

Recipient - TrAMS User Role Groups

User Role Group	General Responsibilities/Functions and Task Assignments
General All Users Unless Noted	<ul style="list-style-type: none"> • Recipients may be assigned more than one user role (may depend on the size and complexity of the organization) • All recipient roles, including read only, have access to view/run recipient-level reports
User Manager	<ul style="list-style-type: none"> • Manages assignment of roles / responsibilities for all of the recipient's users • Creates new users, and can modify or suspend users for recipient organization • Has ability to manage recipient profile information, including points of contact (POCs) • Serves as liaison to the FTA Local Security Manager (LSM)
Developer	<ul style="list-style-type: none"> • Is responsible for preparing applications in the system • Can create and edit all parts of an application and its associated projects; however the Developer cannot transmit or submit applications for FTA review and concurrence • Has the ability to manage post award actions • Generally assigned the Point of Contact during application development
Submitter	<ul style="list-style-type: none"> • Is responsible for <u>transmitting</u> draft applications for FTA initial review and concurrence • Is responsible for (and receives the associated Task) to <u>formally submit</u> an application to FTA for Award Consideration • Can create and edit all parts of an application and its associated projects during development (or if the application is returned to the grantee) • Receives email notification if a <u>transmitted</u> or <u>submitted</u> application is returned to recipient for action • Has the ability to manage post award actions
Official	<ul style="list-style-type: none"> • Is responsible for executing, by affirming to the Annual Certifications & Assurances (C&As) applicable to your agency • Is responsible for (and receives associated Task) executing awards of grants or cooperative agreements • Official actions require a PIN • User Role assignment requires authorizing documentation and LSM review

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Attorney	<ul style="list-style-type: none"> • Is responsible for executing, by affirming to the Annual Certs & Assurances (C&As) • Is responsible for preparing /uploading recipient legal documents • If Attorney executes certification of Annual C&As for recipient, on behalf of the Official, they must also be assigned the Official Role • Attorney Actions require a PIN • User Role assignment requires authorizing documentation and LSM review
Civil Rights	<ul style="list-style-type: none"> • Is responsible for managing Civil Rights Program compliance • Is responsible for preparing and submitting DBE Goal Reports • Receives email notification/Task when a Civil Rights Program's compliance status has expired and must be updated and submitted to FTA • Receives a Notification/Task once a Civil Rights Program's compliance status is concurred / approved • Receives Task if FTA returns a Civil Rights Program to the recipient with comments or for further edits • Receives Task to complete DBE Reports once the reporting cycle begins • Receives email reminder notifications when DBE reports are pending or past due
FFR Reporter	<ul style="list-style-type: none"> • Is responsible for preparing and submitting Federal Financial Reports (FFRs) for each active award in the system • Receives Task to complete the FFR once the reporting cycle begins • Receives email reminder notifications when FFRs are pending or past due
MPR Reporter	<ul style="list-style-type: none"> • Is responsible for preparing and submitting Milestone Progress Reports (MPRs) for each active award in the system • Receives Task to complete the MPR once the reporting cycle begins • Receives email reminder notifications when MPRs are pending or past due
Read Only User	<ul style="list-style-type: none"> • Has View Only access to a recipient's information in the system, including recipient profile, grant awards and associated projects, completed/submitted MPR / FFR / DBE reports • No associated Tasks