Entity User Experience

Job Aid Reference Guide

JUSTgrants
JUSTICE GRANTS SYSTEM

February 3, 2021

Table of Contents

Overview

This guide will provide information to:

- Identify the six foundational external roles and their respective capabilities in JustGrants
- Navigate the JustGrants Entity Landing Page to view Entity-level information and act on assigned work
- Explain the use of the JustGrants navigational tab structure

As an introduction to the information in this guide, let's first cover some of the new terms, processes, and features of JustGrants.

IMPORTANT

During the initial role-out of JustGrants, please be aware that:

- The system **does not "auto save"** your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be saved** at logout.

JustGrants User: *Basics*

It’s here! With the new release of JustGrants, applicants and grantees have an entirely new system that provides increased access and transparency throughout the grant process. There are new terms and processes that align DOJ with the larger Federal Government to streamline the grants process for all users.

The first term of note is **“Entity”**, which is used in place of “Organization”. When you first open JustGrants, you will find the left navigation options are labeled “Entity Profile”, “Entity Users”, and “Entity Documents”.

Also, **entity-level data now is managed in SAM.gov,** which is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities. Changes and updates to information are made in SAM.gov, then JustGrants pulls its entity information directly, ensuring data consistency and integrity.

JustGrants provides users with **two notifications sections.** One displays system-wide alerts across banners on the “Home” page, and the other provides “bell notifications” specific to the user.

The **customized “Home” page is prepopulated** with information relevant to the specific user. The “Home” page features “My Worklist”, which displays information based on all the user's designated roles, application assignments, and award assignments.

This update also features **a brand-new, intuitive navigation system** with a user-friendly visual design that clearly differentiates workspaces, distinguishes sections by font size, and improves data management using different colors to separate table sections.

JustGrants User: *Highlights*

Key Takeaways

- In addition to the introduction of **six foundational roles,** JustGrants introduces increased visibility among users within the entity – the Entity User and their Entity Profile – allowing for more efficient user management.
- **One Email Address** = **One User** = **One Entity.** Your login will be your email address. An external user cannot use the same email address to access different Entity pages.
- **One Email Address** = **One User** = **Multiple Roles** = **One User Experience.** All of the work and permissions associated with your login will be dynamically displayed on your home page.
- **Entity-level information (name, unique identifiers, etc.) is managed within SAM.gov,** eliminating the need for grant modifications to change this information.

Roles & Authority

Entity Users

JustGrants Roles

There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

Entity Administrator

Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

Application Submitter

Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

Authorized Representative

Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

Alternate Grant Award Administrator

Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

Multiple roles can be assigned to a single user.

Entity Administrator

Key Takeaways

- *The Entity Administrator (EA) is the key role within an entity.*
- *The EA bears responsibility for managing entity information in JustGrants.*
- *The EA is the gatekeeper and manages the entity users.*
- *The EA ensures the accuracy of the Entity Profile in JustGrants and makes changes, when necessary, in SAM.gov.*

DIAMD

Digital Identity and Access Management Directory

DIAMD: Step 1

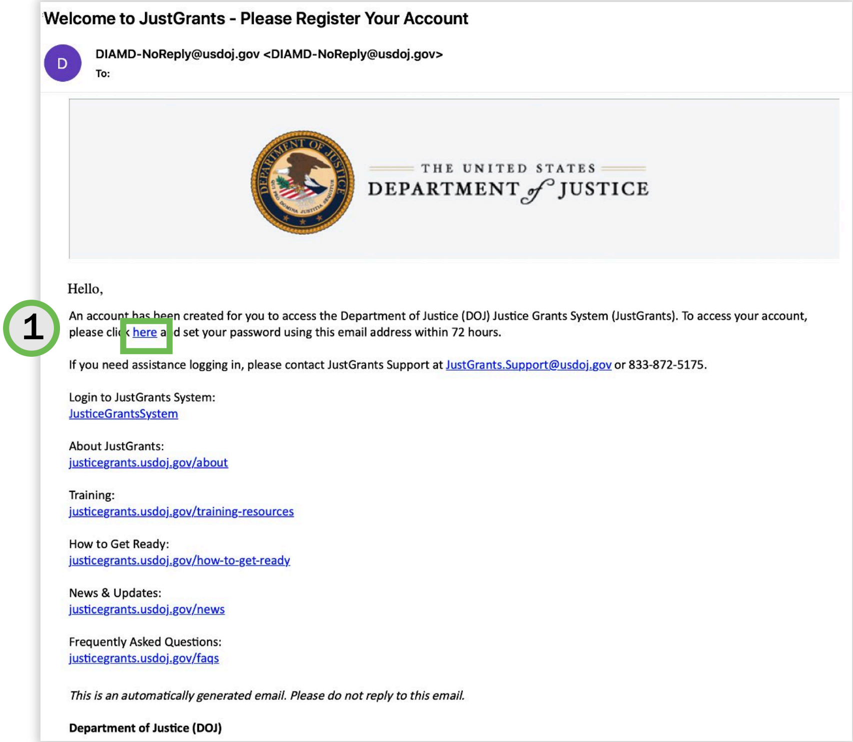
User Registration

To access JustGrants, you must register in DIAMD.

After receipt of your JustGrants Welcome email, you will need to register your account in the system.

1) Select the **"here"** link in the email to begin the registration process.

Note: You will have a period from receipt to complete this process. After that, the Entity Administrator will need to restart the process with a re-invite.



Welcome to JustGrants - Please Register Your Account

DIAMD-NoReply@usdoj.gov <DIAMD-NoReply@usdoj.gov>
To:

THE UNITED STATES DEPARTMENT *of* JUSTICE

Hello,

1 An account has been created for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click here and set your password using this email address within 72 hours.

If you need assistance logging in, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175.

Login to JustGrants System:
JusticeGrantsSystem

About JustGrants:
justicegrants.usdoj.gov/about

Training:
justicegrants.usdoj.gov/training-resources

How to Get Ready:
justicegrants.usdoj.gov/how-to-get-ready

News & Updates:
justicegrants.usdoj.gov/news

Frequently Asked Questions:
justicegrants.usdoj.gov/faqs

This is an automatically generated email. Please do not reply to this email.

Department of Justice (DOJ)

*Select "**here**" to begin your registration.*

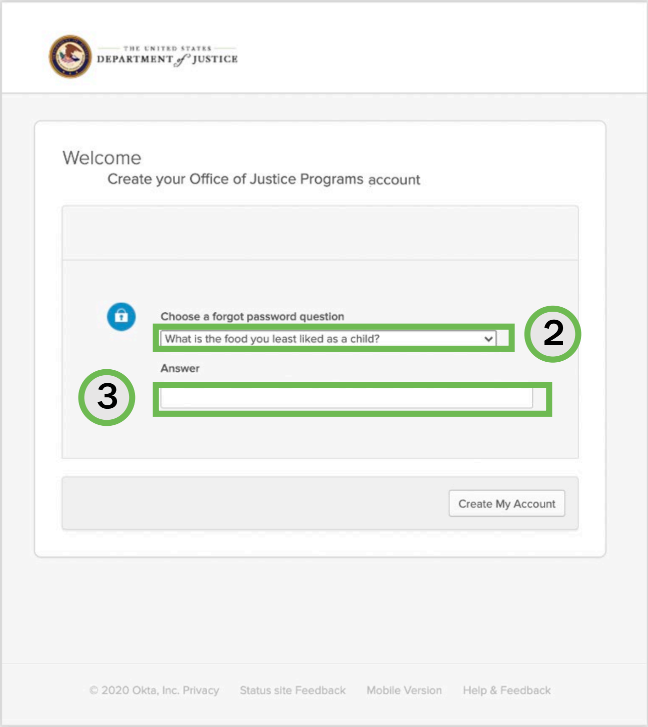
DIAMD: Steps 2 – 3

Selecting the link from the email will open your web browser to DIAMD, where you will complete your login information details for the system.

2) Select a “forgot password question” from the dropdown menu.

3) Type your answer into the **Answer** box.

Forgot Password Question



Welcome

Create your Office of Justice Programs account

Choose a forgot password question

What is the food you least liked as a child?

Answer

Create My Account

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Select a question that you alone can answer.

DIAMD: Steps 4 – 7

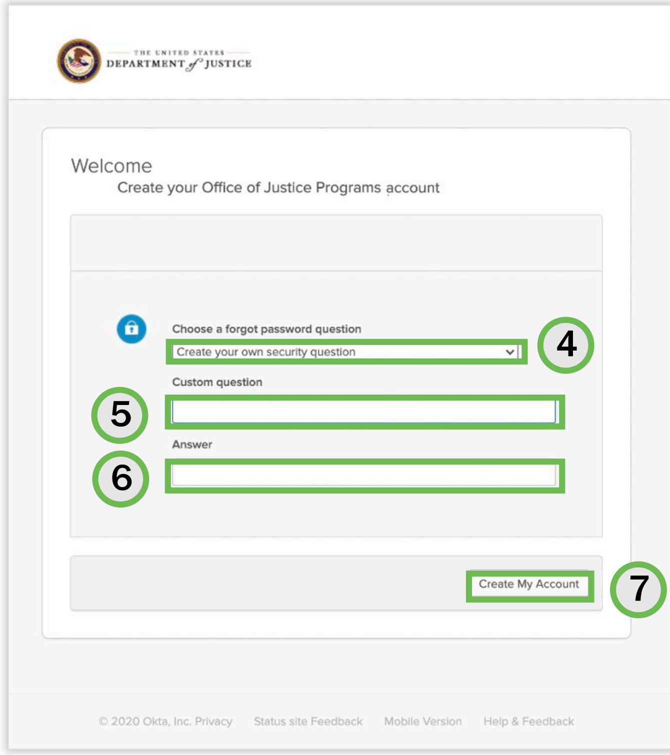
4) Optionally, create a question of your own.

5) If you choose your own question, type your question into the **Custom question** box.

6) Type your answer into the **Answer** box.

7) When done, select the **Create My Account** button.

Custom Question



Welcome

Create your Office of Justice Programs account

Choose a forgot password question: Create your own security question

Custom question

Answer

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Create your own question and answer if you choose.

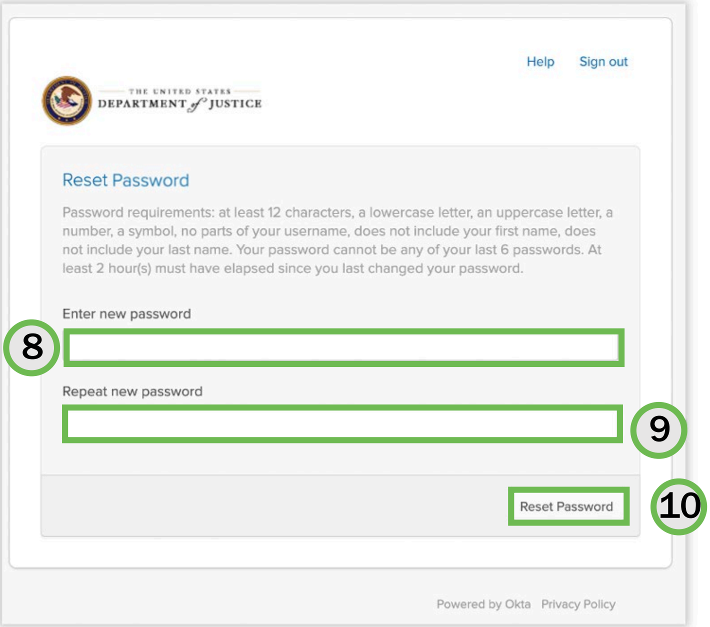
DIAMD: Steps 8 – 10

Password Reset

8) Next, you will reset your password by following the directions for password security and creating your password in the **Enter new password** box.

