Concept Papers to request subgrant funding from the FDOT State Safety Office must be submitted via the FDOT Highway Traffic Safety Subgrant Management System. Each organization must assign, at least one, with a maximum of two, Subrecipient System Administrator Roles to coordinate access to the system and submit documents to the FDOT State Safety Office, on behalf of the agency, via this form.

**SUBRECIPIENT SYSTEM ADMINISTRATOR ROLE**

**Authority**: The Subrecipient System Administrator Role has the authority to:

1. Access the system on behalf of the organization
2. Add and delete other user access for the organization
3. Edit documents within the system
4. Submit final documents to the FDOT State Safety Office via the Highway Traffic Safety Subgrant Management System, on behalf of the organization.

The system allows a maximum of two “System Admin” roles to be assigned to each organization.

System Administratorprivilege is assigned by the FDOT State Safety Office upon email receipt of this Subrecipient System Administrator Request Form, signed by the Agency Head. System Administrator(s) will receive instructions on how to add and delete other users to the system and projects with edit capabilities.

**Note:** If an agency is small and/or one person is handling all aspects of FDOT subgrant programs, that person should be given the “System Admin” role, which will allow every function within the system.

I hereby certify that I am aware of the requirement to assign at least one, with a maximum of two, Subrecipient System Administrator Roles to access and process documents related to FDOT Highway Traffic Safety Subgrant concept papers, subgrant documents, and reimbursement requests on behalf of my agency. I hereby give authority to the following person(s) to be my agency Subrecipient System Administrator(s).

**Subrecipient Administrator 1:**

|  |
| --- |
|       |
| Name |
|       |
| Email |

**Subrecipient Administrator 2:**

|  |
| --- |
|       |
| Name |
|       |
| Email |

**Agency Head:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |  |  |       |
| Printed Name |  | Signature |  | Date |

Please email this signed form to danielle.king@dot.state.fl.us for processing.

All user requests will be added to the system as a “Subrecipient Viewer” and may access the system but may make no changes until a Subrecipient System Administrator is delegated by their organization.

Additional Roles that can be granted by the System Administrator:

**SUBRECIPIENT EDITOR ROLE**

**Authority:** The Subrecipient Editor Role has the authority to:

1. Access the system on behalf of the organization
2. Edit documents within the system
3. Submit final documents to the FDOT State Safety Office via the Highway Traffic Safety Subgrant Management System, on behalf of the organization.

The FDOT State Safety Office will not provide “Editor” access to the system through registration requests submitted in the system.

If a registration request is submitted in the system from an organization with an assigned System Administrator, “Viewer Role” access will be granted and the registrant will receive an email with the contact information for the organizations’ System Administrator to request editing access.

If no System Administrator has been assigned to the organization, the registrant will receive an email with instructions to have the Agency Head complete, sign, and email this Subrecipient System Administrator Request Form, to assign system access.