

FCIAA Roles

There are many roles available in the online FCIAA (Fiscal Control and Internal Auditing Act) application. This job aid explains the tasks that each role performs in the FCIAA certification process.

Role	Description	University-Specific?
Submitter	The most common role. Completes and submits the FCIAA form(s) for their department. The Submitter is the only role that can edit or change the FCIAA form.	No
Approver	Reviews and approves (or rejects) the FCIAA form(s) for their department.	No
College/Administrative Group Manager	Able to review any FCIAA form in the FCIAA application for their College or designated Orgs. Also has the ability to manage the Approvers and Submitters for their College or designated Orgs.	Yes, Chicago and Urbana-Champaign only.
College/Administrative Group Approver	Able to approve any FCIAA Summary form in the FCIAA application for their College or designated Orgs.	Yes, Urbana-Champaign only.
Designated Reviewer	Able to review FCIAA forms for their assigned departments and for designated Charts and Orgs. Optional role.	No, but currently used only for System Offices.
Campus Manager	Able to review any FCIAA form in the FCIAA application for their Chart. Also has the ability to manage the College/Administrative Group Managers for their Chart.	No
University Manager	Able to review any FCIAA form in the FCIAA application.	No
Administrator	Responsible for sending initiation and reminder e-mails for the FCIAA process for their Chart. Able to update any FCIAA user for their designated Chart.	No