

GEMS BREAKOUT SESSION Q&A

Question: Can organization Admin and PD be the same person?

Answer: Yes

Question: When I started employment here I was given the GEMs of a prior individual who has left my position. Does this mean I need to get my own ID or continue to use the one I have?

Answer: Each person should have their own ID. No one should be using someone else's ID.

Question: what about an admin who does all reimbursements, etc. what is their roll?

Answer: This person does not have a role. Anyone can be designated to submit reimbursements.

Question: Also, once a person is set up in NCID how do we get them into GEMS to request their roles?

Answer: Please refer to the resource tab and grant award session. Under the tab there is a topic: How to use GEMS with your Grants.

Question: I've also spoke with individuals who "shared" an NCID. Would you speak to adding a new NCID and role to a project?

Answer: Each person must have its own NCID.

Question: Also, how do I gain access to the project/grant we would be working on?

Answer: You would request access to the project/grant. The individual would request the role to the Organization Administrator. The Organization Administrator would approve or deny the access.

Question: Is the Financial Officer still to be the Treasurer for your Board of Directors?

Answer: Yes

Question: Don't you have to be an administrator to submit reimbursements?

Answer: No, you do not have to be an administrator to submit reimbursements.

Question: You would only have to do a budget adjustment if you didn't submit everything with your budget to begin with or if pricing changed, correct?

Answer: There are several other reasons for submitting a budget adjustment. The ones you mention are not the only reason.

Question: Is the data from quarterly PMT Reports from other organizations publicly available?

Answer: Currently, other organizations quarterly PMT reports are not available.