Explanation of User Roles and Capabilities in REEport

Partner Sites

1. Site Administrator
   a. Has full control.
   b. Can view all projects and forms.
   c. Can create and make edits to any forms in Draft.
   d. Able to submit any form to NIFA.
   f. Only role that can complete and submit the Program of Research.
   g. This is the only role that can delete projects.
   h. Only role that has access to Site Administration functions, such as adding users, setting form workflows, etc. In other words, control over all aspects of site configuration.

2. Assistant Site Administrator
   a. Can view all projects and forms.
   b. Can create and make edits to any forms in Draft.
   c. Cannot submit forms to NIFA.

3. Admin Support
   a. Intended as a data entry role.
   b. Can initiate new Capacity Project Initiation forms.
   c. Can view and make edits only on those forms which they initiated.
   d. Cannot submit forms to NIFA.

4. Project Director
   a. Exactly the same as Admin Support with three exceptions:
      i. They can view and make edits on any forms for which they are the named PD, whether they initiated the form or not.
      ii. They can submit forms to NIFA, but ONLY if the Site Administrator has set the workflows to allow it.
      iii. A user must have this role in order to be assigned as the Project Director on any Capacity Project.

5. Reviewer
   a. Can view all projects and forms, but in a read-only state as a PDF.
   b. Has no other capabilities.
6. Financial Administrator  
   a. Has access only to the Financial Report module.  
   b. Able to complete the REEport Financial Report.  
   c. Able to submit the REEport Financial Report, ONLY if the Site Administrator has set the workflows to allow it.

7. AOR – Authorized Organizational Representative  
   a. This role was created for Non-Partner sites, but when used in Partner sites, effectively functions as the Admin Support role.

Non-Partner Sites

1. Project Director  
   a. Role is automatically assigned to the user who is named as the Project Director on a Competitive grant application.  
   b. Allows user to view and edit only the projects and forms on which they are the named Project Director.  
   c. Able to submit all forms.

2. Reviewer  
   a. Role is automatically assigned to the user who is named as the Authorized Organizational Representative on a Competitive grant application.  
   b. Allows user to view all projects for that organization as read-only PDF files.

3. AOR – Authorized Organizational Representative  
   a. Role is automatically assigned to the user who is named as the Authorized Organizational Representative on a Competitive grant application.  
   b. Allows user to edit only the projects and forms on which they are the named AOR.  
   c. Able to submit all forms.

4. Project Financial Reporter  
   a. Role is automatically assigned to both the Project Director and the AOR on a Competitive grant application.  
   b. Allows the user to complete and submit the REEport Financial Report.