

3.7 Project Director Request

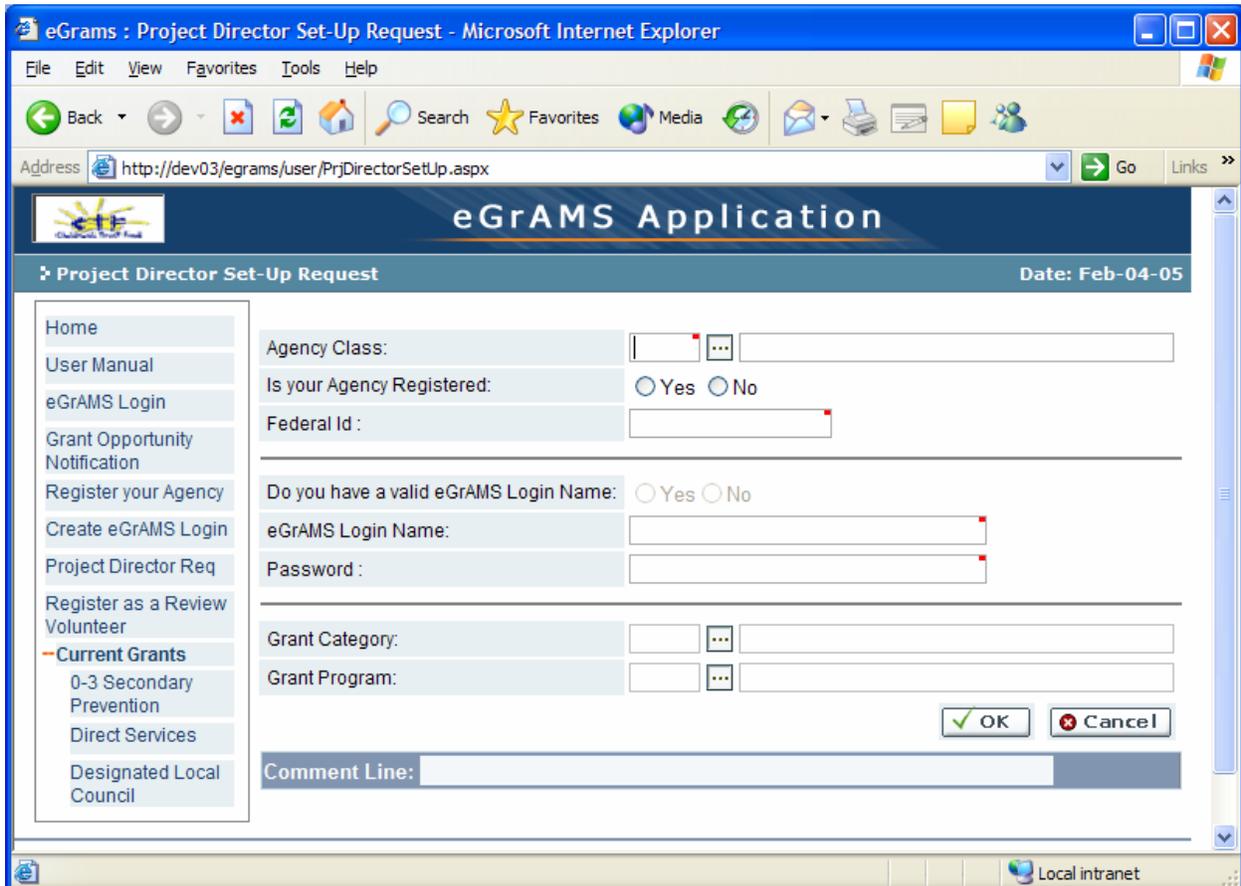
A project director is a person from the grantee agency responsible for performing certain administrative functions within his or her agency for a specific grant program. A project director can

1. Assign users from within his/her agency to have access to a grant application
2. Register users from his/her agency for Technical Assistance sessions
3. Update his/her agency information
4. Submit a grant application for review
5. Receive email notifications from grant monitors, reviewers based on the grant life cycle milestones
6. Review the draft contract
7. Submit periodic progress reports

If you feel that you would be performing the above mentioned responsibilities on behalf of your agency, select the Project Director Request option and enter the required information.

