



Understanding the different types of ZoomGrants (ZG) Users

Account Owner - CAN:

- **Account Owner** Login: <https://zoomgrants.com/gprop.asp?donorid=2225>
- Can create, delete, submit and archive an application
- Primary Organizational contact for all Applications
- Often the Project Director
- Responsible for adding **Collaborators** and **Additional Contacts** to each Application
- Responsible for giving **Collaborators** proper permissions to each Application
- Can transfer **Account Owner** access to a different individual

Collaborator - CAN:

- **Collaborator** Login: <https://zoomgrants.com/invitations.asp>
- Access and editing rights are given by the **Account Owner** for each Application/Project in four areas:
 - Application Editing Access
 - Can upload documents
 - Can edit the application
 - Report Editing Access
 - May edit and submit post-award reports
 - Financial Editing Access
 - May edit and submit post-award payment requests
 - Grant Agreement Editing Access
 - May sign certifications
- Update **Additional Contacts** on a project by project basis

Collaborator - CANNOT:

- Create, delete, submit, or archive an application
- Change the **Account Owner** to a new individual
- Add additional **Collaborators** to an application

Additional Contacts - CAN:

- Receives email notifications regarding an application

Additional Contacts - CANNOT:

- Access or edit a grant application *unless* they are also added as a **Collaborator** by the **Account Owner**