

Instructions for Adding Staff to IowaGrants.gov

General Information Component

- Grantee Contact – Individual listed as the Authorized Official in the application in accordance with the Certification and Conditions form.
 - This person has the sole rights to add or delete users representing the organization.
 - Will receive all system general notifications regarding claim and report deadlines as well as any action requested by IDPH.
- Additional Contracts – Individual listed as Financial Officer/Agency in the application in accordance with the Certification and Conditions form.
 - Other key personal listed in the application may be added by IDPH program staff per request.
 - Will receive all system generated notifications regarding claim and report deadlines as well as any actions requested by IDPH.

Add or Remove User Access to the Grant/Contract

- Function assigned to the Grantee Contact
- Select the General Information component
- Select Edit at the right of form
- Use scroll bar to find individuals registered in system with your organization
- Highlight all name(s) you wish to grant access.
 - If multiple persons are granted access, depress the Ctrl key while making selection.
 - Select “save” at top right of form.
- If a staff member is not an available option in IowaGrants site, contact the IowaGrants.gov Help Desk to have that staff member added.
- Remove highlight of individuals you want to remove access using the Ctrl key.
 - If access for multiple persons is removed, depress the Ctrl key while making the selection.
 - Select “save” at the top right of form.

Questions?

Contact the IowaGrants.gov Help Desk at helpdesk@idph.iowa.gov.