Grant Roles Available in Workday

All roles are assigned by individual grant, not by person. As an example; you may have multiple grants however only assign a Grant Buyer to one.

Grant Worktag Roles:

Principal Investigator (PI):
- Approves all grant transactions
- Query and run grant reports, *including payroll details*
- Can only be one individual

Co-PI:
- No approval authority
- Query and run grant reports, *including payroll details*
- Can be multiple individuals

Grant Financial Analyst:
- Query and run grant reports, *including payroll details*
- No approval authority; *unless also Grant Buyer*
- Can be multiple individuals

Grant Buyer:
- No grant reporting access; *unless also a Grant Financial Analyst*
- Approval authority - Reviews and approves expenditures prior to PI approval
- Can be multiple individuals, however, each has to approve before moving to next step in BP

Effort Reviewer:
- No grant reporting access; *unless also a Grant Financial Analyst*
- Approval authority - Reviews and approves effort reports prior to PI or employee approval
- Can be multiple individuals, however, each has to approve before moving to next step in BP

Other Roles with Grant Access:

Cost Center Manager
- This is not a role assigned in Workday by grant however, they have departmental level grant reporting access with limited payroll details.

To see who has been assigned into these roles on your grants, go to your grant worklet and run the report called "Active Grant Roles".