 Before you attempt to submit a Project Director Request, ensure that your agency information has been registered in the eGrAMS system and you have a valid user name and password.

On selection of the Project Director Request option, the system will display the following screen.



Srl	Field	Description
1.	Agency Class	Enter your agency class or invoke the lookup to select a valid agency class.
2.	Is your Agency Registered	Select 'Yes' if your agency information is entered in the eGrAMS system. Select 'No' if your agency information has not been entered in the eGrAMS system.

If you select 'No' the system will display the following screen to enable you enter your agency information into eGrAMS.

For details on entering your agency information, refer to the documentation under 'Register your Agency'. After successfully entering and saving your agency information, the system will re-direct you back to the Project Director Request screen. You will have to select 'Yes' to 'Is your Agency Registered'.

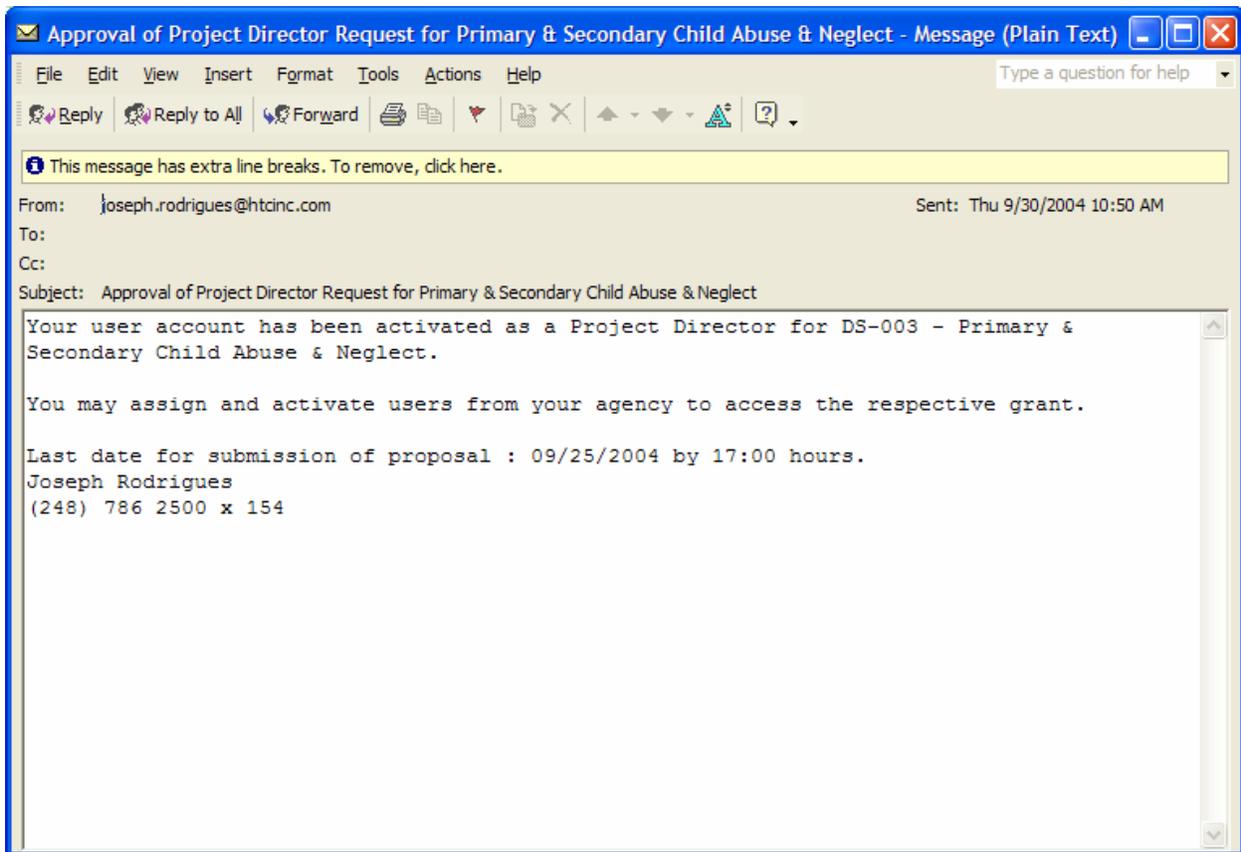
Srl	Field	Description
1.	Federal Id	Enter your agency federal id. The system validates the federal id and gives you an error if federal number is not registered in eGrAMS. Click on 'Cancel' to go back to the eGrAMS home page and select Register your Agency OR click on 'No' and enter your agency information as described above.
2.	Do you have a valid eGrAMS User Name	Select 'Yes' if your user profile information is entered in the eGrAMS system. Select 'No' if your user profile information has not been entered in the eGrAMS system. If you select 'No' the system will not allow you to complete the Project request.
3.	eGrAMS Login Name	Enter your eGrAMS login name