9) Repeat the new password in the box below.

10) Select the **Reset Password** button.



Help Sign out

THE UNITED STATES DEPARTMENT *of* JUSTICE

Reset Password

Password requirements: at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 6 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

Enter new password

Repeat new password

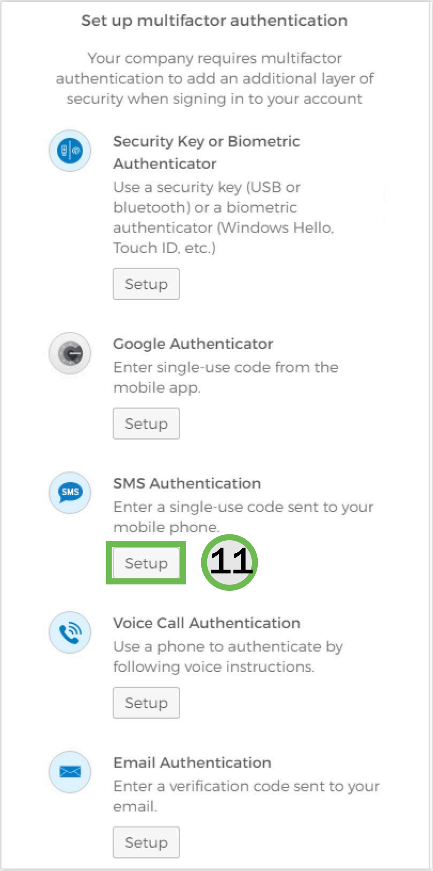
Cannot re-use last six passwords.

DIAMD: Step 11

Multifactor Authentication

Next, you will set up multifactor authentication for your account using either Secure Key or Biometrics, Google Authenticator, SMS (text), Voice Call, or Email Authentication. Here we will focus on SMS first, then Voice.

11) For SMS (text), select the **Setup** button under the **SMS Authentication** directions.



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
Setup

Google Authenticator
Enter single-use code from the mobile app.
Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.
Setup

Email Authentication
Enter a verification code sent to your email.
Setup

You can use either SMS or a standard voice call.

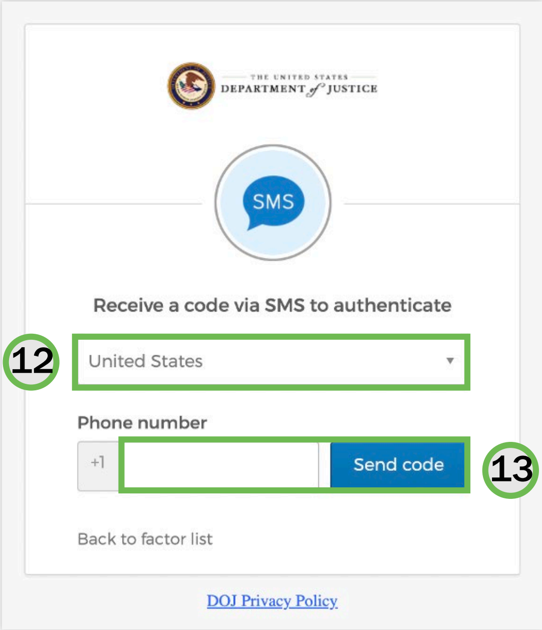
Note: Users with a biometric key are encouraged to use it for secondary authentication, as shown on page 23.

DIAMD: Steps 12 – 13

SMS (text) Authentication

12) When you select SMS (text), a new selection box will open. Select your country from the dropdown menu.

13) Enter a phone number where you can receive an SMS (text) message in the **Phone number** box, then select the **Send code** button.



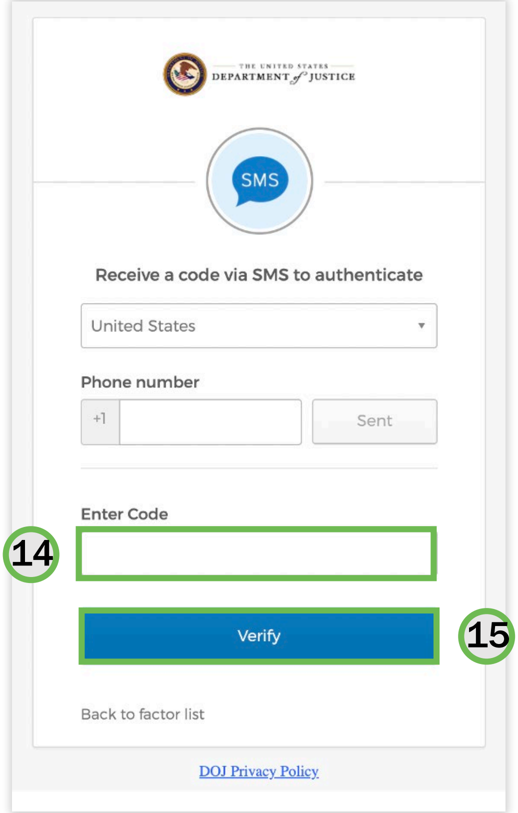
"Send code" sends SMS (text) with authentication.

DIAMD: Steps 14 – 15

14) The system will send an SMS (text) message to the number you have entered. Once you receive it, enter the code in the **Enter Code** box.

15) Select the **Verify** button to submit the code for system second-level authentication.

SMS (text) Verification



Receive a code via SMS to authenticate

United States ▾

Phone number

+1 [ ] Sent

Enter Code

Verify

Back to factor list

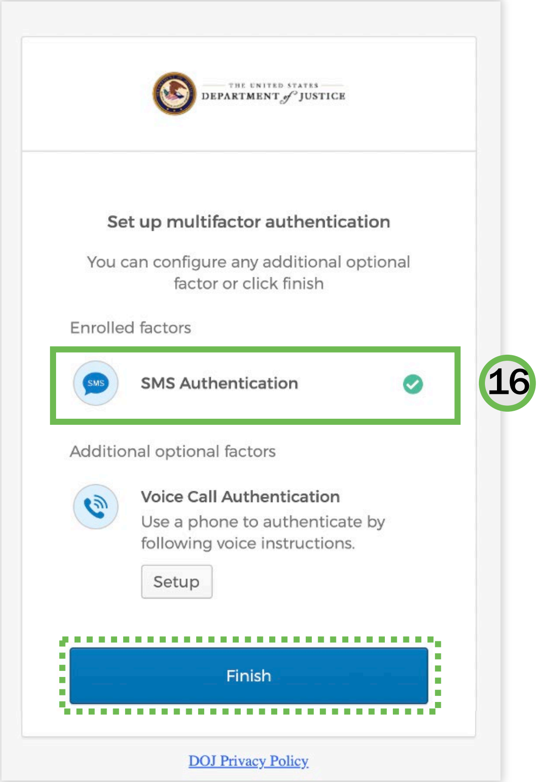
Enter code sent to your number via SMS (text).

DIAMD: Step 16

Additional Authentication

16) The system will return to the multifactor authentication screen and acknowledge completion of **SMS Authentication** with a green check mark.

At this point, you can select the **Finish** button, or you can add an additional optional authentication factor.



Set up multifactor authentication

You can configure any additional optional factor or click finish

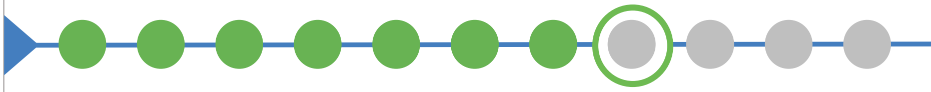
Enrolled factors

SMS Authentication ✓

Additional optional factors

Voice Call Authentication
Use a phone to authenticate by following voice instructions.

You can add additional authentication.

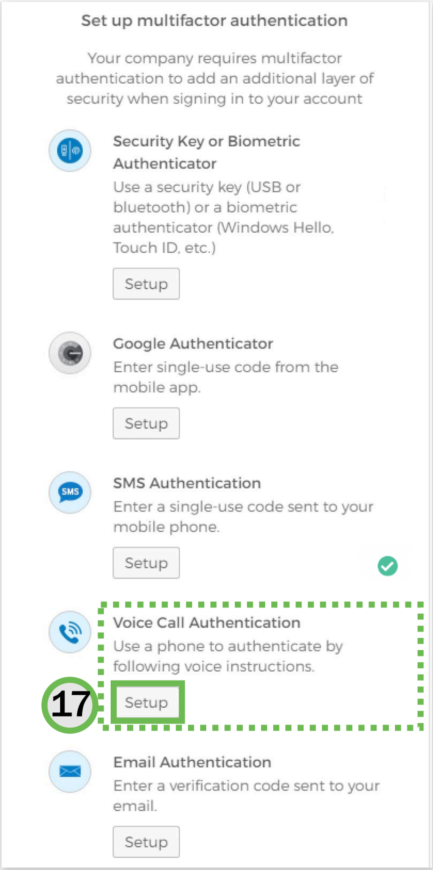


DIAMD: Step 17

17) For Voice Call Authentication, select the **Setup** button under the **Voice Call Authentication** directions.

*This process going forward mirrors the process for SMS (text) steps 12 and 16 and will conclude with an additional green check mark for Voice Call Authentication. Once completed, select the **Finish** button to complete multifactor authentication.*

Voice Call Authentication



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
Setup

Google Authenticator
Enter single-use code from the mobile app.
Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup ✓

Voice Call Authentication
Use a phone to authenticate by following voice instructions.
17 Setup

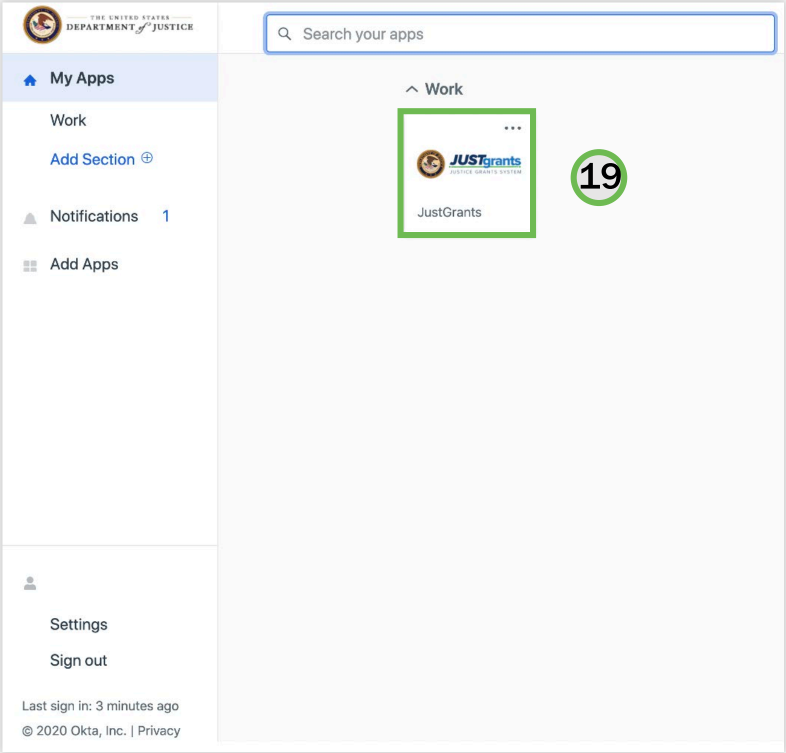
Email Authentication
Enter a verification code sent to your email.
Setup

This is an optional process.

