

CDVSA Add, Update, or Remove Users from GrantVantage

This form has all the required information needed to add, update, or remove a user account in GrantVantage. Fill out the form per program and limit users to those that need access to those projects. You may also use this form to remove users that are no longer with your organization. Below are the definitions for each type of permission.

View Only – This will allow the user to view the project but not allow them to submit or modify the project in anyway. Use the option for those that need to monitor the project but do not need to submit or approve anything in the project.

Submitter – This level of permissions allows the user to submit reports and requests like Budget Change Request(BCR). Use this option for those that need access to the project to submit financial reports and budget adjustment requests.

Authorized Approver – This level of permissions allows the user to review and approve the financial reports that are submitted. After the financial report is approved and complete this user will request monthly reimbursements and/or Quarterly advances.

All request forms need to be submitted to Chris Hardin at Christopher.hardin@alaska.gov. If you have any questions about the request form, please reach out to your Grant Administrator.

CDVSA Add, Update, or Remove Users from GrantVantage

Program: _____

Agency: _____

Date: _____

User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	
User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	
User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	
User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	
User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	
User			
Name: _____	Add	Remove	Update
Email: _____		Phone #: _____	
Title: _____			
View Only	Submitter	Authorized Approver	

CDVSA Use Only

Date Processed: _____

Notes: