STATE OF INDIANA

INDIANA CRIMINAL JUSTICE INSTITUTE

Eric J. Holcomb, Governor
Devon McDonald, Executive Director

TO: All ICJI Staff and Subgrantees

FROM: Devon McDonald, Executive Director

RE: Accessing ICJI's Electronic Grant Management System (IntelliGrants)
Grant Management Directive 5

EFFECTIVE DATE: September 11, 2019 – Revised March 4, 2020

Issue: Can a subgrantee allow any individual of the subgrantee's agency to access IntelliGrants? Can a subgrantee share access to IntelliGrants with a subgrantee's consultant or contractor?

Answer: IntelliGrants allows for five types of security roles within the electronic grant management system. Each security role provides a specific level of access. Those five security roles are: (1) Subgrantee Administrator; (2) Subgrantee Project Director; (3) Subgrantee Fiscal Agent; (4) Subgrantee Staff; and (5) Subgrantee Viewer. Only the Subgrantee Administrator has permission to add or deactivate users on behalf of the subgrantee. Therefore, it remains the Subgrantee Administrator's responsibility to add users and remove old users on behalf of the subgrantee. Moreover, it is the dual responsibility of the Subgrantee Administrator and Subgrantee Project Director to ensure that agency personnel who have access to IntelliGrants have been assigned access to the appropriate project throughout the lifecycle of the project.

The only IntelliGrants security role that Subgrantee Administrators may assign to consultants or contractors is Subgrantee Viewer access. Consultants or contractors of the subgrantee may not access any save or submit functions of the IntelliGrants system. Subgrantees should never share the subgrantee's IntelliGrants account information with a consultant or contractor of the subgrantee.

For more information on the levels of access within IntelliGrants, and the permissions that exist at each level, please review ICJI's IntelliGrants Subgrantee User Manual, found at
https://www.in.gov/cji/files/IntelliGrants_User_Manual.pdf