DIAMD: Step 18

JustGrants

18) After clicking the **Finish** button, you will arrive at the My Apps screen. Select the JustGrants tile to access the system.



THE UNITED STATES DEPARTMENT of JUSTICE

Search your apps

My Apps

Work

Add Section ⊕

Notifications 1

Add Apps

Settings

Sign out

Last sign in: 3 minutes ago

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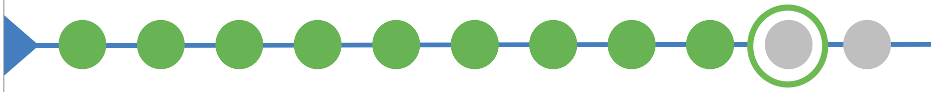
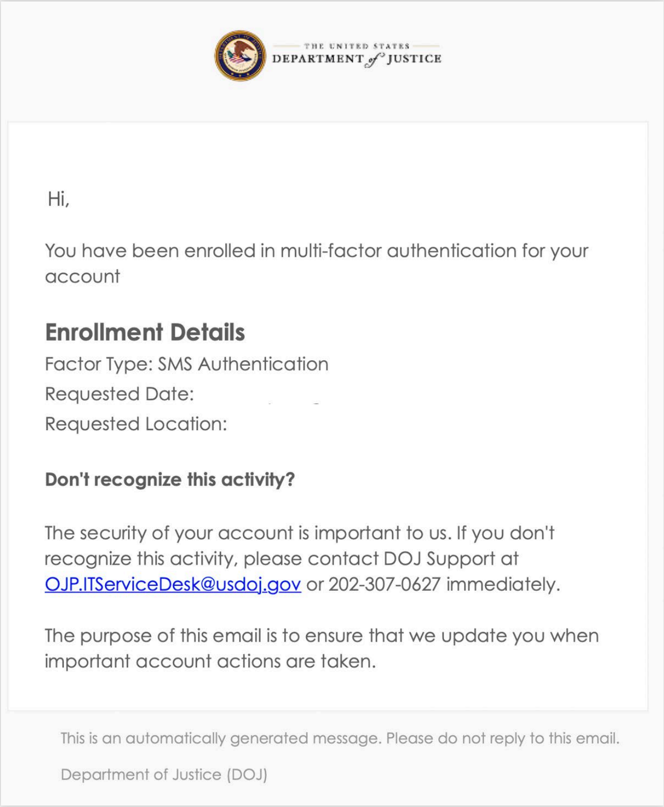
Select the JustGrants tile to access the system.



DIAMD: Confirmation

After completing this process, you should receive an email confirming your enrollment.

Email Confirmation



Hi,

You have been enrolled in multi-factor authentication for your account

Enrollment Details

Factor Type: SMS Authentication

Requested Date:

Requested Location:

Don't recognize this activity?

The security of your account is important to us. If you don't recognize this activity, please contact DOJ Support at OJP.ITServiceDesk@usdoj.gov or 202-307-0627 immediately.

The purpose of this email is to ensure that we update you when important account actions are taken.

This is an automatically generated message. Please do not reply to this email.

Department of Justice (DOJ)

The email confirms your enrollment details.

DIAMD

Biometric Security Key Access

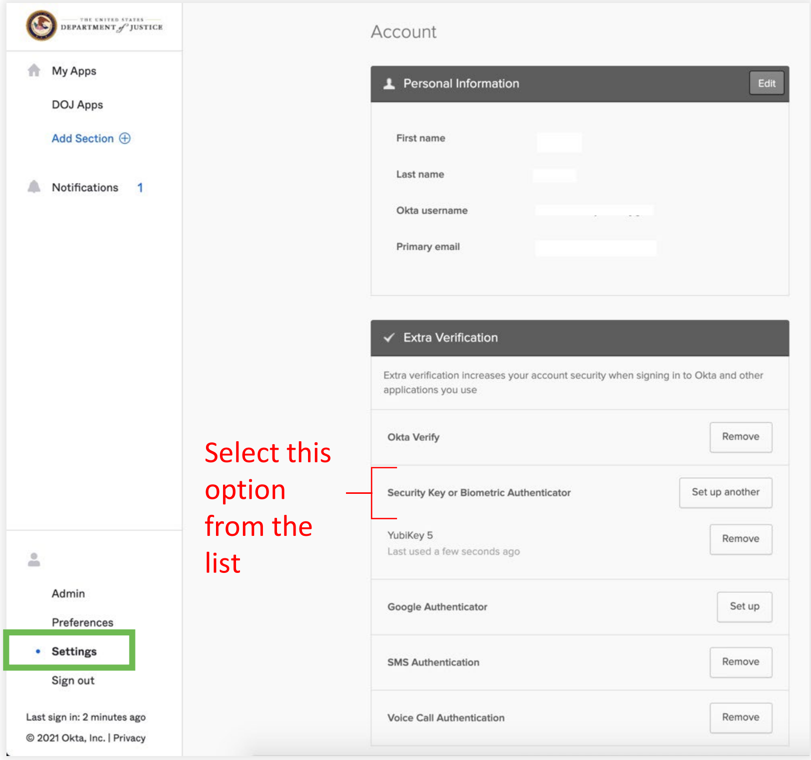
DIAMD Biometric Key: Step 1

Note: Users with a biometric key are encouraged to use this method for secondary authentication. It is the DOJ preferred method.

You can also use a biometric security key as a secondary authentication method if phone or internet service are not available.

1) Select **Settings** to open the available choices.

Options



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My Apps
DOJ Apps
Add Section ⊕
Notifications 1

Admin
Preferences
• Settings
Sign out

Last sign in: 2 minutes ago
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Account

Personal Information — Edit

First name	[redacted]
Last name	[redacted]
Okta username	[redacted]
Primary email	[redacted]

✓ Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use

Okta Verify	Remove
Security Key or Biometric Authenticator	Set up another
YubiKey 5 Last used a few seconds ago	Remove
Google Authenticator	Set up
SMS Authentication	Remove
Voice Call Authentication	Remove

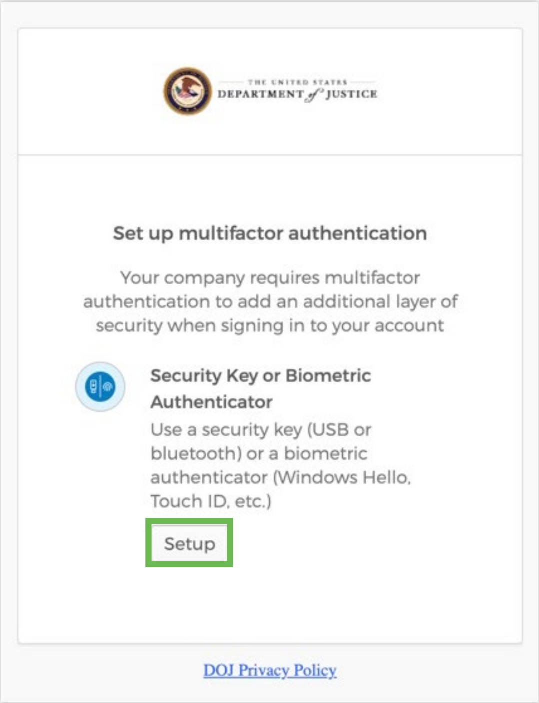
Select this option from the list

To follow this path, select Settings.

DIAMD Biometric Key: Step 2

Setup

2) Select **Setup** to begin the configuration of this method of multifactor authentication.



THE UNITED STATES DEPARTMENT of JUSTICE

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Security Key or Biometric Authenticator

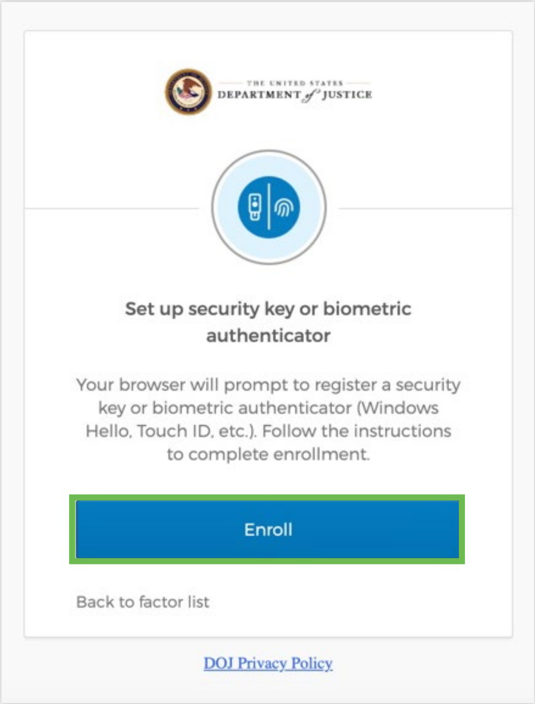
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Choose this path if other services are unavailable.

DIAMD Biometric Key: Step 3

Enroll

3) Select **Enroll.**



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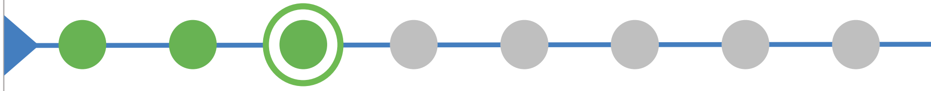
Set up security key or biometric authenticator

Your browser will prompt to register a security key or biometric authenticator (Windows Hello, Touch ID, etc.). Follow the instructions to complete enrollment.

Enroll to set up your biometric key.

