



# IGX Grants Management System Registration FAQ & User Roles

## Purpose

Grantees and applicants will get answers to frequently asked questions related to IGX registration and learn about the unique user roles for grantee/applicant organizations. In this guide:

- [IGX Applicant/Grantee Registration FAQ](#)
- [Application/Grantee User Roles and Responsibilities](#)

## IGX Applicant/Grantee Registration FAQ

### **Question: How does my organization get started?**

Answer: An organization must first identify their lead Agency Administrator to register their organization in IGX. The initial registration for your organization must be completed by the Agency Administrator for the organization.

Once the Agency Administrator registers the organization, they will receive an email Notification of Access Approval from the online systems administrator.

The Agency Administrator can then designate access to other organizational accounts for additional staff members as they deem appropriate.

### **Question: What is an Agency Administrator's role and responsibilities?**

An Agency Administrator is responsible for the following tasks:

- Initiate and **submit** grant applications
- Accept grant agreements and grant amendments
- Initiate and submit progress reports
- Initiate and submit financial status reports (requests for payment)
- View all grantee-related grant documents
- Add/edit/inactivate user accounts for all roles in their assigned organization(s)
- Edit their own user account information

### **Question: What information does the Agency Administrator need to register their organization?**

Answer: The Agency Administrator will create an account for themselves as well as initiate registration for their organization. Information needed includes general user contact information (e.g., name, phone, email, address), their organization's legal name, headquarter address and Federal Employer Identification Number (FEIN) (also known as EIN).

**Question: What additional information do I need to register my organization?**

Answer: Before starting the IGX registration process, make sure your organization is registered in [SWIFT](#) (the State of Minnesota’s accounting and procurement system). If applying for a grant with federal funding, you must also register at [SAM.gov](#).

**Question: I am a division or department within an organization. Why do I need to register under the organization instead of my division or department?**

Answer: Organizations are registered based on an organization’s FEIN and SWIFT numbers as well as the legal structure of an organization. Your account will be registered under the organization and not your division or department if you have the same FEIN and SWIFT numbers as the organization and are considered the same legal entity as the organization.

**Question: What if my organization does not have a FEIN number?**

Answer: Visit the [IRS website](#) to learn more about FEIN number requirements and how to apply for a FEIN number.

**Questions: I’ve submitted my registration request. When should I expect to hear back?**

DPS reviews and approves every registration. You can expect a response within 3 business days.

**Question: Why can’t I just keep using E-Grants forever?**

Answer: E-Grants is available to manage any published funding opportunities, including financial status reports, payment requests, budget revisions, grant amendments and closeouts. Once all existing grants are closed, E-Grants will be decommissioned.

**Question: How do I ask additional questions about IGX?**

Use the [IGX Questions and Feedback](#) form to submit questions and feedback about IGX. This can include questions and feedback about general IGX system functionality, trouble using IGX, IGX processes, and more.

## IGX Applicant/Grantee User Roles and Responsibilities

Below are the roles and responsibilities for applicant/grantee organizations. Individuals may have multiple roles within an organization. Additionally, there may be multiple individuals with the same role.

In the case of organizations with divisions or departments that may apply for grants separately, it is recommended, although not required, that each division or department have a separate Agency Administrator.

For example, a County may have a Sheriff's Office and an Attorney's Office that each apply separately for grants. It is recommended that the Sheriff's Office has its own Agency Administrator and the Attorney's Office has its own Agency Administrator.

### Agency Administrator

- Initiate and submit grant applications
- Accept grant agreements and grant amendments
- Initiate and submit progress reports
- Initiate and submit financial status reports (requests for payment)
- View all grantee-related grant documents
- Add/edit/inactivate user accounts for all roles in their assigned organization(s)
- Edit their own user account information
- **NOTE: Only Agency Administrators can submit grant applications.**

### Agency Program Administrator

- Initiate and edit grant applications
- Accept grant agreements and grant amendments
- Initiate and submit progress reports
- Initiate and submit financial status reports (requests for payment)
- View all grantee-related grant documents
- Edit their own user account information

### Agency Financial Officer

- Initiate and submit financial status reports (requests for payment)
- View all grantee-related grant documents
- Add/edit/inactivate user accounts for Financial Officer and Viewer roles in their assigned organization(s)
- Edit their own user account information

**Agency Writer**

- Complete/edit grant application forms
- Initiate and submit progress reports
- View all grantee-related grant documents
- Add/edit/inactivate user accounts for Writer and Viewer roles in their assigned organization(s)
- Edit their own user account information

**Agency Signer**

- View all grantee-related grant documents
- Able to sign grant agreements and amendments
- Edit their own user account information
- *NOTE: Only Agency Signers can sign grant contract agreements and amendments.*

**Agency Viewer**

- View all grantee-related grant documents
- Edit their own user account information