Grantee Enrollment for Recipients New to the Automated Standard Application for Payments (ASAP)

This diagram illustrates the steps for grantee enrollment in Automated Standard Application for Payments (ASAP), the grants payment system used by NIFA. These steps apply to grantees new to ASAP as a grants payment system. ASAP is a role-based application.

The steps are as follows:

Step 1: The Federal Agency Enrollment Initiator who is a NIFA Payments Team staff member identifies the Recipient Organization (RO) and the Point of Contact (POC) in the ASAP application.

Step 2: The Point of Contact (POC) is notified by ASAP via email to log into the ASAP application and verify that the Recipient Organization (RO) information is correct and identifies some of the Recipient Organization (RO) Officials which include the Head of Organization (HOO), Authorizing Official (AO), and Financial Official (FO).

Step 3: The Head of Organization (HOO) is notified by ASAP to log into the ASAP application and approve the Recipient Organization (RO) Officials.

Step 4: The Authorizing Official (AO) and the Financial Official (FO) each is notified by ASAP via email to log into the ASAP application and perform specified tasks. The Authorizing Official (AO) verifies the Recipient Organization data and identifies and maintains users and roles for the Recipient Organization (RO) while the Financial Official (FO) enters and maintains the banking information for the Recipient Organization (RO).

Federal Agency Enrollment Initiator
Identifies Recipient Organization (RO) and Point of Contact (POC)

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Point of Contact
Verifies that the RO Information is correct
and identifies the RO Officials

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Head of Organization
Approves RO Officials

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Authorizing Official (AO)
Verifies RO Data and
Identifies & Maintains Users
and Role(s)

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Financial Official (FO)
Enters and Maintains
Banking Information