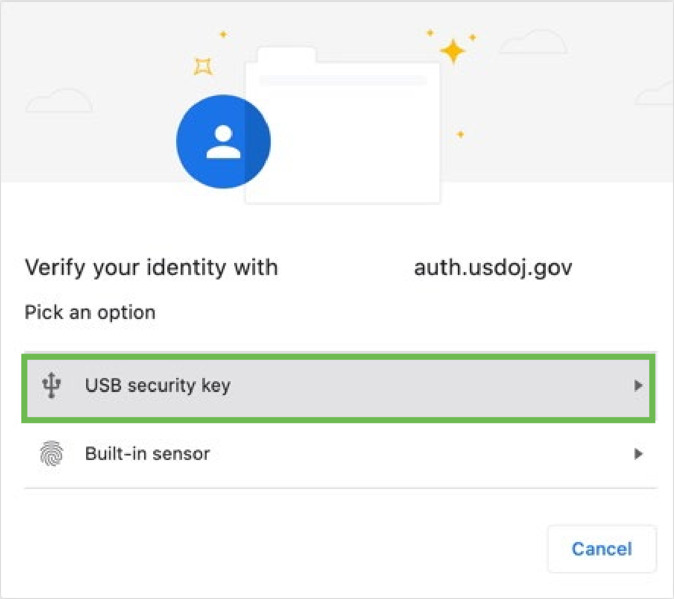


DIAMD Biometric Key: Step 4

You have two biometric choices.

4) Select the **USB security key** from the list.

Options



Verify your identity with auth.usdoj.gov

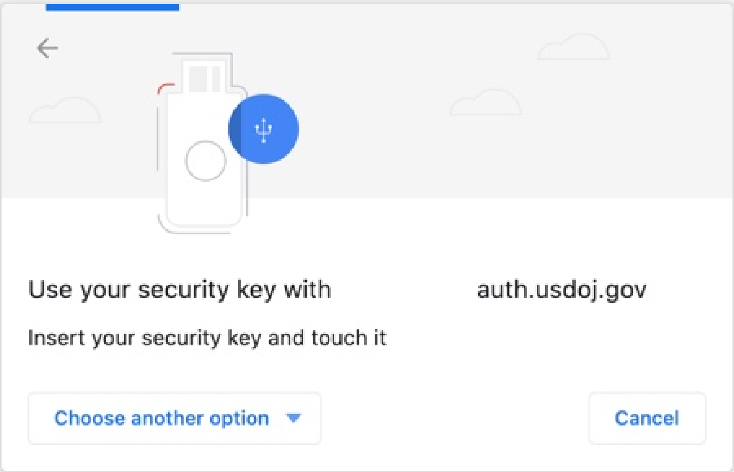
Pick an option

Select USB key.

DIAMD Biometric Key: Step 5

Insert Key

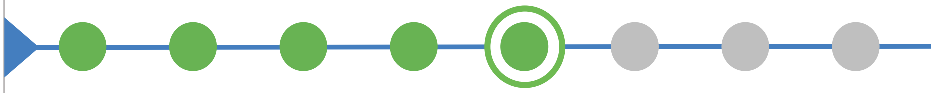
5) Insert your security key and touch the biometric reader window on the key.



Use your security key with auth.usdoj.gov

Insert your security key and touch it

After inserting, touch the biometric window.

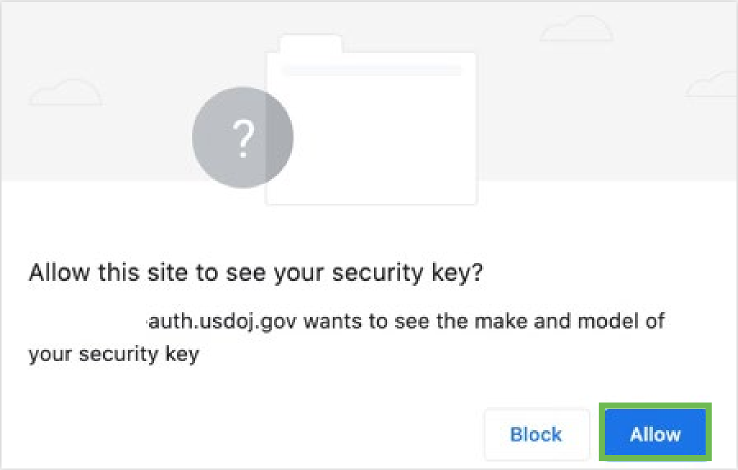


DIAMD Biometric Key: Step 6

System Permissions

The system will pop up a window requesting permission.

6) Click **Allow** to grant your computer system permission to let DIAMD access the security key.



Allow this site to see your security key?

auth.usdoj.gov wants to see the make and model of your security key

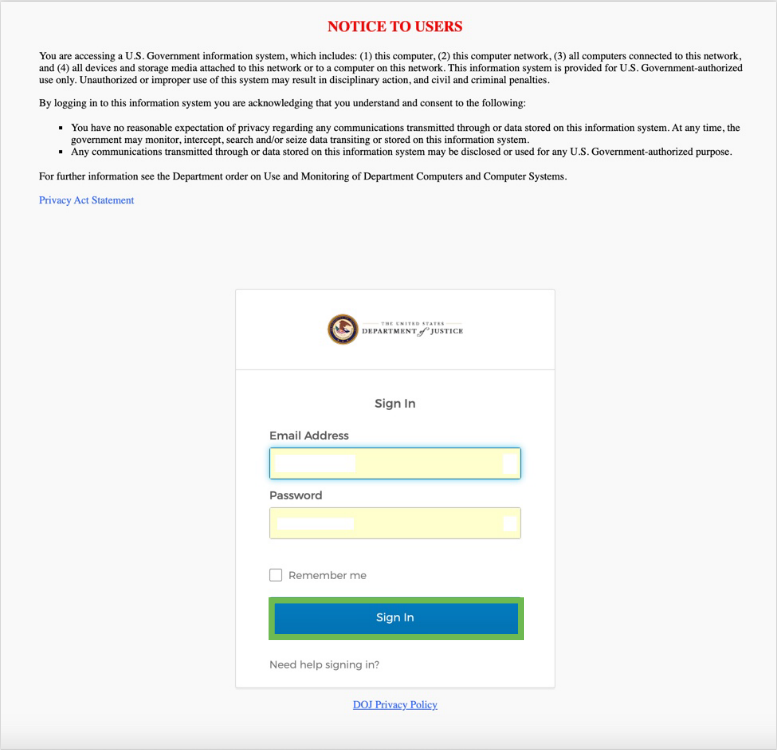
Grant access to your key.

DIAMD Biometric Key: Step 7

The system will log you out.

7) After you have been logged out, enter your login information again and click the **Sign In** button.

Sign in a second time



NOTICE TO USERS

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

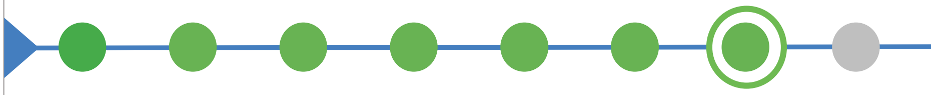
By logging in to this information system you are acknowledging that you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

Privacy Act Statement

You will need to sign in again.



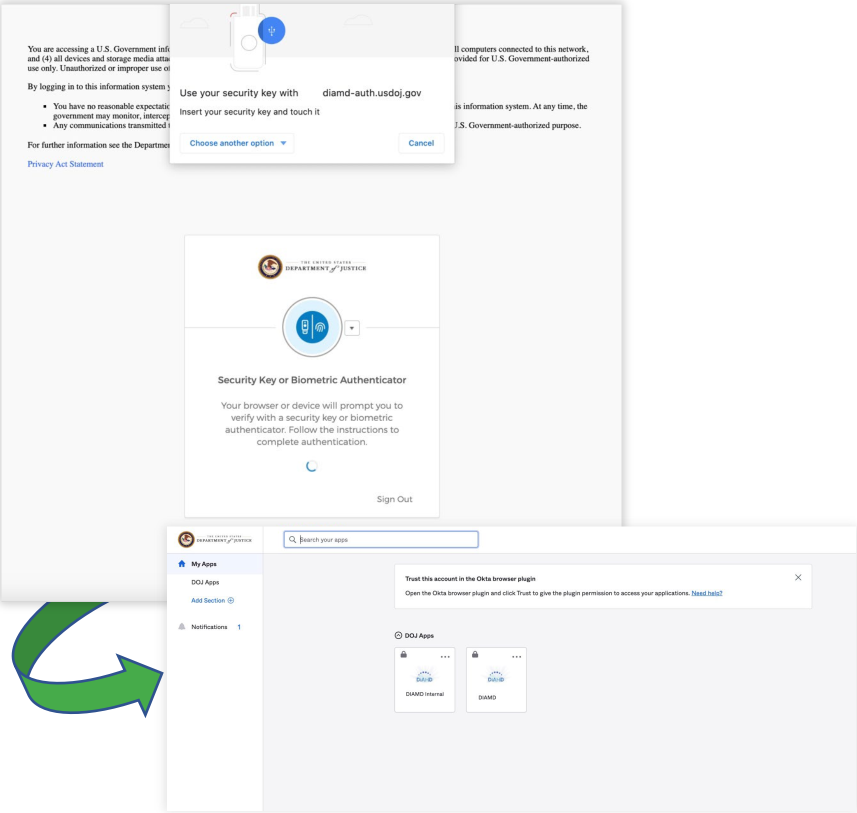
DIAMD Biometric Key: Step 8

Insert Key

A dialog box will open with a prompt.

8) Insert your security key and touch the biometric window to provide secondary authentication for the system.

You will see the progress of the authentication and then the system will open the DIAMD access page.



You are accessing a U.S. Government inf… ll computers connected to this network, and (4) all devices and storage media atta… ovided for U.S. Government-authorized use only. Unauthorized or improper use o…

By logging in to this information system y…

- You have no reasonable expectati… is information system. At any time, the government may monitor, intercep…
- Any communications transmitted … J.S. Government-authorized purpose.

For further information see the Departme…

Privacy Act Statement

Use your security key with diamd-auth.usdoj.gov

Insert your security key and touch it

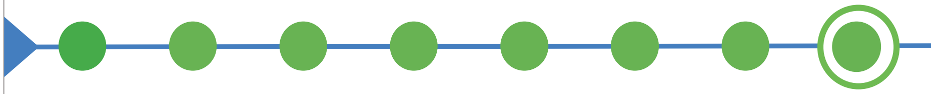
Security Key or Biometric Authenticator

Your browser or device will prompt you to verify with a security key or biometric authenticator. Follow the instructions to complete authentication.

Trust this account in the Okta browser plugin

Open the Okta browser plugin and click Trust to give the plugin permission to access your applications. Need help?

