

Assign a User to a Project

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Assigning users to projects provides three main benefits:

1. Provides a shared record of who is involved with a project, both internally and externally
2. Ensures that associated users get notifications about project discussions and data submission/approval (depending on your site's **notification settings**)
3. Provides partner users with access to the project

There are several tools in DevResults for assigning users to projects

- **Assign user(s) to a project on the project's overview page**
- **Assign user(s) to project(s) from the project index**
- **Assign project(s) to a user on the user's profile page**
- **Assign project(s) to user(s) from the user index**
- **Import assignments from the bulk imports page**

Note: If any of these options is unavailable, your permission group does not allow you to update this information. Please speak with your supervisor.

Assign user(s) to a project on the project's overview page

On a project's overview tab, scroll down to the bottom to see the **Staff Roles and Partner Access** section.

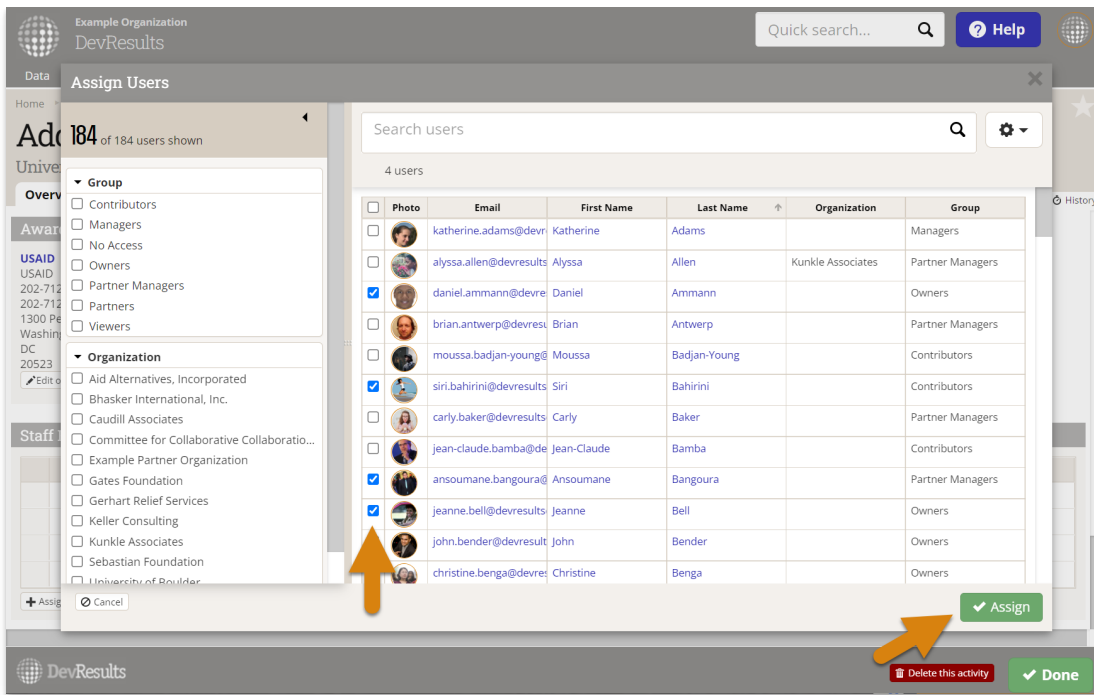
Click on **Assign Users**.

The screenshot shows the DevResults interface for a project titled "Addressing Corruption in Local Government" under the "University of Boulder". The "Overview" tab is selected, and the "Awarding Organization" is USAID. Below this, the "Staff Roles and Partner Access" section contains a table with the following data:

	Person ↑	Role	Title	Organization	Permissions
Profile	Aboubacar Diallo	Reviewer	Finance & Administration Direc...	USAID	Owners
Profile	Adriana Campbell	M&E Specialist	Hiv And Aids Specialist	Kunkle Associates	Partner Managers
Profile	Isabelle Mbagbouée	Approver	Deputy Executive Director	USAID	Owners
Profile	Mahawa Kaba		Principal Biomedical Scientist	University of Boulder	Partner Managers

At the bottom left of the table, there is a button labeled "+ Assign Users" with an orange arrow pointing to it. At the bottom right of the interface, there are buttons for "Delete this activity" and "Done".

In the popup, select the user(s) you'd like to assign to the project. You can filter the list of users by group and organization, or search by name or email in the search bar at the top. Then click **Assign**.

