



Assigning Grant Contacts User Manual

Revised July 26, 2021





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ASSIGNING GRANT CONTACTS

The Agency Primary Contact must assign those agency representatives responsible for Activity and Financial reporting within the Grant Record section. The Finance and Program Contacts must be registered as ACJC Grants Portal users prior to being assigned to the grant.

In order to access the contacts section of the grant record, click on the “View Records” button of the main user page.

ACJC Grants Manuals Contact Hello, IT Admin! Main Page Log off

Welcome to the new ACJC Grants Management Portal! Please select from the options below.

Weekly Application Status

0 Created 0 Submitted 0 Reviews Pending

View Records

- View Record Information
- Add/Update Information
- Contact ACJC

Access Applications

- Create/Edit Applications
- View Prior Applications

Review Applications

- Score Applications
- View Prior Scoring

Manage Personnel

- View Personnel Information
- Create/Edit Personnel

Sub-Awardee Questionnaires

- View Questionnaires
- Submit Questionnaires

Activity Reporting

- View Activity Reports
- Submit Activity Reports

Financial Reporting

- View Financial Reports
- Submit Financial Reports

Grant Adjustments

- Create a GAR
- View Prior GARs

NOTE: New grantees must first establish their agency contact list in order to populate the activity and financial contact dropdown options. Both processes are accessible within the same section of the grant record.

MANAGE AGENCY CONTACT LIST

To access contact list information, simply select the program, agency and grant number in the dropdown lists and click "Select."



Grant Records

Please select from the following:

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Once a grant record has been selected, there is a section called "Grant Contacts." Alongside the header to this section, the primary contact will find the "Manage Contacts List" link to access the agency contact list. Select this link to add or deactivate contacts from this master agency list.

Please select from the following:

Grant Record Information

Grant Period	CY21	Project Title	RSAT
Project Phase	N/A	Jurisdiction	
Fiscal Year	2021	Total Award	\$68,540.64
DUNS Number	123456	Match Source	

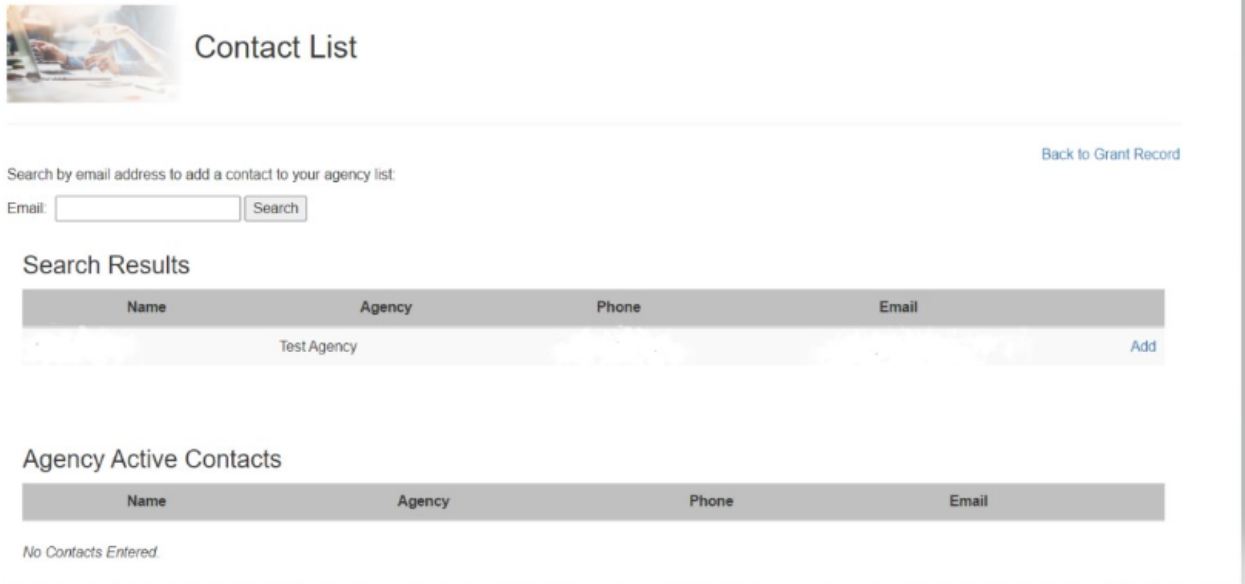
+ Grant Dates

+ Grant Contacts [Manage Contacts List](#) [Edit Contacts](#)

The primary contact will be directed to the "Contact List" page where the contact will search for the email of the contact they wish to add. If the grantee is wishing to deactivate an existing contact, the "Deactivate" link next to the contact's name in the Agency Active Contacts list will allow the grantee to remove the contact from future dropdown lists.

At this time, the grantee will search by email address to add a contact to the agency list. When the grantee has identified the proper contact in the Search Results section, click on "Add" to add the contact to the Agency Active Contacts list.

NOTE: The grantee's Primary Contact is the only individual allowed to manage the contact list and assign contacts for the grant. Once an agency contact has been added, the contact will remain under Agency Active Contacts until the contact is deactivated by the Primary Contact.



The image shows a web interface titled "Contact List". At the top left is a small image of hands working on a laptop. Below the title, there is a search section with the text "Search by email address to add a contact to your agency list:" and a "Back to Grant Record" link on the right. The search section includes an "Email" input field and a "Search" button. Below this is a "Search Results" section with a table. The table has four columns: "Name", "Agency", "Phone", and "Email". One row is visible with "Test Agency" in the "Agency" column and an "Add" link in the "Email" column. Below the search results is an "Agency Active Contacts" section with a similar table structure. Below this table, it says "No Contacts Entered".

Search by email address to add a contact to your agency list: [Back to Grant Record](#)

Email:

Search Results

Name	Agency	Phone	Email
	Test Agency		Add

Agency Active Contacts

Name	Agency	Phone	Email
No Contacts Entered			

Click on the "Back to Grant Record" link at the top right side to return to the grant record for contact assignment.

ASSIGN ACTIVITY AND FINANCIAL CONTACTS

Once the agency list is complete, the grantee may now click on the "Edit Contacts" link in the Grant Contacts section of the grant record. When the link is clicked, a popup appears directing the grantee to select up to four (4) contacts from the agency contact list dropdowns.

At this time, the Primary Contact will select up to four contacts for assignment. Once all contacts have been selected, then click the blue "Save Changes" button at the bottom of the popup to officially assign individuals to the grant.

NOTE: Only the Primary Contact has the ability to assign contacts and manage the agency contact list. Alternate contacts will have the same rights and access as Program or Financial Contacts. Alternate contacts are not required.

Edit Contact Information

Project Title RSAT
DUNS Number 123456
Grant Number RSAT-21-002

Program Contact Not Specified
Program Alternate Not Specified
Financial Contact Not Specified
Financial Alternate Not Specified

Save Changes Cancel