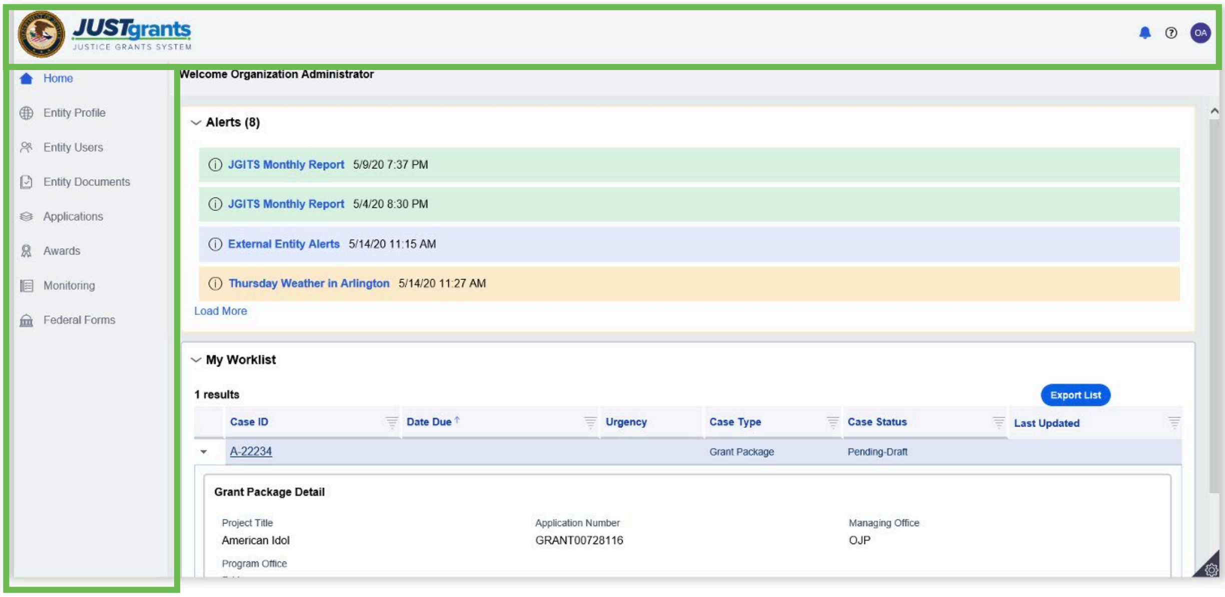
Your security key provides secondary authentication.



User View

Landing Page

JustGrants Landing Page



Welcome Organization Administrator

Alerts (8)

- JGITS Monthly Report 5/9/20 7:37 PM
- JGITS Monthly Report 5/4/20 8:30 PM
- External Entity Alerts 5/14/20 11:15 AM
- Thursday Weather in Arlington 5/14/20 11:27 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
A-22234			Grant Package	Pending-Draft	

Grant Package Detail

Project Title	Application Number	Managing Office
American Idol	GRANT00728116	OJP

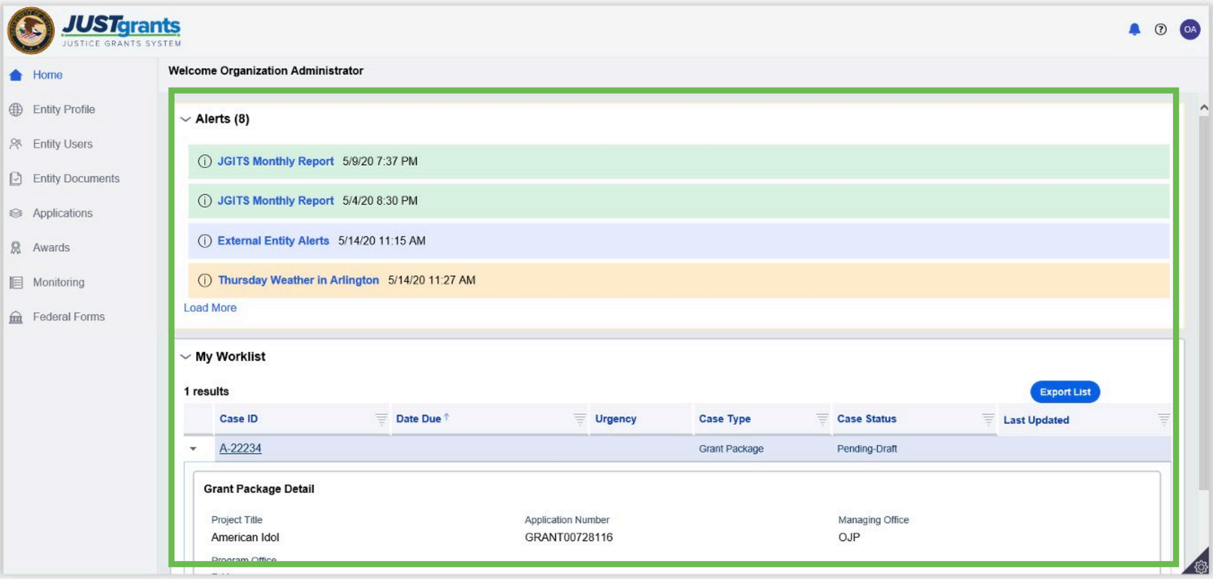
Program Office

When a user views the Landing Page, they will always see the top heading content and left navigation bar. The top heading contains the the logo, bell notifications, the Help icon, and User Logoff.

Currently the help icon is not connected but will continue to be displayed.

Home Page

JustGrants Home Page



Welcome Organization Administrator

Alerts (8)

- JGITS Monthly Report 5/9/20 7:37 PM
- JGITS Monthly Report 5/4/20 8:30 PM
- External Entity Alerts 5/14/20 11:15 AM
- Thursday Weather in Arlington 5/14/20 11:27 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
A-22234			Grant Package	Pending-Draft	

Grant Package Detail

Project Title	Application Number	Managing Office
American Idol	GRANT00728116	OJP

Program Office

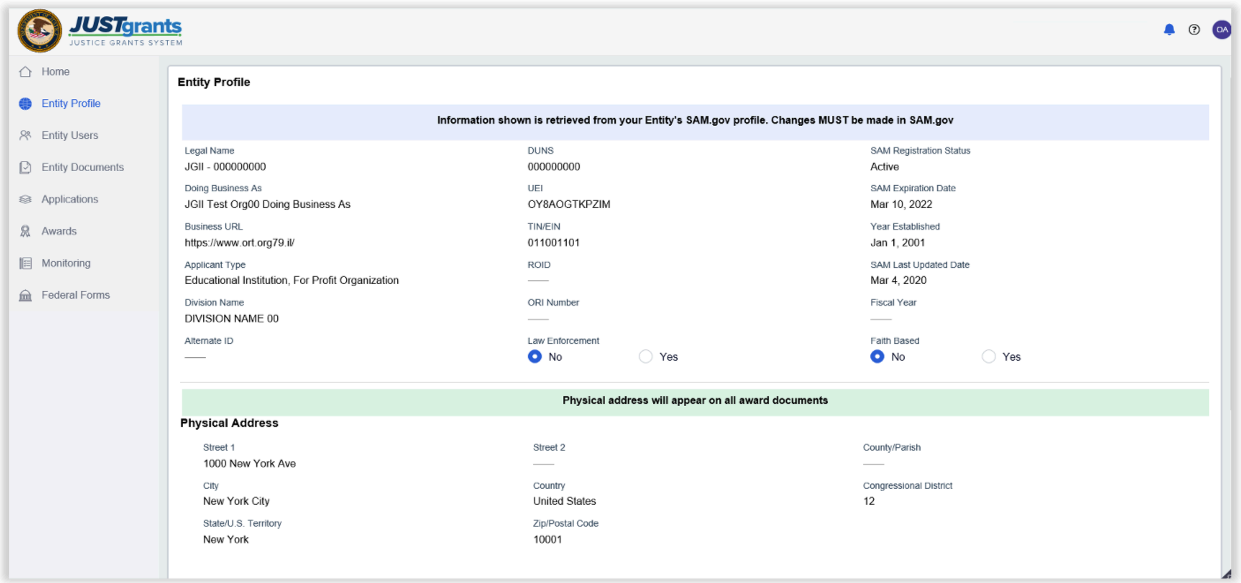
When a user views the Home Page, they will see tabs labeled Alerts, which displays system-wide notifications, and My Worklist, which displays the User's current assigned tasks. A “Load More” option may appear at the bottom of the alerts if more notifications exist than what are currently visible.

The alerts are color coded for Information (blue), Notifications (green), and Warnings (orange). The alert designations are managed internally by DOJ.

NOTE: User assigned work is found in My Worklist on the Home Page. All entity work will be found under the respective award and applications navigation tabs.

Entity Profile

Entity Profile Tab



Entity Profile

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov

Legal Name JGII - 000000000	DUNS 000000000	SAM Registration Status Active
Doing Business As JGII Test Org00 Doing Business As	UEI OY8AOGTKPZIM	SAM Expiration Date Mar 10, 2022
Business URL https://www.ort.org79.il/	TIN/EIN 011001101	Year Established Jan 1, 2001
Applicant Type Educational Institution, For Profit Organization	ROID ——	SAM Last Updated Date Mar 4, 2020
Division Name DIVISION NAME 00	ORI Number ——	Fiscal Year ——
Alternate ID ——	Law Enforcement ● No ○ Yes	Faith Based ● No ○ Yes

Physical address will appear on all award documents

Physical Address

Street 1 1000 New York Ave	Street 2 ——	County/Parish ——
City New York City	Country United States	Congressional District 12
State/U.S. Territory New York	Zip/Postal Code 10001	

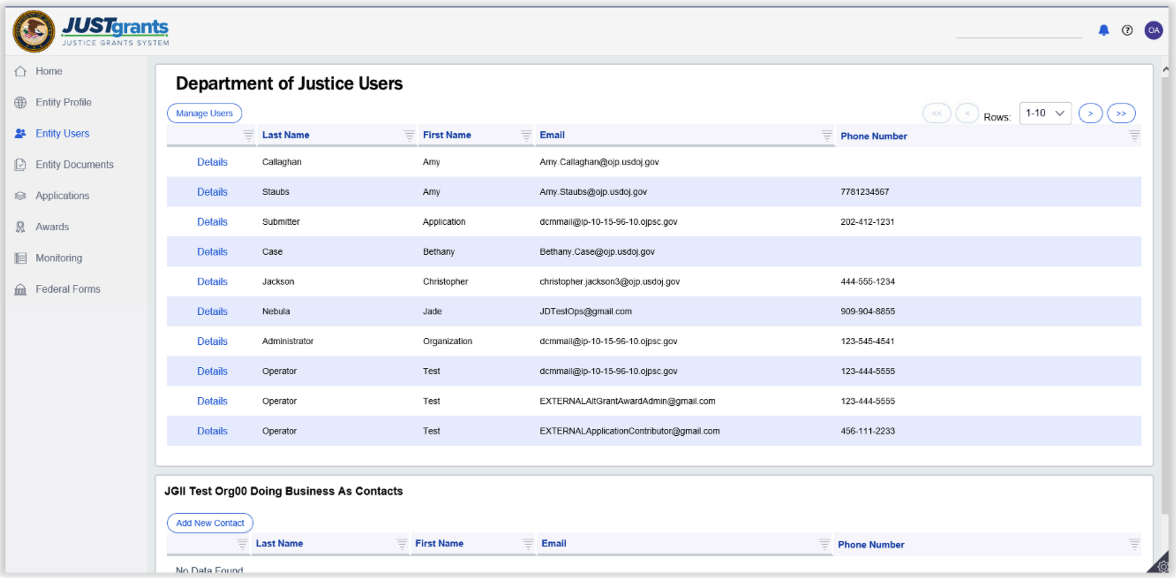
For entity profiles, entity-level information will be displayed on the Entity Profile; all entity users and DOJ users can see this information. SAM will populate Legal Name, Doing Business As Name (if applicable), DUNS, UEI, TIN, Business URL, Year Established, Fiscal Year (end), and SAM registration status (Expiration Date and Last Updated date). SAM data will populate the physical and mailing address, as appropriate. ROID is populated by DOJ once the entity has completed registration with ASAP.