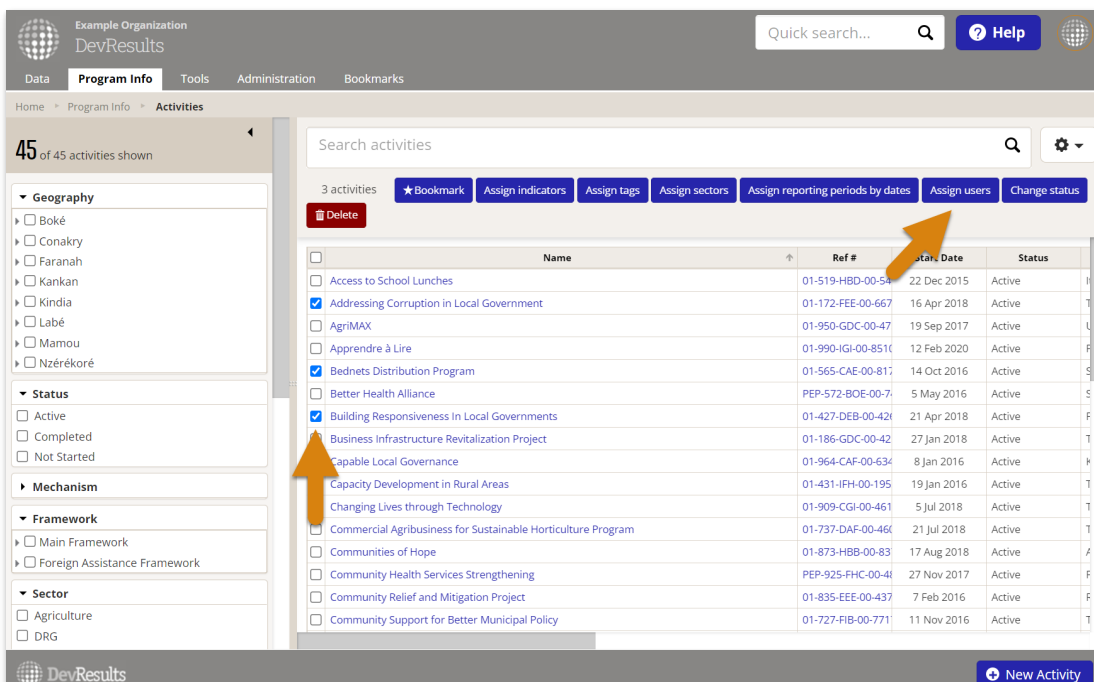


If the user is not listed in the popup index, see: [Manage Users](#).

Optional: In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

Assign user(s) to project(s) from the project index

- Go to the user index at **Program Info > Projects**.
- Select one or more projects using the checkboxes to the left of each user. You can filter the projects to find those of interest using the filters on the left, e.g. to select all projects for a certain organization or with a certain tag.
- Click **Assign users**.
- Select user(s) from the pop-up. You can filter the users to find those of interest using the filters on the left, e.g. to select all users in a certain organization or in a certain user group.
- Click **Assign**.



Assign project(s) to a user on the user's profile page

- At the bottom of an individual's profile page, click **Assign Projects**.
- Select project(s) from the pop-up. You can filter the projects to find those of interest using the filters on the left, e.g. to select all projects for a certain organization or with a certain tag.
- Click **Assign**.

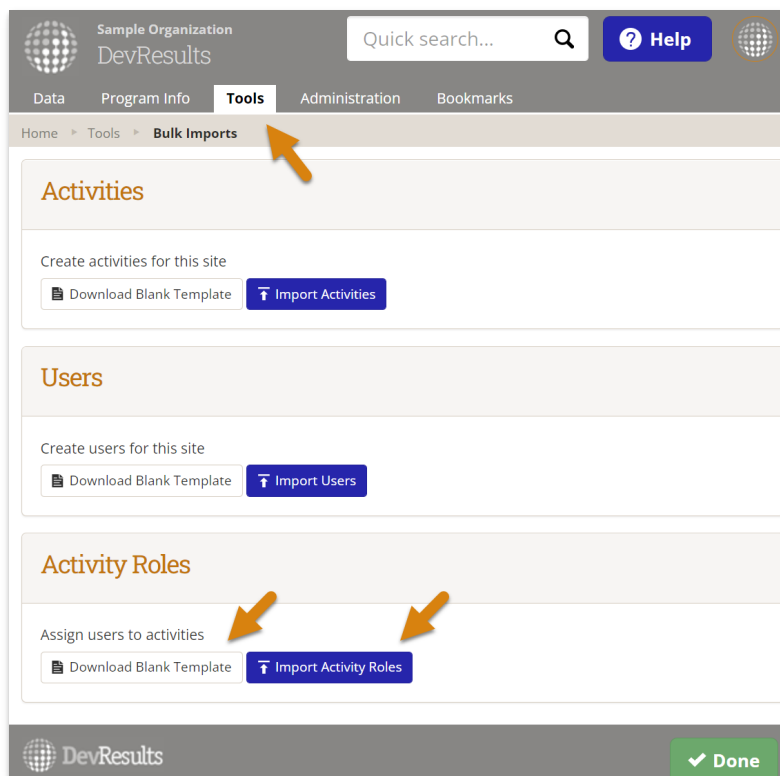
Optional: In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

Assign project(s) to user(s) from the user index

- Go to the user index at **Administration > Users**.
- Select one or more users using the checkboxes to the left of each user. You can filter the users to find those of interest using the filters on the left, e.g. to select all users in a certain organization or in a certain user group.
- Click **Assign projects**.
- Select project(s) from the pop-up. You can filter the projects to find those of interest using the filters on the left, e.g. to select all projects for a certain organization or with a certain tag.
- Click **Assign**.

Import assignments from the bulk imports page

- Go to **Tools > Bulk Imports**
- Download the template for **Project Roles**.
- Add a row for each project-user assignment. You can add as many assignments as needed for multiple users and multiple projects.
- Import the template by clicking on the **Import Project Roles** button on the Bulk Imports page and following the prompts in the pop-up.



Example template with project-user assignments:

1	Activity	User	Role
2	Access to School Lunches	gianna.nelson@devresultsdemo.com	Project Manager
3	Access to School Lunches	hawa.gnimagnon@devresultsdemo.com	Subject matter expert
4	Access to School Lunches	jennifer.sullivan@devresultsdemo.com	Approver
5	Better Health Alliance	gianna.nelson@devresultsdemo.com	Project Manager
6	Better Health Alliance	yacine.sylla@devresultsdemo.com	Data entry
7	Better Health Alliance	mohamed.sassine@devresultsdemo.com	COP
8			

Optional: In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

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