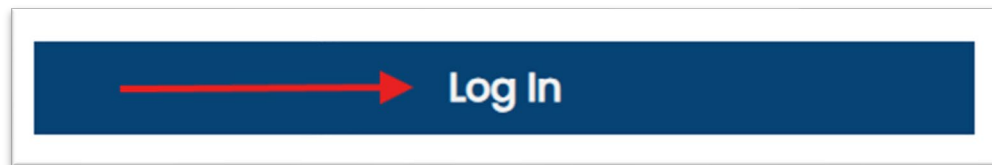


How to Edit a User's Role on an Existing Application

Note: Roles assigned on an existing application do not automatically carry over to all new applications. For example, assigning a user as a Project Director on an existing application will not designate that person as the Project Director for other programs (Highway Safety, SRO, Justice, etc.). If the agency uses a single Project Director for different programs, assign the role within the main user profile instead. For instructions, see the guide titled [How to Add and Edit Roles on Main User Profile](#);

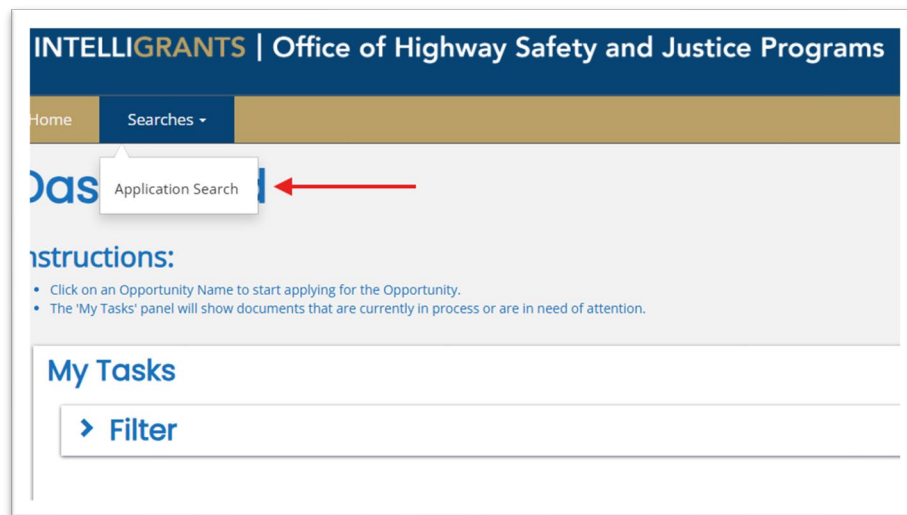
Step 1:

As the Agency Administrator, log into IntelliGrants at <https://scdps.intelligrants.com/>.



Step 2:

Using the Searches bar at the top left of the Dashboard page, click on Application Search.



Step 3:

Select the award for the current year and grant under Type. For example, the award for 2026 is SFY 26-27 School Resource Officer Program. Type in your organization under Organization. Click Search.

Document Search

Name

Type

SFY 26-27 School Resource Officer Program

Sub Code

Status

Organization

abbeville

Person

Clear

Search

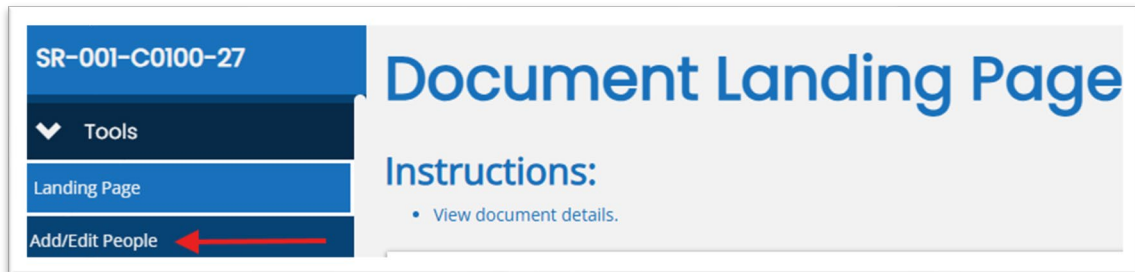
Step 4:

Click on your award number which will populate under the search bar. This will take you to the Document Landing Page.

Documents			
Name	Organization	Type	Status
SR-001-C0100-27	Abbeville County Sheriff's Office	SFY 26-27 School Resource Officer Program	Award Accepted
1			

Step 5:

On the Document Landing Page, click Add/Edit People under Tools on the left-hand panel.



Step 6:

On the row of the user that you wish to edit, click on the Pencil icon. If the user has multiple roles, a small window will appear with the user's roles. Click on the role you wish to edit.

Person	Organization	Role	Active Dates	Assigned By	
Adamson, Adam	Office of Highway Safety and Justice	Agency Administrator Agency Project Director	07/06/26 - 07/22/26 -	AA Test Adam Adamson	

Step 7:

The Document Person window will appear. Select the appropriate role for the user (see user role permissions chart on last page) and provide an Active Date. Click Save.

The screenshot shows the 'Document Person' window. It has a blue header with the title 'Document Person' and window control icons. Below the header, there is a section for 'Person' with the name 'Adamson, Adam'. Underneath, there is a 'Role' section with a dropdown menu showing 'Agency Project Director'. Below the role, there are two date fields: 'Active Date' with a calendar icon and the date '07/22/2026', and 'Inactive Date' with a calendar icon and the placeholder 'MM/DD/YYYY'. At the bottom right, there is a blue 'Save' button. A red arrow points to the 'Save' button.

IntelliGrants Agency User Role Permissions				
Permission / Action	Agency View Only	Agency Contributor	Agency Certifying Official / Agency Administrator	Agency Project Director
View Agency Documents	✓	✓	✓	✓
Add to Document Before Submission		✓	✓	✓
Add / Edit User			✓	
Submit Application			✓	✓
Submit Revision Request			✓	✓
Submit Revision			✓	✓
Submit Extension Request			✓	✓
Submit Request to Purchase				✓
Submit Request for Payment				✓
Submit Training Request Form				✓
Update Personnel Assignment				✓