Entity Administrators can change: *Law Enforcement, Faith-Based Entity,* and *Designation of Entity's Legal Address.*

NOTE: If the SAM profile is marked as **Not Public**, only a mailing address will populate in the Entity Profile.

Entity Users

Entity Users Tab



Department of Justice Users

	Last Name	First Name	Email	Phone Number
Details	Callaghan	Amy	Amy.Callaghan@ojp.usdoj.gov	
Details	Staubs	Amy	Amy.Staubs@ojp.usdoj.gov	7781234567
Details	Submitter	Application	dcmmail@ip-10-15-96-10.ojpsc.gov	202-412-1231
Details	Case	Bethany	Bethany.Case@ojp.usdoj.gov	
Details	Jackson	Christopher	christopher.jackson3@ojp.usdoj.gov	444-555-1234
Details	Nebula	Jade	JDTestOps@gmail.com	909-904-8855
Details	Administrator	Organization	dcmmail@ip-10-15-96-10.ojpsc.gov	123-545-4541
Details	Operator	Test	dcmmail@ip-10-15-96-10.ojpsc.gov	123-444-5555
Details	Operator	Test	EXTERNALAltGrantAwardAdmin@gmail.com	123-444-5555
Details	Operator	Test	EXTERNALApplicationContributor@gmail.com	456-111-2233

JGII Test Org00 Doing Business As Contacts

	Last Name	First Name	Email	Phone Number
No Data Found				

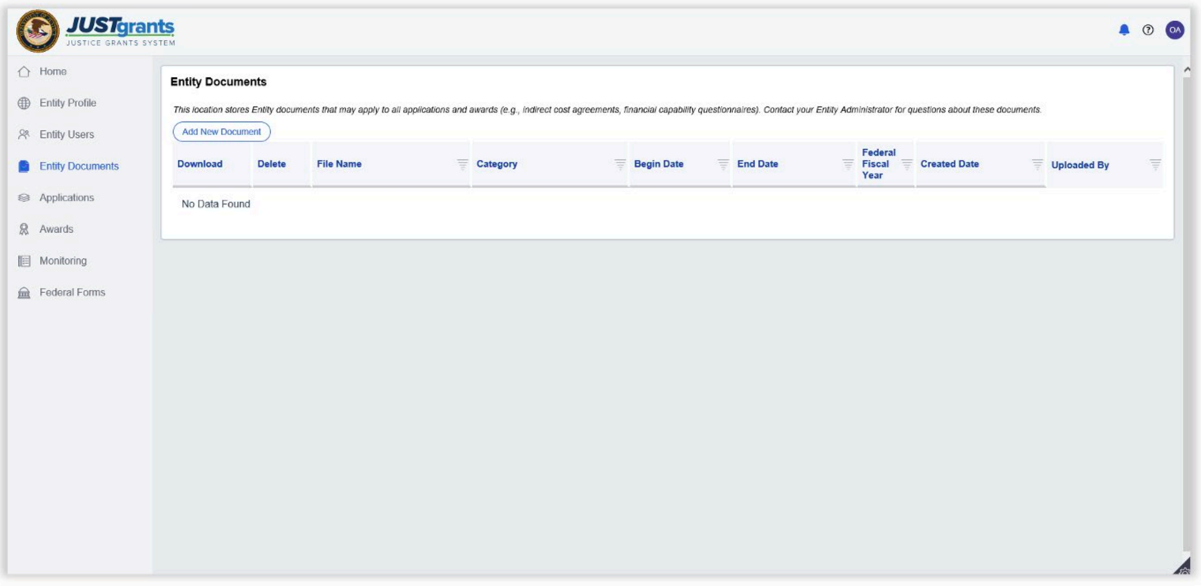
All entity users are displayed on this tab once 1) the Entity Administrator has added that user in DIAMD and 2) the user has successfully logged into JustGrants.

Entity users can select **View Details** to see information about each user, including their assigned roles. **Users can update their own User Profile information.**

Entity Administrators also will see the **Manage Users** button on their page.

Entity Documents

Entity Documents Tab



Entity Documents

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

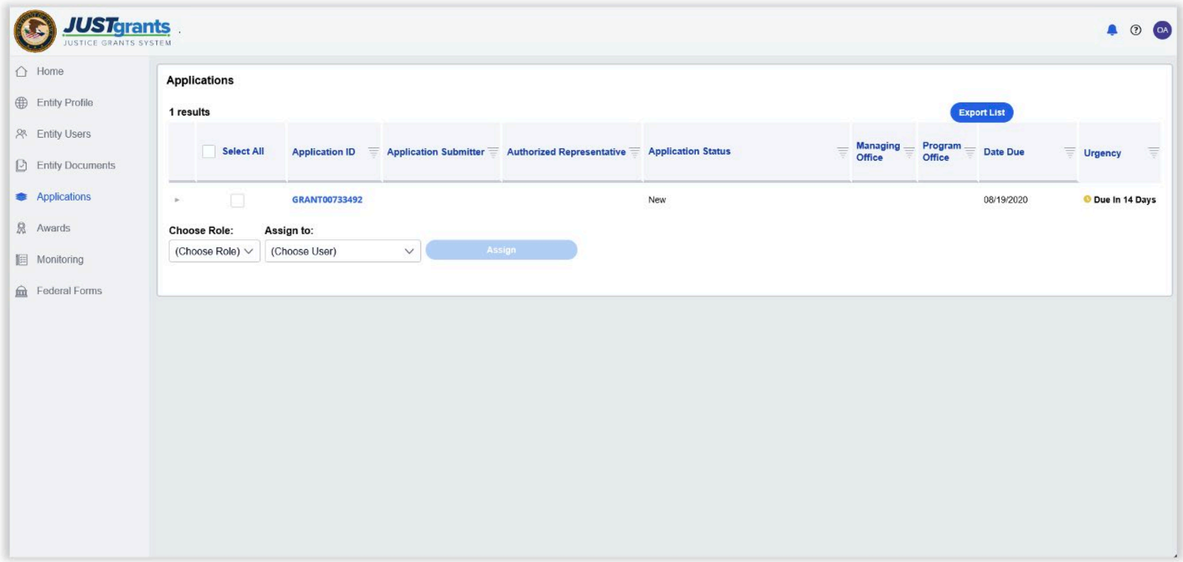
Download	Delete	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
No Data Found								

Entity Administrators can upload documents to this location so that other entity users (and DOJ Users) can view and download those documents for use on specific application, award, and monitoring activities.

The forms located in this section are those that apply to the entity as a whole or relate to multiple applications and awards (e.g., indirect cost agreements, financial capability questionnaires).

Applications

Applications Tab



Applications

1 results

	□ Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due	Urgency
▸	□	GRANT00733492			New			08/19/2020	● Due In 14 Days

Choose Role: (Choose Role)

Assign to: (Choose User)

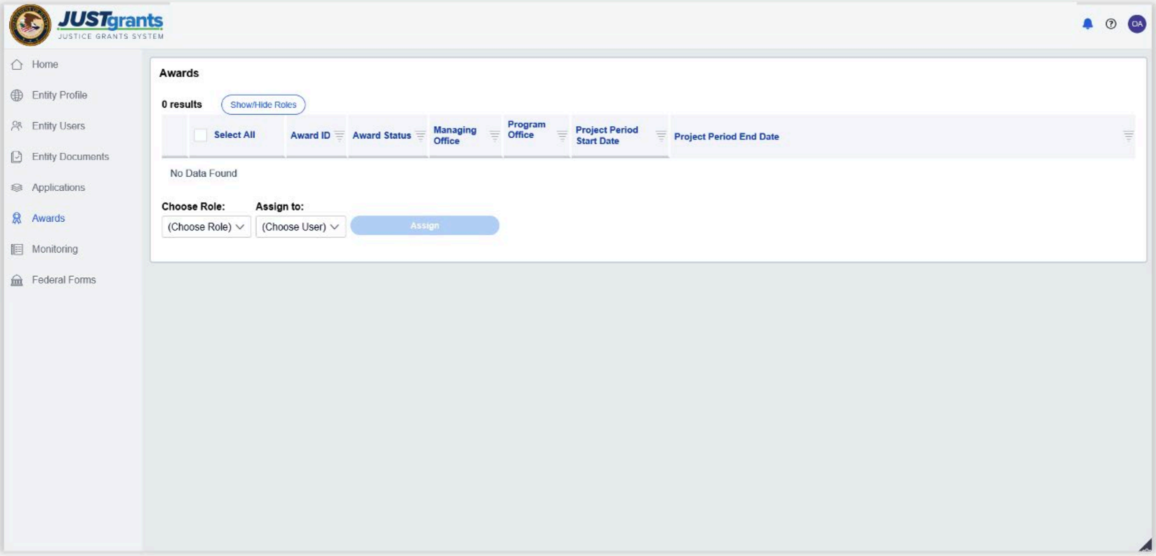
Users will be able to see what applications have been submitted by the entity and the status of each application. The list will consist of all DOJ applications, both active and closed.

All entity users will be able to view all of the entity's applications; however, keep in mind that only users assigned to specific applications will be able to take actions within those applications.

NOTE: User assigned work is found in the Home screen under the Task List. All entity work is found under the Award and Applications navigation tabs.

Awards

Awards Tab



Awards

0 results

	□ Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date

No Data Found

Choose Role: (Choose Role)

Assign to: (Choose User)

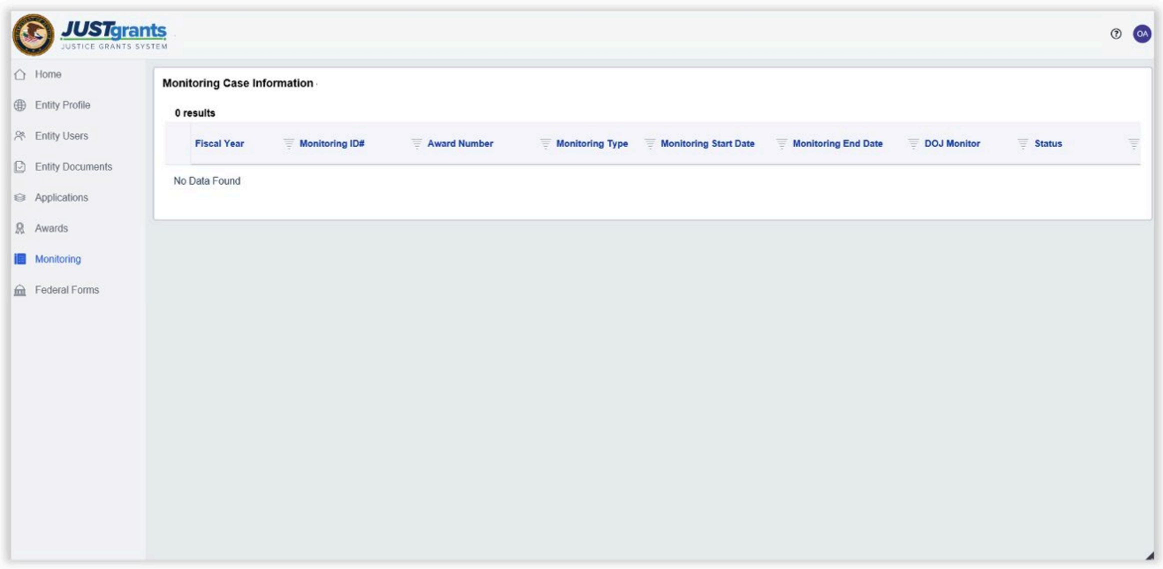
The Awards tab includes a list of all DOJ awards, both active and closed – older Awards are being migrated into JustGrants. All entity users will be able to view all of the funded awards; however, keep in mind that only users assigned to specific awards will be able to take actions within those awards.

