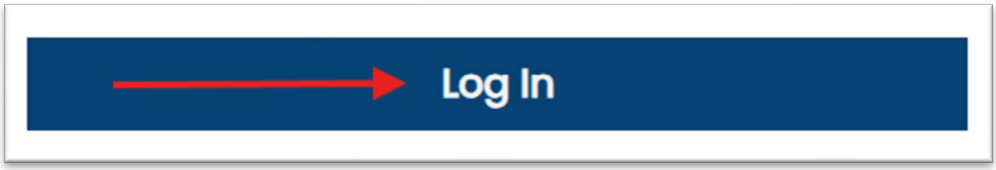
# How to Edit a User's Role on an Existing Application

Note: Roles assigned on an existing application do not automatically carry over to all new applications. For example, assigning a user as a Project Director on an existing application will not designate that person as the Project Director for other programs (Highway Safety, SRO, Justice, etc.). If the agency uses a single Project Director for different programs, assign the role within the main user profile instead. For instructions, see the guide titled *How to Add and Edit Roles on Main User Profile*.

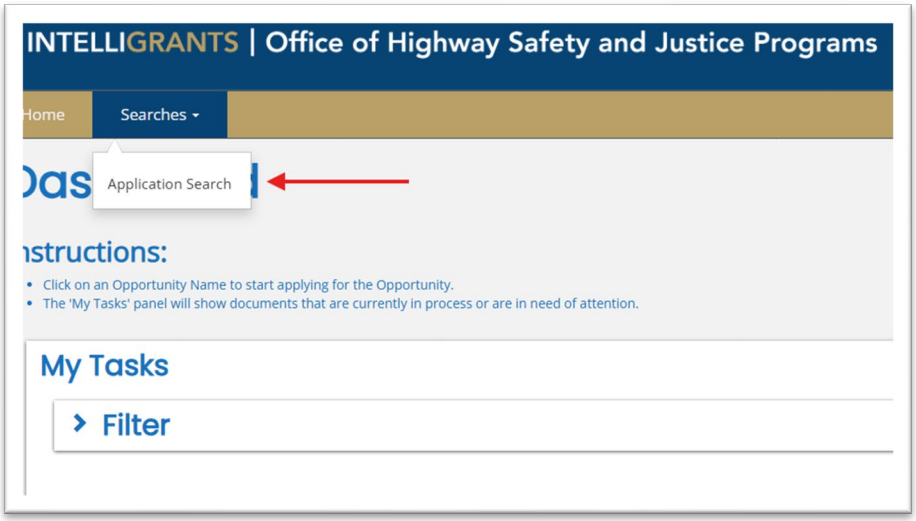
## Step 1:

As the Agency Administrator, log into IntelliGrants at https://scdps.intelligrants.com/.



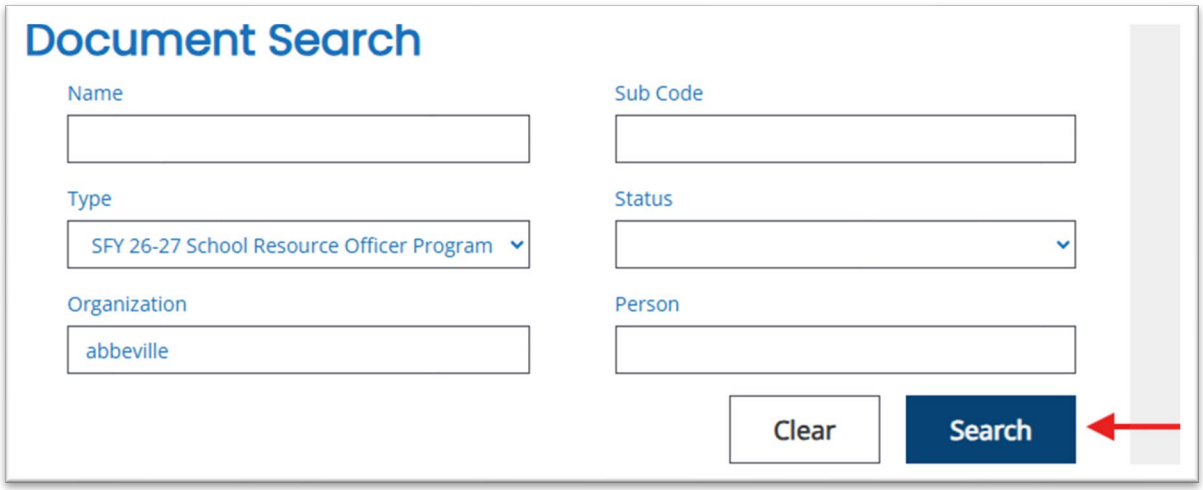

## Step 2:

Using the Searches bar at the top left of the Dashboard page, click on Application Search.



