ZoomGrants Account Structure

Grantees will log into ZoomGrants as either an *Account Owner* or a *Collaborator*. Additional Contacts may be added for communication purposes only.

Account Owners

Accounts are linked to a singular email address (*Account Owner*). There is no agency account in ZG; there are only individual accounts.

- The userID is the email address. There is **no agency account** in ZG; there are **only individual accounts** and the userID is an email address.
- The *Account Owner* must add *Collaborators* and *Additional Contacts* at the Application level for each project.
- Individual accounts belong to the Grantee and are not specific to DCJ or even the State of Colorado. A grantee that has a ZG account may use that account to apply for any ZG opportunity regardless of whom the funder is and where the funder is located. However, an individual account may NOT be used as an administrator account and a Grantee account (i.e. if you give out grants and manage those grants with ZoomGrants, you may not use that same account/email address to apply for grants as a grantee).

<u>Only</u> the *Account Owner* may:

- Add, delete, modify *Collaborators*
- Create, delete or archive an Application
- Submit an Application
- An *Account Owner* may be changed to another email address (new Account Owner) at any time by the current *Account Owner* or by Zoomgrants staff upon request.

Collaborators

The *Account Owner* adds *Collaborators* on a project by project basis. The *Account Owner* must ensure that all the appropriate Project Officials and DCJ staff are added as *Collaborator*s to each grant, and given the proper permissions.

- *Collaborator*s cannot submit, archive, or delete an application.
- *Collaborator*s can update a grant project, complete reports, and upload documents for a grant or a project if given the proper permissions.

A *Collaborator* may be given access to:

- **Application**: Edit the following tabs: 1) Summary, 2) Organizational Details, 3) Questions/Statement of Work, 4) Tables. **Note:** Once an application is submitted it cannot be edited unless it has been open for editing by a DCJ Grant Manager.
- **Report**: Access the Report tab (Narrative Report CVS-2, Financial Report 1-A, Program Income Report 1-B).
- **Financial**: Access payment requests (Payment Request Form 3).
- **Grant Agreement**: Access the grant agreement tab. This tab contains the Reporting Schedule, a copy of your current grant agreement, and any additional instructions provided by your DCJ Grant Manager.

NOTE: When applying for a new funding opportunity the *Account Owner* must add DCJ Staff as *Collaborators*. This allows DCJ staff to provide more comprehensive technical support. Instructions will provided within ZoomGrants.

Additional Contacts

The *Account Owner* adds *Additional Contacts* on a project by project basis. *Additional Contacts* may also be updated by *Collaborators* and DCJ Staff.

- *Additional Contacts* will receive any email Notification generated out of the ZG system.
Notifications may include award letters, funding recommendations, and report late notices.
- *Additional Contacts* do not have access rights to the grant unless they are also included as a *Collaborator*.

NOTE: A generic Division of Criminal Justice email address will be added as an additional contact on each grant in ZG. Do not delete this email address.

Log into ZoomGrants

- *Account Owners* and *Collaborator*s log in using different URLs. **Only the *Account Owner* can create a new Application.**
- You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.

Account Owners - Login

Account Owner Login: https://zoomgrants.com/gprop.asp?donorid=2225
- If you are an existing DCJ Grantee currently using ZoomGrants, the Account Owner should log in using current credentials. Do NOT create a new account.

• If you are new to ZoomGrants create a *New ZoomGrants Account*. The email address you enter will be the email address associated with the *Account Owner*. **DO NOT create an account here if you are a *Collaborator*.**

• Once you enter the new *Account Owner Email, Password, First Name, Last Name* and click on *New Account*, you will be logged in.

1) Confirm that you are logged in:

Collaborator Login: http://www.zoomgrants.com/invitations.asp

Forgotten or Unknown Password

If you are an *Account Owner* and have forgotten your password or if you have been invited as a *Collaborator* and do not know your password, click on the Forgot Password option on the main ZoomGrants.com page.

ZoomGrants requires all users to maintain a Security Profile to aid in the retrieval of passwords. If you forget your password, answering those three questions correctly will allow you to reset your password. If you have yet to set up your Security Profile, you will receive your password in an email from Notices@ZoomGrants.com.