



# Entity Management

*Job Aid Reference Guide*



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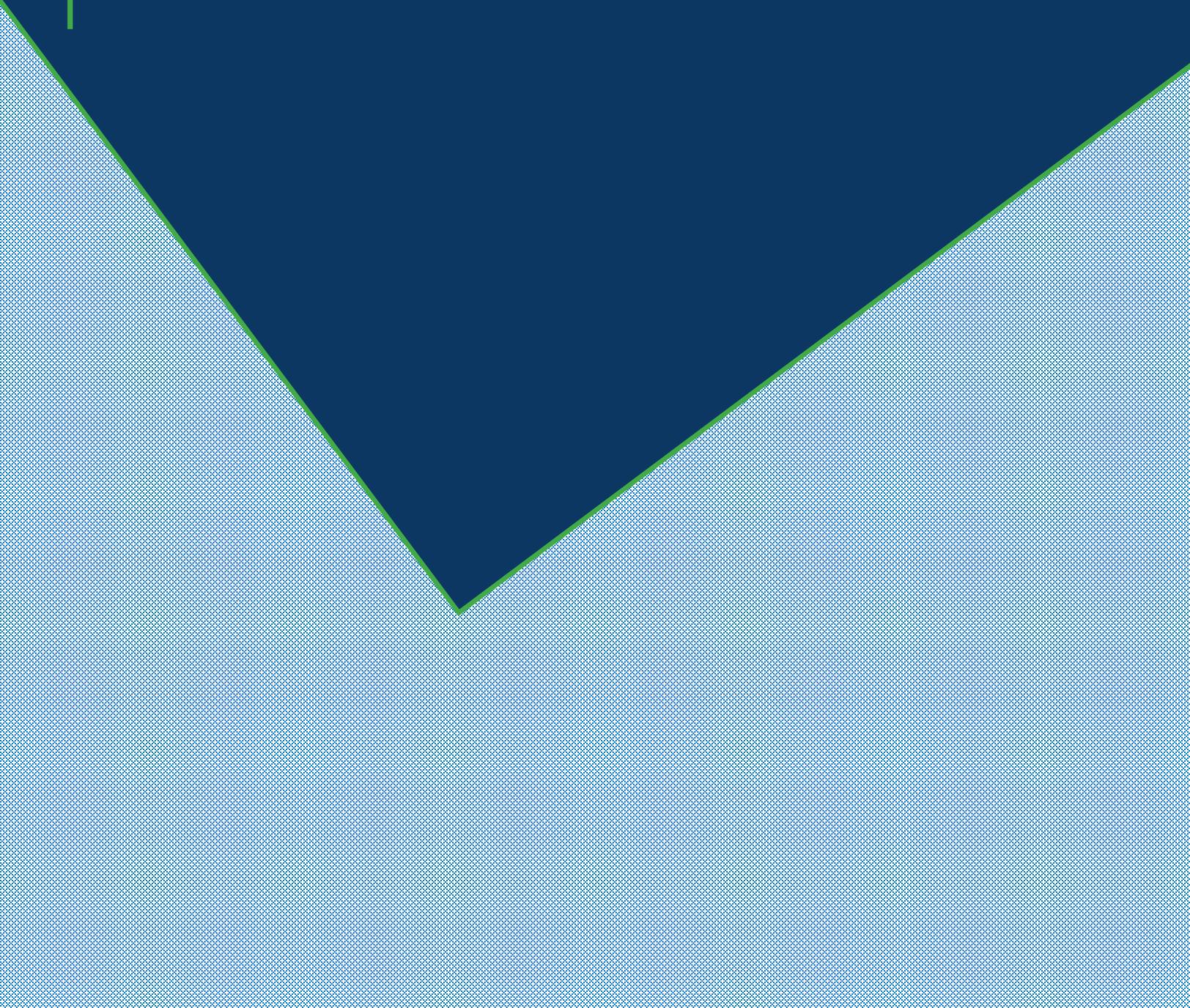
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# Introduction and Overview



# How to Use this Guide

This Job Aid Reference Guide (JARG) helps the Entity Administrator (EA) fulfill their entity management-related duties. This JARG is part of a larger training and resource package that is accessible on the [JustGrants Entity Management Training website](#).

