Signing Official (SO) vs. Principal Investigator (PI) Commons Role Access

Responsibility	Task	Signing Official (SO)	Principal Investigator (SAMHSA PD/PI)
Registration	Register & maintain registrations with required federal agencies	✔	
User Accounts	Affiliate, manage, and create user accounts	✔	
Application Submission	Submit an application to Grants.gov [Must also enter Grants.gov Authorized Organization Representative (AOR) credentials]	✔	
Application Tracking	Check on status of application	✔	✔
Application Tracking	Application Submission	✔	✔
Reject Application	Remove an application from review consideration	✔	
View Scores and Summary Statement	Accessible via the detailed Status Screen		✔
View Notice of Award	Accessible via the detailed Status Screen	✔	✔
Submit documentation	Requests for Additional Material (RAM)	✔	✔
Submit documentation	Terms and Conditions Responses	✔	✔
Correspondence	Initiate and Respond to Correspondence for documentation in the official Grant Folder	✔	✔
Closeout	Enter information	✔	✔
Closeout	Submit	✔	
Federal Financial Report	Initiate	Only a user with the FSR role has the authority to view, enter data, and submit View the FFR on behalf of the institution.	
Federal Financial Report	Submit		
Post Award Amendment Requests			
Request No Cost Extension	Initiate	✔	
Request No Cost Extension	Add Info	✔	
Request No Cost Extension	Submit	✔	
Request Carryover	Initiate	✔	
Request Carryover	Enter Info	✔	✔
Request Carryover	Submit	✔	
Request Change of PD/PI	Initiate	✔	
Request Change of PD/PI	Submit	✔	
Withdrawal of grant	Initiate	✔	✔
Withdrawal of grant	Submit	✔	
Access ASSIST	Manage Access	✔	✔

Other eRA Commons SAMHSA User Roles

Account Administrator (AA)

Designated by the SO, the Accounts Administrator (AA) facilitates the administration of eRA Commons accounts.

An Accounts Administrator (AA) role has the following privileges:
- Create and modify all Commons accounts except SO accounts
- Create affiliation of an existing PI Commons account

NOTE: AAs are not authorized to modify Institutional Profile (IPF) information or user's Personal Profile information.

Administrative Official (AO)

An Administrative Official (AO) is a Business Official (BO) within an extramural organization. The AO reviews grant applications for accuracy before the SO submits final applications. Depending on an institution's workflow process, it is possible for the SO and AO to be the same person. In this case, only SO authority is necessary (as SO authority supersedes AO authority). SO and AO authorities should not be combined.

An Administrative Official (AO) role has the following privileges:
- Create all accounts (except BO)
- Update Commons accounts created by the AO
- View status and award information for all institution grants
- Create affiliation of an existing PI Commons account and the institution

NOTE:
- The AO is not authorized to transmit applications to SAMHSA.
- The AO cannot view summary statement or priority score.
- The AO cannot modify the Institution Profile.

Financial Status Reporter (FSR)

The Financial Status Reporter (FSR) is responsible for the reporting a statement of expenditures for a grant. Depending on the institution workflow process, it is possible for the SO and FSR to be the same person (these two authorities may be combined). If the FSR is a different individual, a separate FSR account must be created.

A Financial Status Report (FSR) role has the following privileges:

- Submit Financial Status Reports on behalf of the institution.

NOTE: An account with only the FSR role assigned can only perform FSR tasks. An account can include multiple roles, including that of FSR.