





## RAP ECC

# MANAGING DEPARTMENT RELATIONSHIPS

A quick guide to managing Department Relationships in RAP ECC.

### Primary Department Grant Administrator

Each Department with sponsored grants must have one Department Administrator (DGA) who is shown in their department list highlighted in yellow. A department can have multiple DGAs, but only one primary may be assigned at any time. The Primary DGA receives all system-generated tasks and email notifications for their assigned departments.

	Primary Department Grant Administrator 	Non-Primary Department Grant Administrator 
<b>Receives system generated emails</b>		
Pre-Review Period Opening - Grant Statements	<b>X</b>	
Certification Period Opening - Grant Statements	<b>X</b>	
Certification Reminder Emails - Grant Statements	<b>X</b>	
Get Help button on Statements	<b>X</b>	
<i>**if a DGA is assigned to a specific PI or grant, they will receive emails as a Primary DGA would expect**</i>		
<b>Work List</b>		
Responsible for Pre-Reviewing all statements associated to assigned Departments	<b>X</b>	<b>X</b>
View Grant Statements from Work List	<b>X</b>	
View Grant Statements from Department Dashboard	<b>X</b>	<b>X</b>
<i>**if a DGA is assigned to a specific grant, their Worklist will appear the same as a Primary DGA would expect**</i>		
<b>Tasks</b>		
Adding and/or removing DGAs from departments in RAP ECC	<b>X</b>	
Assigning Primary DGAs in RAP ECC	<b>X</b>	
Assigning Grant Managers in RAP ECC	<b>X</b>	
Assigning Grant Manager Overrides in RAP ECC	<b>X</b>	
Assigning Statement Designees in RAP ECC		



## Assigning Additional Relationships

Each Department has a **Primary Department Grant Administrator** who is responsible for managing their departments. The Primary DGA role can also assign the following relationships:

- Restricted Access Department Administrators
- Grant Manager
- Grant Manager Override

### Restricted Access Department Administrators

An employee with the Restricted Access DGA relationship can only view statements for those employees to whom they are assigned. They will not have full access to view statements for anyone else in a department.

### Grant Manager

A Grant Manager relationship allows a DGA to be assigned to a group of principal investigators, or for a specific grant. When using the Grant Manager functionality, the DGA, by default, is assigned as the Grant Manager for all grants in the Department.

**Note:** Assigning a Grant Manager will automatically create a Restricted Access DGA relationship.

### Primary DGA Assigning a Grant Manager Override

By default, the Primary DGA is assigned as the grant manager for all grants in the Department. If another administrator is required to manage a Grant within the Department, they need to be assigned as the Grant Manager. This can be achieved by overriding the current Grant Manager using the Grant Manager Override assignment.

The Grant Manager Override is a one-off assignment where a specific grant is assigned to another administrator. The PI to Grant Manager relationship is one to one (a PI can only have one Grant Manager), but on a grant-by-grant basis, another administrator can have oversight.

A Grant Manager Override can be assigned from either the Grant Certification Tab or the Grant Summary page.

**Note:** If there is Grant Manager assigned to a PI and a Grant Manager Override assigned to one of the PI's Grants, both the Grant Manager and Grant Manager Override will be able to view the tasks related to the Grant.



### Primary DGAs Assigning an Alternate Primary DGA

To assign the Primary DGA role to an employee:

1. Navigate to the Department Information tab on the appropriate Department Dashboard.

Name	Address	Phone	Email	Action
Rivas, Jamie L - 950372300			jrvias@uoregon.edu	
Unger, Adam E - 950504757			aunger1@uoregon.edu	

2. The current Primary DGA is identified by the yellow highlighted line.

Magilley III, Edward Joseph - 378900139	ejm9r@virginia.edu
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3. Find the desired DGA you wish to assign to the Primary DGA role and click on the pencil icon in the Actions column.
4. RAP ECC will automatically refresh and the DGA you selected will now be assigned as the Primary DGA. To verify that this assignment has occurred, the new Primary DGA will be highlighted in yellow.

Name	Address	Phone	Email	Action
Rivas, Jamie L - 950372300			jrvias@uoregon.edu	
Unger, Adam E - 950504757			aunger1@uoregon.edu	

### Primary DGAs Assigning or Removing a Relationship

To assign a relationship to an employee:

5. Click Add from the Department Effort Coordinator(s) section to open the Manage Assignments tool.

**Department Basic Information:**  
 Name: Huron Training Department  
 Description: Huron Training Department  
 Active: Yes

**Department Effort Coordinator(s)**

Name
Arnold, Beth - 99887702
Hanada, Molly - 99887707



- 6. Enter the name of the employee for whom you wish to assign certifiers in the **Select User field** and click the correct name.

