

# MiGrants – Terminology Guide

## Guidance for Grantees



### INTRODUCTION

MiGrants is the Michigan Department of Natural Resources tool to apply for and manage grants.

**The following guidance is provided by the Grants Management Section (GMS) and intended for all users of GMS grants.**

To access MiGrants, go to <https://migrants.intelligrants.com/>

Program specific guidance and instructions can be found on each grant program's page at the DNR [Grants](#) website.

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## Definitions of Role Types

### Authorized Official

Authorized Officials have the legal authority to make binding financial and operational decisions on behalf of an organization, such as signing contracts. Authorized officials are responsible for assigning users to their organization and approving consultants and prime professionals to work on their projects. An authorized official is often referred to as the grantee.

### Agency Staff

Agency staff typically provide administrative support to the authorized official during the life of a grant by assisting with data entry, information management, and task coordination.

### Financial

Is an individual that provides financial administrative support to the authorized official during the life of a grant by tracking expenses, employee payroll, contractor payments, and vendor charges.

### Key Person

Is the individual that manages a consultant organization and can assign other users to their organization. The key person can assign users the role of consultant and prime professional.

### Consultant

A consultant is someone typically hired by an organization to assist with providing the necessary information to the DNR. This individual may or may not have an active architect or engineering license.

### Prime Professional

Users with a prime professional role type are licensed architects, landscape architects, or engineers. These individuals often design and develop site plans and provide information like sealed plans and specifications.

## General Terminology

### Organization

An organization is a group of individuals that belong to the same group, business, non-profit, or local unit of government. Individuals that are active in an organization will be assigned to all documents created by an organization.

### Profile

Your profile contains the organization(s) you belong to, your contact information, and what role(s) you have been assigned.

## **Role**

A role is the designation assigned to a user in MiGrants that determines their specific functions, permissions, and assigned tasks. Every user has a role(s) assigned to them and that role defines what that person can and cannot do. That in combination with the organization you are assigned to determines the information available to you.

## **Permissions**

Every role type has specific rights and privileges assigned to it, such as viewing, editing, initiating documents, and submitting documents to the DNR. Permissions vary across grant programs, document type, and document status, based on the activity the role is expected to perform with the grant.

## **Documents**

A document is the term used in MiGrants to describe a group of online forms. For example, a payment request, which can contain several forms to fill out and submit, is referred to as a document in MiGrants.

## **Name**

All documents are assigned with a unique identifier, which is the name of the document. A unique identifier is a combination of letters and numbers, that identify the grant program, year, and document type.

The name of a document is searchable using the Grants Management Section menu, as long as you are assigned to the document.

## **Status**

The status of a document indicates where a document is within a given process and determines what role(s) are assigned to work on that document. Permissions change depending on what status a document is in.

The status of a document changes each time the authorized official submits information to the DNR, and each time the DNR either approves the information or assigns the document back to the organization for review, update, or more information. The status of any given document will continue to change until the document is considered final/approved.