

GRADS/GRATS Access

Funding Nominations/Approvals

Tuliumg Norminations/Tippi ovais				
		Typically		
	GRADS	Granted		
Access	Function	to	Access Contact	GRATS Training Resources
GRADS	GRADS Access	Program level users	gradschoolasr@psu.edu	N/A
	0.4.1207.00000		Please read instructions/complete form:	147.
Level 2/			Natara Haranara and anno an Gallana anno lata dha	
Level 3			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.	
GRADS	Enter funding	Program level users	GRADS Level 2 user* with access to the	Funding Nominator Process (through
Level 2/	nominations		selected program within your college will need to grant permission within program	GRADS): • Set Up Funding Nominator
Level 3			settings.	Permissions
2010.0			*This may be a college level econdinator with	
			*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.	
GRADS	Funding nominator	Program level users	ONLY individuals with "funding	Funding Nominator Process (through
Level 2/	(if staff, under faculty direction)		nominator" checked off will see the Funding Tab in GRADS.	GRADS): Nominate Candidates for Funding
Level 3	lacuity direction)		Tunding Tab III GNADS.	• Nominate Candidates for Funding
201010			See step above	
		Typically		
	CD A TO	Typically		
	GRATS	Granted		
Access	Function	to	Access Contact	GRATS Training Resources
Access GRATS:	Assigns Awards	to Program level users	GRADS Level 2 access required to have	Program Level Users (through GRATS):
GRATS:	Assigns Awards Note: Some			Program Level Users (through GRATS): • Locate Candidate by Browsing
GRATS: Program	Assigns Awards Note: Some colleges may do this at the department		GRADS Level 2 access required to have	Program Level Users (through GRATS):
GRATS:	Assigns Awards Note: Some colleges may do this at the department level, this is under		GRADS Level 2 access required to have program-level access in GRATS.	Program Level Users (through GRATS): Locate Candidate by Browsing Nominees Add a New Decision for a Nominee Edit a Decision for a Nominee
GRATS: Program	Assigns Awards Note: Some colleges may do this at the department		GRADS Level 2 access required to have program-level access in GRATS.	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
GRATS: Program Staff	Assigns Awards Note: Some colleges may do this at the department level, this is under	Program level users	GRADS Level 2 access required to have program-level access in GRATS.	Program Level Users (through GRATS): Locate Candidate by Browsing Nominees Add a New Decision for a Nominee Edit a Decision for a Nominee
GRATS: Program Staff GRATS:	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds		GRADS Level 2 access required to have program-level access in GRATS. See GRADS access Please send your committee list and user IDs to gradschoolasr@psu.edu. Your committee	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 College Committee Reviewers (through GRATS):
GRATS: Program Staff GRATS: College	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access Please send your committee list and user IDs to gradschoolasr@psu.edu. Your committee will be provided with college-level view 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 College Committee Reviewers (through GRATS): • View Assigned Award Nominees
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access Please send your committee list and user IDs to gradschoolasr@psu.edu. Your committee	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 College Committee Reviewers (through GRATS): • View Assigned Award Nominees and add Committee Notes
GRATS: Program Staff GRATS: College	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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.	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 College Committee Reviewers (through GRATS): • View Assigned Award Nominees
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access Please send your committee list and user IDs to gradschoolasr@psu.edu. Your committee will be provided with college-level view 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 College Committee Reviewers (through GRATS): • View Assigned Award Nominees and add Committee Notes • View Award Assignment by Award
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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-	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 College Committee Reviewers (through GRATS): View Assigned Award Nominees and add Committee Notes View Award Assignment by Award Allocation
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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	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 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
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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 collegelevel added. Those without GRADS access will need to complete a GRADS access form indicating college committee	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 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
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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 collegelevel added. Those without GRADS access will need to complete a GRADS access form	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 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
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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.	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 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
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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.	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 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
GRATS: Program Staff GRATS: College Committee	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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	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 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
GRATS: Program Staff GRATS: College Committee Reviewers	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee	Program level users Faculty and Staff	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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.	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 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: Program Staff GRATS: College Committee Reviewers	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee notes	Faculty and Staff College associate dean(s), CCML, AA,	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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.	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 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. College-level Users (through GRATS): View Allocation Letters
GRATS: Program Staff GRATS: College Committee Reviewers GRATS: College-	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee notes Reviews, adjusts,	Program level users Faculty and Staff College associate dean(s), CCML, AA, FO, Asst FO (if	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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 orm 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.	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 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. College-level Users (through GRATS): View Allocation Letters Approve a Decision for a Nominee
GRATS: Program Staff GRATS: College Committee Reviewers	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee notes Reviews, adjusts,	Faculty and Staff College associate dean(s), CCML, AA,	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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 orm 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.	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 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. College-level Users (through GRATS): View Allocation Letters Approve a Decision for a Nominee Approve Decisions by Award
GRATS: Program Staff GRATS: College Committee Reviewers GRATS: College-	Assigns Awards Note: Some colleges may do this at the department level, this is under their purview. Views award nominees and adds individual committee notes Reviews, adjusts,	Program level users Faculty and Staff College associate dean(s), CCML, AA, FO, Asst FO (if requested). Able to	GRADS Level 2 access required to have program-level access in GRATS. See GRADS access 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 orm 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.	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 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. College-level Users (through GRATS): View Allocation Letters Approve a Decision for a Nominee