Srl	Field	Description
4.	Password	Enter your password The system validates your user name and password and gives you an error if either your user name or password is incorrect.
5.	Grant Category	Enter the grant category or invoke the lookup to select the valid grant category.
6.	Grant Program	Enter the grant program or invoke the lookup to select the valid grant program.

Click on **'OK'** to submit your project director request to the grant administrator. You will be notified by email when your request has been approved.

Click on **'Cancel'** to discard your project director request and return to the eGrAMS Home page.

On approval of your project director request, you will receive the following email notification.



If you receive any errors, please refer to the table below for an explanation of the error and the corrective action that may be needed.

Srl	Error	Description	Corrective Action
1.	Agency class cannot be empty	Agency class is blank	Enter a valid agency class or invoke the lookup to select a valid agency class
2.	Login name cannot be empty	The login name is blank	Enter a login name

Srl	Error	Description	Corrective Action
3.	Password cannot be empty	The password is blank	Enter a password
4.	Invalid federal id, please re-enter	You have answered 'Yes' to 'Is your Agency Registered'. However, the federal id entered does not exist in eGrAMS	Check your federal id and make sure it is correct. Make sure that the agency class is correct. Select 'No' and enter your agency information in eGrAMS
5.	Invalid user name and password, please re-enter	The user name or password entered are incorrect	Please enter a correct user name and password. If you do not have a valid user name and password in eGrAMS, select the 'Create EGrAMS Login' option
6.	Invalid Code	The grant category is blank	Enter a grant category or invoke the lookup to select a valid grant category
7.	Invalid grant category code. Please enter a valid grant category	The grant category entered is not a valid grant category in eGrAMS	Enter a valid grant category or invoke the lookup to select a valid grant category
8.	Invalid grant program. Please specify a valid grant program	The grant program entered is not a valid grant category in eGrAMS	Enter a valid grant program or invoke the lookup to select a valid grant program
9.	User already assigned to grant program <grant program description>	The entered user has been assigned to the grant program either as a project director or some other role	Click on Cancel to return to the eGrAMS home page
10.	Project director already defined. Do you wish to enter an additional projector	A project director request has already been made for your agency and the specified grant program.	Click on 'Yes' to submit an additional request for a project director for your agency and grant program. Click on 'No' to discard your additional request
11.	No grant programs displayed on invoking the program lookup	Grant programs have not been published for the grant category OR you agency type is not eligible for the available grant	Select the 'Current Grants' option to view available grant programs under the grant category. If grant programs are displayed in the program list, check your agency type defined for your agency.