CADAC System Roles for Funding Agencies

Description

Planning the appropriate roles for each of your team members is an important step to ensure you have all the necessary accesses needed to manage CADAC as an agency. Choosing the appropriate role applies whether you have one or multiple users in your agency.

There are <u>4 types of roles available</u>:

CADAC System Roles	
Funding Agencies	Agency Supervisor
	Agency User
	Agency Researcher
	Peer Assessor

If you have multiple users in your agency, you will need to assign the appropriate role based on each user's tasks and responsibilities. The *Agency User* obtains basic access to CADAC, and the *Agency Supervisor* obtains access to all functionalities. The *Agency Researcher* and *Peer Assessor* roles are specific to what they need to accomplish their tasks. You will find the details below.

Agency User

The Agency User can:

- Create, edit, and submit Program Lists
- Generate aggregated and disaggregated reports
- Communicate with organizations and CADAC Analysts to follow up on data verification and reconciliation

Agency Supervisor

If your agency has only one user, this person should have this role in CADAC. In addition to having the same privileges as that of the *Agency User*, the *Agency Supervisor* can:

- Approve and modify official Program Lists
- Invite and manage users

Agency Researcher

This role is provided to agency users whose role is specific to generating reports for research purposes but are not involved with grants management responsibilities. This role has the same privileges as the *Agency User* with the following exceptions:

- Also has access to disaggregated data from non-funded organizations that consent to sharing their data

- Cannot communicate with organizations and CADAC Analysts to follow up on data verification and reconciliation

<u>Peer Assessor</u>

This is a temporary role provided to peer assessors who need to access a specific program list for peer assessment purposes. Peer Assessors can:
- View an organization's detailed profile
- View an organization's financial and statistical information