



Grant and Award Basics: Roles

VUMC Users in the Grants and Research Department are assigned Roles in Workday. The Roles have varying responsibilities and access. The table below is an overview of the Roles, the Domain Security, and the Business Processes for each role.

Role	Domain Security	Business Processes
<p>Grant Manager Assigned Per Grant or Grant Hierarchy</p>	<p>Can take actions on various Business Processes.</p>	<p>In Workday, a Grant Manager can:</p> <p>approve:</p> <ul style="list-style-type: none"> Accounting Adjustment Event Accounting Journal Event Ad Hoc Bank Transaction and Payment Events Assign Costing Allocation Budget Amendment Event Create Payroll Accounting Adjustments Customer Invoice Events Effort Certification Expense Report Event Internal Service Delivery Event Miscellaneous Payment Request Event Purchase Order Event Requisition Event Supplier Invoice Event Supplier Invoice Request Event <p>view:</p> <ul style="list-style-type: none"> Accounting Adjustment Event Accounting Journal Event Create Payroll Accounting Adjustments Effort Certification Requisition Event Supplier Invoice Request Event <p>cancel:</p> <ul style="list-style-type: none"> Customer Invoice Events <p>enrich:</p> <ul style="list-style-type: none"> Create Payroll Accounting Adjustments Effort Certification Supplier Invoice Event
<p>Grant Financial Analyst</p>	<p>View only for all allowed Business Processes.</p>	<p>In Workday, a Grant Financial Analyst can view:</p> <ul style="list-style-type: none"> Manager Reports: Grants Process: Award Tasks Process: Award—View Set Up: Grants Management Manager Reports: Enrollments Manage: Grant Reports: Award Manage Grants: View



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Principal Investigator— Grants	Can view and take actions on assigned Grant Tasks.	In Workday, a Principal Investigator can: <ul style="list-style-type: none"> approve: <ul style="list-style-type: none"> • Effort Certification • Supplier Invoice Request Event view: <ul style="list-style-type: none"> • Effort Certification • Supplier Invoice Request Event reassign: <ul style="list-style-type: none"> • Effort Certification enrich: <ul style="list-style-type: none"> • Effort Certification • Supplier Invoice Request Event
Grant Budget Specialist	Assigned to Departments. Can view but cannot complete any actions.	In Workday, a Grant Budget Specialist can: <ul style="list-style-type: none"> initiate: <ul style="list-style-type: none"> • Award Budget Hub Event • Budget Amendment Event • Budget Event • Check Budget (Financial) view: <ul style="list-style-type: none"> • Budget Amendment Event enrich: <ul style="list-style-type: none"> • Award Amendment event • Budget Amendment Event • Check Budget (Financial)

QUESTIONS?

Please email BusinessEducation@vumc.org.