GRADS/GRATS Access
Funding Nominations/Approvals

Access	GRADS Function	Typically Granted to	Access Contact	GRATS Training Resources
GRADS Level 2/ Level 3	GRADS Access	Program level users	gradschoolasr@psu.edu Please read instructions/complete form: Notes: User must successfully complete the FERPA online tutorial and pass the FERPA quiz. Information can be found on the FERPA Tutorial Page of the Registrar's website.	N/A
GRADS Level 2/ Level 3	Enter funding nominations	Program level users	GRADS Level 2 user* with access to the selected program within your college **will need to grant permission** within program settings. *This may be a college-level coordinator with access to all programs or the program staff member. The college associate dean's office should decide what is best and communicate to the programs.	Funding Nominator Process (through GRADS): • Set Up Funding Nominator Permissions
GRADS Level 2/ Level 3	Funding nominator (if staff, under faculty direction)	Program level users	***ONLY individuals with "funding nominator" checked off will see the Funding Tab in GRADS.*** *See step above*	Funding Nominator Process (through GRADS): • Nominate Candidates for Funding
Access	**GRATS Function**	**Typically Granted to**	**Access Contact**	**GRATS Training Resources**
GRATS: Program Staff	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview.	Program level users	GRADS Level 2 access required to have program-level access in GRATS. *See GRADS access*	Program Level Users (through GRATS): • Locate Candidate by Browsing Nominees • Add a New Decision for a Nominee • Edit a Decision for a Nominee • Add or Edit Decisions by Award • Assign Multi Year Award
GRATS: College Committee Reviewers	Views award nominees and adds individual committee notes	Faculty and Staff	Please send your committee list and user IDs to gradschoolasr@psu.edu. Your committee will be provided with college-level view access that does not include allocation amounts. Notes: Those committee members with GRADS access currently will have GRATS college-level added. Those without GRADS access will need to complete a GRADS access form *indicating college committee* Please read instructions/complete form. User must successfully complete the FERPA online tutorial and pass the FERPA quiz. Information can be found on the FERPA Tutorial Page of the Registrar's website.	College Committee Reviewers (through GRATS): • View Assigned Award Nominees and add Committee Notes • View Award Assignment by Award Allocation Note: College Dean's Office users will not see the "College Committee Reviewer" tab in the GRATS Administrative portal. They will enter through the College Dean's Office tab and have the same functionality for the College Committee Reviewer IF they have been assigned as a member of the College Committee.
GRATS: College-level	Reviews, adjusts, approves awards.	College associate dean(s), CCML, AA, FO, Asst FO (if requested). Able to view allocation memos & award guidelines	gsfellowships@psu.edu cc: college associate dean(s)/CCML	College-level Users (through GRATS): • View Allocation Letters • Approve a Decision for a Nominee • Approve Decisions by Award • Approve Multi-Year Award