**Manage Assignments**

Department: Hurontraining - Huron Training Department

Select User:

Department: Hurontraining - Huron Training Department

Select User: George

- Harris George - 19180338
- Georgetown George - HCGBC11
- George Matt - mattgeorge

Manage Restricted Access Effort Coordinators

Unassigned PI/Certifier List

[Certifiers associated to selected Department]

- 7. Department certifiers will be listed within each section. You can create multiple relationship types as needed.

Select User: George Matt - mattgeorge

**Manage Restricted Access Effort Coordinators**

Unassigned PI/Certifier List

- [Associated certifiers]
- Arnold, Beth - 99887702 (Hurontraining)
- Jones, Frankie - 99887701 (Hurontraining)
- Kealy, Pat - 99887706 (Hurontraining)
- Meadows, Steve - 99887704 (Hurontraining)

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**Manage Primary Access Effort Coordinator Overrides**

Unassigned PI/Certifier List

- [Associated certifiers]
- Jones, Frankie - 99887701 (Hurontraining)
- Kealy, Pat - 99887706 (Hurontraining)
- Meadows, Steve - 99887704 (Hurontraining)

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**Manage Grant Manager Assignments**

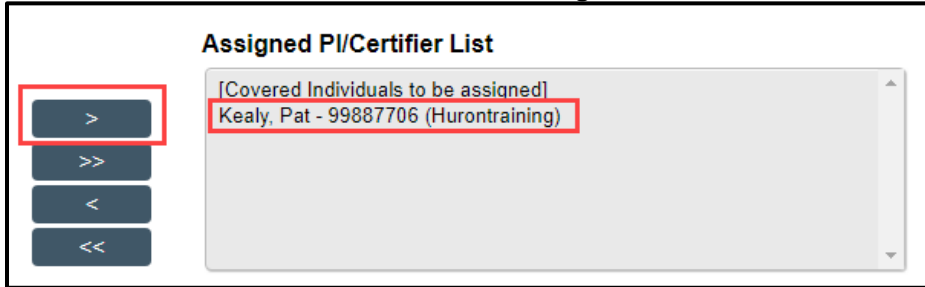
Unassigned PI/Certifier List

- [Associated certifiers]
- Arnold, Beth - 99887702 (Hurontraining)
- Jones, Frankie - 99887701 (Hurontraining)
- Karoli, Tim - 99887705 (Hurontraining)
- Kealy, Pat - 99887706 (Hurontraining)
- Meadows, Steve - 99887704 (Hurontraining)

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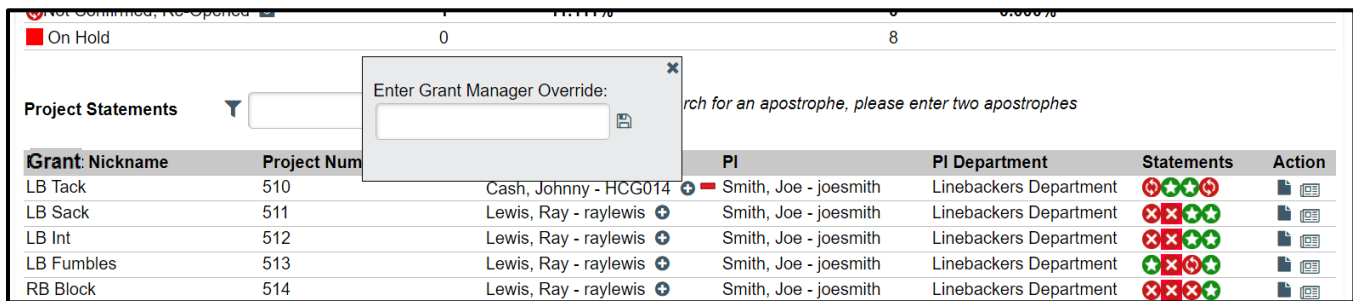
- In the Unassigned PI/Certifier List pane, click the name of the certifier to assign.
- Click the right arrow button to add the selected certifier to the right. All certifiers in the list can be added by clicking the double right arrow button.
- The selected certifiers' names move to the right.



- Click **Save** when all desired assignments have been made.

### Assigning a Grant Manager Override

A Grant Manager Override can be assigned from either the Grant Certifications Tab or the Grant Summary page. On the Grant Certifications Tab, all PIs are listed with their assigned Grant Managers for each grant they are related to. Under the Grant Managers column, each Grant Manager is listed with a green plus next to their name. To assign a Grant Manager Override, the user selects the plus sign icon next to the current Grant Manager's name. This brings up a search field where the user can search for an individual to assign as a Grant Manager Override for that Grant.



**Note:** The Grant Manager Override user must be in a role prior to assignment. Contact your Central Administrator to check the role for the employee.