Also, Users assigned to an award can request a Grant Award Modification (GAM) by clicking on the Award Number; this takes the User to the “Funded Award Case”, where they can view all activities associated with a specific funded award.

NOTE: All entity work is found under the Award navigation tabs.

Monitoring

Monitoring Tab



Monitoring Case Information

0 results

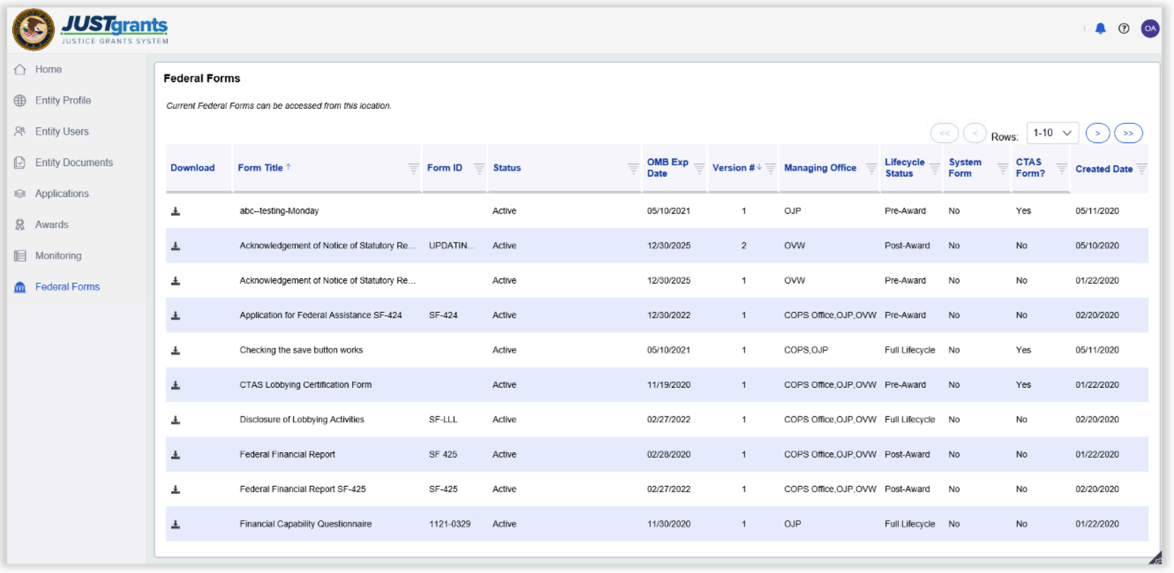
Fiscal Year	Monitoring ID#	Award Number	Monitoring Type	Monitoring Start Date	Monitoring End Date	DOJ Monitor	Status

No Data Found

All DOJ entity monitoring activities are listed here, as well as the award status and contact information.

Federal Forms

Federal Forms Tab



Federal Forms

Current Federal Forms can be accessed from this location.

Download	Form Title ↑	Form ID	Status	OMB Exp Date	Version # ↓	Managing Office	Lifecycle Status	System Form	CTAS Form?	Created Date
⤓	abc--testing-Monday		Active	05/10/2021	1	OJP	Pre-Award	No	Yes	05/11/2020
⤓	Acknowledgement of Notice of Statutory Re...	UPDATIN...	Active	12/30/2025	2	OVW	Post-Award	No	No	05/10/2020
⤓	Acknowledgement of Notice of Statutory Re...		Active	12/30/2025	1	OVW	Pre-Award	No	No	01/22/2020
⤓	Application for Federal Assistance SF-424	SF-424	Active	12/30/2022	1	COPS Office,OJP,OVW	Pre-Award	No	No	02/20/2020
⤓	Checking the save button works		Active	05/10/2021	1	COPS,OJP	Full Lifecycle	No	Yes	05/11/2020
⤓	CTAS Lobbying Certification Form		Active	11/19/2020	1	COPS Office,OJP,OVW	Pre-Award	No	Yes	01/22/2020
⤓	Disclosure of Lobbying Activities	SF-LLL	Active	02/27/2022	1	COPS Office,OJP,OVW	Full Lifecycle	No	No	02/20/2020
⤓	Federal Financial Report	SF 425	Active	02/28/2020	1	COPS Office,OJP,OVW	Post-Award	No	No	01/22/2020
⤓	Federal Financial Report SF-425	SF-425	Active	02/27/2022	1	COPS Office,OJP,OVW	Post-Award	No	No	02/20/2020
⤓	Financial Capability Questionnaire	1121-0329	Active	11/30/2020	1	OJP	Full Lifecycle	No	No	01/22/2020

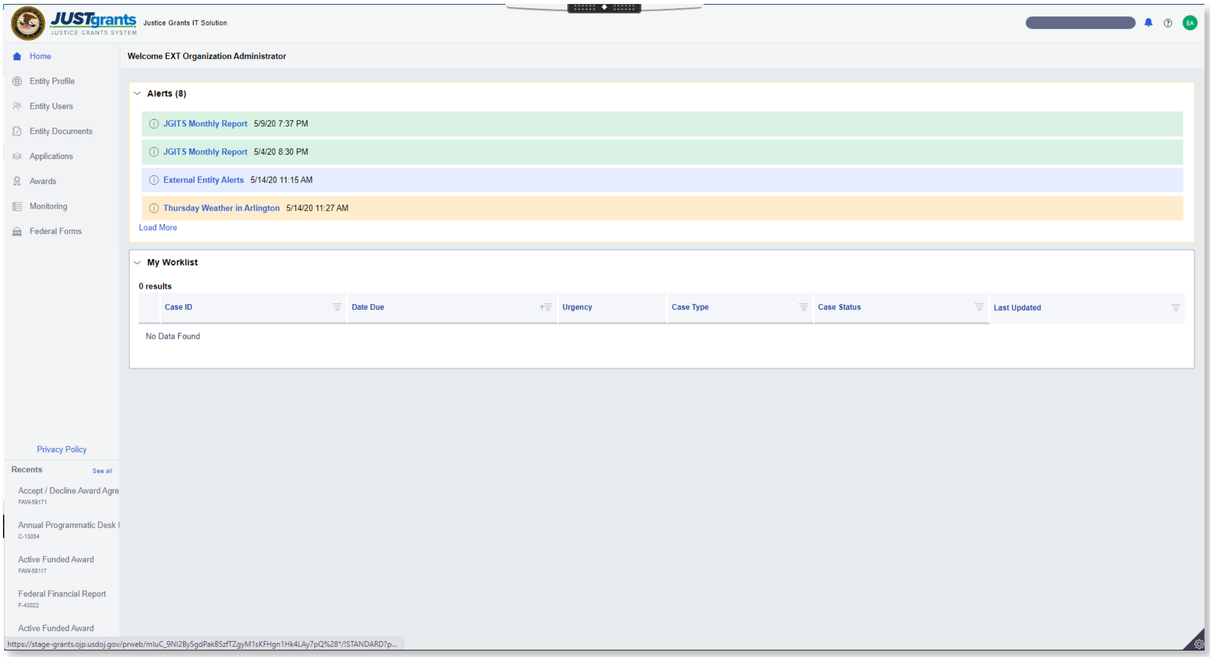
On the Federal Forms tab, you will find a list of forms generally used in the administration of federal funds.

NOTE: Federal Forms are created, edited, and deleted by DOJ personnel. Entity users can download and populate data in Federal Forms, but cannot add, edit, or delete.

Role Reassignment

Role Reassignment

JustGrants Landing Page



Welcome EXT Organization Administrator

Alerts (8)

- JGITS Monthly Report 5/9/20 7:37 PM
- JGITS Monthly Report 5/4/20 8:30 PM
- External Entity Alerts 5/14/20 11:15 AM
- Thursday Weather in Arlington 5/14/20 11:27 AM

My Worklist

0 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
No Data Found					

Recents:

- Accept / Decline Award Agre FAW-59171
- Annual Programmatic Desk I C-13054
- Active Funded Award FAW-58117
- Federal Financial Report F-43022
- Active Funded Award

https://stage-grants.ojp.usdoj.gov/prweb/mluC_9NI2BySgdPakBSzfTZgyM1sKFHgn1Hk4LAy7pQ%28*/!STANDARD?p...

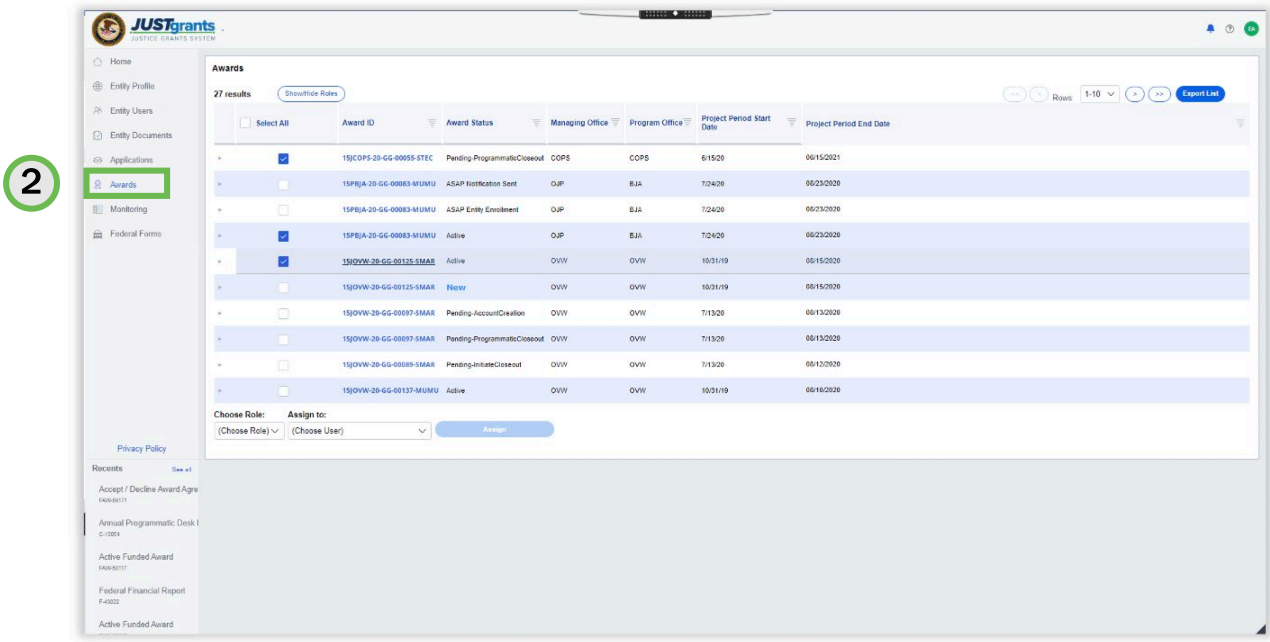
Individual user management.

