

## Explanation of User Roles and Capabilities in REEport

### 1. Site Administrator

- a. Has full control.
- b. Can see all projects and forms.
- c. Can create and make edits to any forms in Draft.
- d. Able to submit any form to NIFA.
- e. This is the only role that can delete projects.
- f. Also only role that has access to Site Administration functions, such as adding users, setting form workflows, etc. In other words, control over all aspects of site configuration.

### 2. Assistant Site Administrator

- a. Can see all projects and forms.
- b. Can create and make edits to any forms in Draft.
- c. Cannot submit forms to NIFA.

### 3. Admin Support

- a. Intended as a data entry role.
- b. Can initiate new forms.
- c. Can view and make edits only on those forms which they initiated.
- d. Cannot submit forms to NIFA.

### 4. Project Director – AKA Investigator

- a. Exactly the same as Admin Support with two exceptions:
  - i. They can make edits on any forms for which they are the named PD, whether they initiated the form or not.
  - ii. They can submit forms to NIFA, but ONLY if the Site Administrator has set the workflows to allow this.

### 5. Reviewer

- a. Has read all permissions, therefore can view all forms, but in a read-only state as a PDF.
- b. Has no other capabilities.