

VISTA Leaders and eGrants Accounts

VISTA Leaders may be given the role of Grantee Recruiter in My AmeriCorps, through eGrants, to support a project sponsor's recruitment activities. For a list of user roles, please visit <http://nationalserviceresources.org/files/Whats-My-Role-eGrants-My-AmeriCorps-User-Roles-for-VISTA-Programs.pdf>.

In the role of Grantee Recruiter, a VISTA Leader is able to edit service opportunity listings, search for and contact VISTA member candidates, and review applications.

Although the role of Grantee Recruiter allows the user to approve or reject applications, a Leader may not do so. Only a project manager or supervisor may approve or reject applications.

In addition, VISTA Leaders may not access eGrants to work on project-management tasks--progress reports, V-81 approvals, etc--as this is a project staff function. Under no circumstance can a Leader have "grantee," "grantee administrator," or any other eGrants roles assigned to them. Failure to comply with these provisions by a project sponsor or Leader can lead to project closure.

To hold the role of Grantee Recruiter, the Leader must apply for a separate eGrants account and the Grantee Administrator for the project may then approve the request by assigning the role of Grantee Recruiter to the Leader.

VISTA Leaders may not use their supervisors' accounts and passwords.

Steps to create an eGrants account can be found on pgs. 6-11 in the My AmeriCorps User Guide located here: http://nationalserviceresources.org/files/MyAmeriCorps-User-Guide_VISTA-Sponsors-R3_7-24-09_.pdf

If there are any questions or concerns regarding VISTA Leaders, please contact [your state office](#) or email vleader@cns.gov.