## Step 3:

Select the award for the current year and grant under Type. For example, the award for 2026 is SFY 26-27 School Resource Officer Program. Type in your organization under Organization. Click Search.



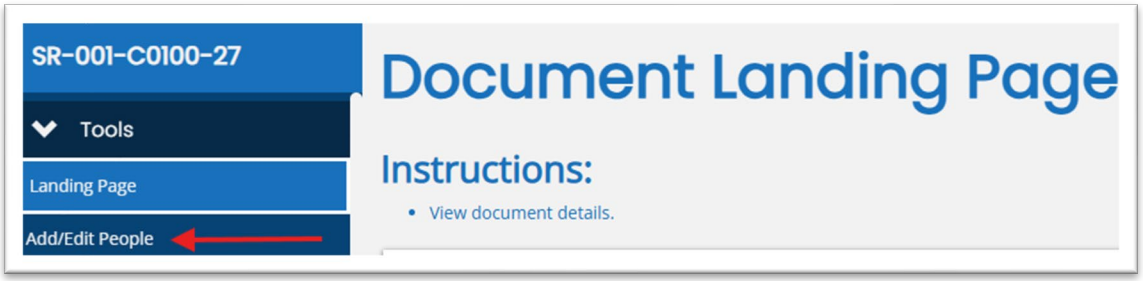

## Step 4:

Click on your award number which will populate under the search bar. This will take you to the Document Landing Page.



## Step 5:

On the Document Landing Page, click Add/Edit People under Tools on the left-hand panel.



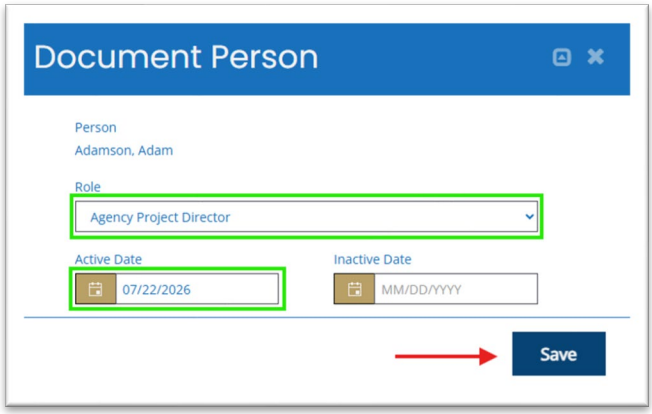

## Step 6:

On the row of the user that you wish to edit, click on the Pencil icon. If the user has multiple roles, a small window will appear with the user's roles. Click on the role you wish to edit.




## Step 7:

The Document Person window will appear. Select the appropriate role for the user (see user role permissions chart on last page) and provide an Active Date. Click Save.



## IntelliGrants Agency User Role Permissions

| Permission / Action | Agency View Only | Agency Contributor | Agency Certifying Official / Agency Administrator | Agency Project Director |
|---|---|---|---|---|
| View Agency Documents | ✓ | ✓ | ✓ | ✓ |
| Add to Document Before Submission | | ✓ | ✓ | ✓ |
| Add / Edit User | | | ✓ | |
| Submit Application | | | ✓ | ✓ |
| Submit Revision Request | | | ✓ | ✓ |
| Submit Revision | | | ✓ | ✓ |
| Submit Extension Request | | | ✓ | ✓ |
| Submit Request to Purchase | | | | ✓ |
| Submit Request for Payment | | | | ✓ |
| Submit Training Request Form | | | | ✓ |
| Update Personnel Assignment | | | | ✓ |