The individual requesting to be the organization administrator should be willing and able to fulfill the following duties for his/her entity:

- Update Organization Information
- Approve Organization User Requests
- Approve Organization Roles
- Approve Project Access
- Manage GEMS Users
- Manage Project Roles



Someone within the organization should be designated to be the Organizational Administrator in GEMS.

1. This person must request the role under “My Profile” in GEMS.
2. The initial Organizational Admin role will be approved by GCC staff.
3. Once the Organization Admin role is assigned, requests for the other roles will be forwarded to the Organizational Admin approval.

This individual will have additional tabs under “My Profile” to update organization information, manage users, etc.



Being an Organizational Admin in NCID is NOT the same as being an Organizational Admin in GEMS. The Project Director, Financial Officer, and Authorizing Official CANNOT be the same person. If a staff member is funded by this grant, they cannot act as the Project Director, Financial Officer, or Authorizing Official without direct approval from the NC Governor’s Crime Commission.

Therefore, it is imperative ample time is allowed for each to review, approve and the application submission prior to the deadline. Applicants normally have three months to complete and submit applications. When scheduling time to prepare the application, applicants should ensure enough time to work around delays in obtaining an NCID, travel schedules and/or technical difficulty. Technical difficulties can usually be addressed and corrected; however, attempted last minute application submissions may not allow ample time to resolve the technical issues.

## Changing Organization Administrator

- The new individual requesting the role of organization administrator must obtain a NCID (if they have not already done so)
- Use the NCID to log into GEMS and set-up his/her profile in GEMS
- Go to “My Profile”
- Go to the “Request Organization Roles” tab
- Select “organization administrator” and provide a brief justification
- Submit

The request will go to the current organization administrator for the agency for approval. The current organization administrator should approve the request for the new organization administrator. At that point, either person may remove the old organization administrator if he/she will no longer be associated with the agency. If that individual has already departed from the agency prior to making the organization administrator change, then contact the GEMS program administrator at the Governor’s Crime Commission as soon as possible. At this time, Garrietta Proutey is the GEMS program administrator at the Governor’s Crime Commission. The program administrator will delete the former organization administrator from the role for your agency. Without an organization administrator in GEMS associated with the agency, the new organization administrator request will go to the program administrator for approval.

### 1.1.1.2 Changing Roles after Application Submission

Since the fiscal year for many non-profits begins on July 1, the Authorizing Official and Financial Officers may change from the time the application was first submitted to the time the grant award issued. It is important that GCC print the grant award with the name of the correct Authorizing Official and Financial Officer for the new fiscal year. Therefore, it is important the Organization Administrator make the appropriate changes to the project.

The steps stated in Appendix A should be followed to register the Authorizing Official and Financial Officer in GEMS and to request their roles.

**Organization Administrator**

- Update Org Information
- Approve Org Users Request
- Approve Org Roles
- Approve Project Access
- Manage GEMS Users
- Manage Project Roles**

**Manage Project Roles Help**

The following video will show you how to manage your Organization's Projects and assign new users to the project roles as an Organization Administrator.

**Grant Enterprise Management System**

Home | My Projects | My Profile

Organization Information

- View Organization Information
- Change Organization
- Request Organization Roles
- Request Access to Projects

Profile Information

- View My Profile
- Update My Profile

Organization Administrator

- Update Organization Information
- Approve Organization Users Requests
- Approve Organization Roles
- Approve Project Access
- Manage GEMS Users
- Manage Project Roles**

**Manage Project Roles**

This page is used to edit Project Roles for your Organization members. To manage a project, click the 'Edit' link next to the project name. Select project roles and click the 'Save' button to update the project roles. You can also remove project viewers and editors for the selected project.

	Project ID	Project Name	Authorizing Official	Financial Officer	Project Director
Edit	PROJ0000007021	Helping Kids Get Out			
Edit	PROJ0000007022	Shelter from the STORM			

**Edit Project Roles**

Project ID: PROJ0000007021

Project Name: Helping Kids Get Out

Authorizing Official: Select Authorizing Official

Financial Officer: Select Financial Officer

Project Director: Select Project Director

Save

You can change to various Roles for this project using this drop-down lists

For existing projects and submitted applications, the Organization Administrator will need to re-assign the roles by following these steps:

1. Go to My Profile.
2. Click on the Manage Project Roles tab.
3. Edit the project(s) for which the new Authorizing Official will need to be listed as the Authorizing Official.
4. Once the edit button is selected next to the appropriate project, an Edit Project Roles box will appear at the bottom of the page.
5. Select the new Authorizing Official from the appropriate drop-down box.
6. Click the Submit button

## 1.1.2 Reminders

- If you are not associated with the correct organization, select Change Organization from the My Profile Information menu.
- If the organization information is incorrect, please contact your GEMS Organization Administrator.
- If an individual is not present in the project roles drop-down lists, notify this individual that they must register with GEMS in order to be assigned a project role.
- The Project Director, Financial Officer, and Authorizing Official cannot be the same person.
- If a staff member is funded by this grant, they cannot act as the Project Director, Financial Officer, or Authorizing Official without direct approval from the Crime Commission.