Role assignment and management can be done by the Entity Administrator on an application-by-application and award-by-award basis, enabling Entities to more effectively manage users across an entity in one location.

1) Open the **JustGrants** Landing Page.

Role Reassignment: Awards

Awards Page



Awards

27 results

	☐ Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
▸	☑	15JCOPS-20-GG-00055-STEC	Pending-ProgrammaticCloseout	COPS	COPS	6/15/20	06/15/2021
▸	☐	15PBJA-20-GG-00083-MUMU	ASAP Notification Sent	OJP	BJA	7/24/20	08/23/2020
▸	☐	15PBJA-20-GG-00083-MUMU	ASAP Entity Enrollment	OJP	BJA	7/24/20	08/23/2020
▸	☑	15PBJA-20-GG-00083-MUMU	Active	OJP	BJA	7/24/20	08/23/2020
▸	☑	15JOVW-20-GG-00125-SMAR	Active	OVW	OVW	10/31/19	08/15/2020
▸	☐	15JOVW-20-GG-00125-SMAR	New	OVW	OVW	10/31/19	08/15/2020
▸	☐	15JOVW-20-GG-00097-SMAR	Pending-AccountCreation	OVW	OVW	7/13/20	08/13/2020
▸	☐	15JOVW-20-GG-00097-SMAR	Pending-ProgrammaticCloseout	OVW	OVW	7/13/20	08/13/2020
▸	☐	15JOVW-20-GG-00089-SMAR	Pending-InitiateCloseout	OVW	OVW	7/13/20	08/12/2020
▸	☐	15JOVW-20-GG-00137-MUMU	Active	OVW	OVW	10/31/19	08/10/2020

Choose Role: (Choose Role)

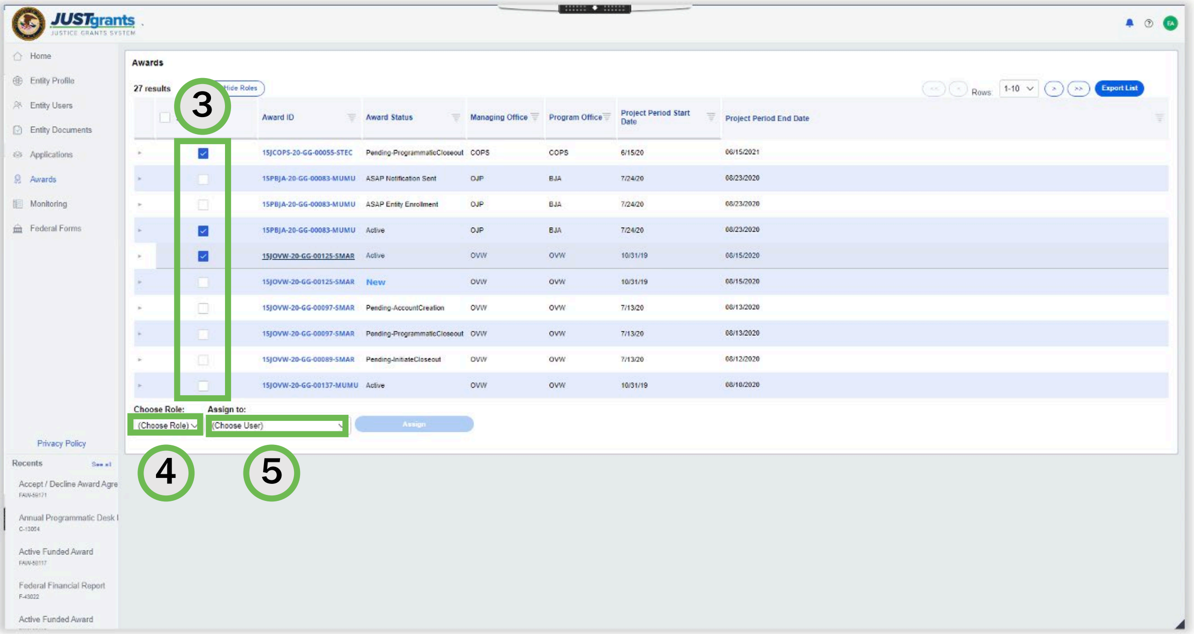
Assign to: (Choose User)

Select the element that needs reassignment.

2) Select **Awards** from the navigation bar at the left. You may also select **Application** at this point to access roles. The page is slightly different but the process that follows is the same.

Role Reassignment: Assignee

Select Award, Role, Assignee



Awards

27 results

	□	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
▸	☑	15JCOPS-20-GG-00055-STEC	Pending-ProgrammaticCloseout	COPS	COPS	6/15/20	06/15/2021
▸	□	15PBJA-20-GG-00083-MUMU	ASAP Notification Sent	OJP	BJA	7/24/20	08/23/2020
▸	□	15PBJA-20-GG-00083-MUMU	ASAP Entity Enrollment	OJP	BJA	7/24/20	08/23/2020
▸	☑	15PBJA-20-GG-00083-MUMU	Active	OJP	BJA	7/24/20	08/23/2020
▸	☑	15JOVW-20-GG-00125-SMAR	Active	OVW	OVW	10/31/19	08/15/2020
▸	□	15JOVW-20-GG-00125-SMAR	New	OVW	OVW	10/31/19	08/15/2020
▸	□	15JOVW-20-GG-00097-SMAR	Pending-AccountCreation	OVW	OVW	7/13/20	08/13/2020
▸	□	15JOVW-20-GG-00097-SMAR	Pending-ProgrammaticCloseout	OVW	OVW	7/13/20	08/13/2020
▸	□	15JOVW-20-GG-00089-SMAR	Pending-InitiateCloseout	OVW	OVW	7/13/20	08/12/2020
▸	□	15JOVW-20-GG-00137-MUMU	Active	OVW	OVW	10/31/19	08/10/2020

Choose Role: (Choose Role)

Assign to: (Choose User)

Assign

Select the Awards you want to reassign.

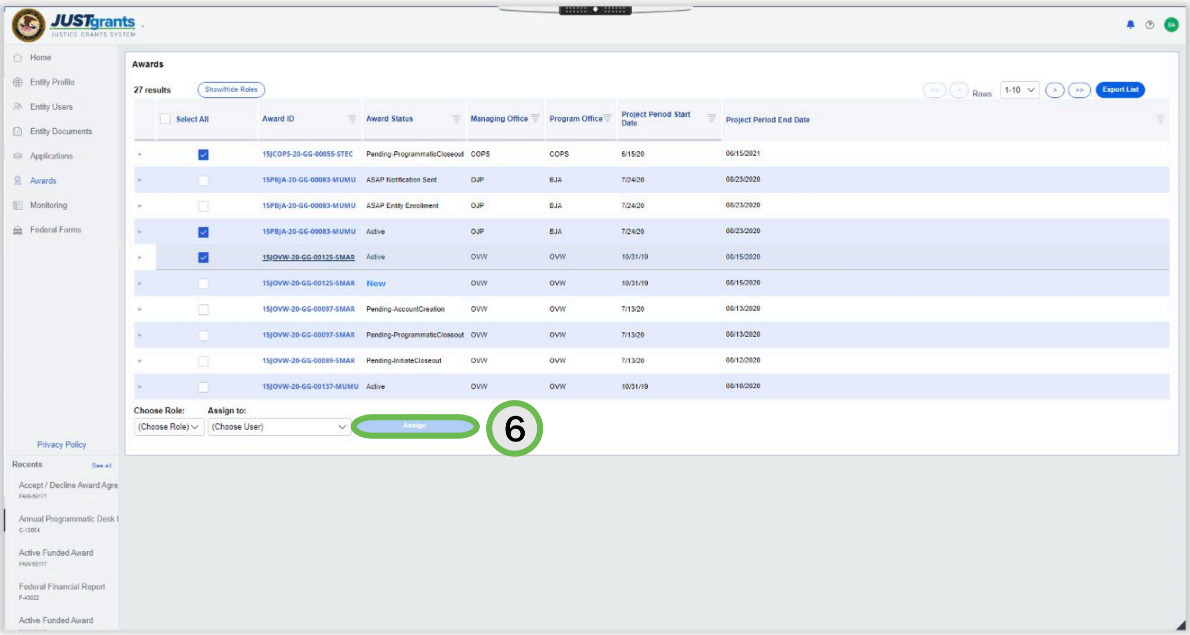
3) Select the checkboxes next to the awards you want to reassign.

4) Select the **Choose Role** dropdown menu to select the role you want to reassign. This filters the user view to show only those with that role available for assignment.

5) Select the **Assign to** dropdown menu to select the user you want to reassign.

Role Reassignment: Reassign

Reassignment



Awards

27 results

	☐ Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
▸	☑	15JCOPS-20-GG-00055-STEC	Pending-ProgrammaticCloseout	COPS	COPS	6/15/20	06/15/2021
▸	☐	15PBJA-20-GG-00083-MUMU	ASAP Notification Sent	OJP	BJA	7/24/20	08/23/2020
▸	☐	15PBJA-20-GG-00083-MUMU	ASAP Entity Enrollment	OJP	BJA	7/24/20	08/23/2020
▸	☑	15PBJA-20-GG-00083-MUMU	Active	OJP	BJA	7/24/20	08/23/2020
▸	☑	15JOVW-20-GG-00125-SMAR	Active	OVW	OVW	10/31/19	08/15/2020
▸	☐	15JOVW-20-GG-00125-SMAR	New	OVW	OVW	10/31/19	08/15/2020
▸	☐	15JOVW-20-GG-00097-SMAR	Pending-AccountCreation	OVW	OVW	7/13/20	08/13/2020
▸	☐	15JOVW-20-GG-00097-SMAR	Pending-ProgrammaticCloseout	OVW	OVW	7/13/20	08/13/2020
▸	☐	15JOVW-20-GG-00089-SMAR	Pending-InitiateCloseout	OVW	OVW	7/13/20	08/12/2020
▸	☐	15JOVW-20-GG-00137-MUMU	Active	OVW	OVW	10/31/19	08/10/2020

Choose Role: (Choose Role)

Assign to: (Choose User)

Assign

Users can only be assigned to roles assigned in DIAMD.

6) Select **Assign** to complete the action.

JUSTgrants

JUSTICE GRANTS SYSTEM

Version 1.2 February 3, 2021