## Linked Content

This JARG uses a chapter-linked table of contents to help users navigate to specific content. A link has been included on each page to help the user navigate within this JARG.



Select the **Home** icon located at the bottom left corner of the page to return to the table of contents.

# What is an Entity?



The term **entity** refers to applicants and award recipients. An entity has unique identifiers such as: legal name, doing business as (DBA) name, and one or more numeric or alphanumeric identifiers. In JustGrants, there are two distinct types of entities: **Organizations** and **Individuals**.



Most entities in JustGrants are considered **organizational entities**. There are many types of organizational entities, including but not limited to: nonprofits, American Indian tribes, state or local governments, and institutions of higher education.

Organizational entities must register and maintain an **active** registration status in SAM.gov in order to access federal funding. The SAM.gov **Unique Entity Identifier (UEI)** is considered the primary alphanumeric identifier for organizational entities in JustGrants.



An **individual entity** is a person, not an organization, applying for grant funding. Typically, an individual entity applies for a **fellowship grant program**.

Individual entities do **not** need to register in SAM.gov. Instead, individual entities should use their **Internal Revenue Service (IRS) Federal Tax ID Employee Identification Number (EIN)/Tax Identifier Number (TIN)** as their unique alphanumeric identifier.

For security purposes, JustGrants recommends not using a Social Security number (SSN) as the unique identifier.

# Entity Management Overview

This Entity Management JARG:

- describes the roles and responsibilities of the Entity Administrator (EA).
- clarifies how JustGrants uses data from other federal systems.
- reviews the six (6) JustGrants user roles and their respective duties.
- introduces the four (4) Equal Employment Opportunity Program (EEOP) user roles.
- explains the process of managing entity users, roles, and assignments.
- provides instruction around planned or unplanned changes to the EA.
- illustrates the process to maintain and update entity-level information and documents.



# Entity Management Key Points

## The Entity Administrator (EA):

- is a critical user in JustGrants. Every entity must always have one user designated as the EA.
- acts as the entity's gatekeeper and bears responsibility for managing entity users, roles, and assignments in JustGrants.
- ensures the accuracy of the entity profile in JustGrants and coordinates applicable changes in SAM.gov.
- maintains entity documents within JustGrants.



## **NOTE:** While working in JustGrants, be aware that:

- the system does not **auto save** any work. Unsaved work is not automatically saved at logout.
- JustGrants posts a warning message after ten (10) minutes of inactivity.
- all users are automatically logged out if inactive for fifteen (15) minutes.

# Systems Used for Entity Management: SAM.gov, DIAMD, and JustGrants



SAM.gov



DIAMD



JustGrants

SAM

- ✓ SAM.gov is the federal government's source of truth for entity identifiers.
- ✓ Organizational entities must maintain an **active** registration and ensure entity information is current.
- ✓ Other federal systems use entity data from SAM.gov.

DIAMD

- ✓ The Digital Identity and Access Management Directory (DIAMD) is the Department of Justice's (DOJ) secure user management system.
- ✓ The Entity Administrator (EA) determines who should have access to their entity data and then invites those individuals to be entity users.
- ✓ The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.

JustGrants

- ✓ JustGrants is DOJ's grants management system.
- ✓ The EA assigns and re-assigns entity users to specific applications and awards.
- ✓ The EA uploads entity-level documents into the system.

# JustGrants Roles

There are six (6) roles in JustGrants, each with unique duties and abilities. An entity user can be assigned multiple JustGrants roles.

## Entity Administrator



1 per entity

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.

## Authorized Representative



1 – 2 per application & award

Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

## Application Submitter



1 – 3 per application

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

## Grant Award Administrator



1 per award

Submits programmatic award requirements, including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

## Alternate Grant Award Administrator



1 per award (optional)

Supports the Grant Award Administrator in completing programmatic award requirements, including submitting GAMs, deliverables, and assigned PRs.

## Financial Manager



1 per award

Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.

# Equal Employment Opportunity Program (EEOP) Roles



Certain entities that receive DOJ funding are required to submit an Equal Employment Opportunity (EEO) plan. The purpose of the EEO plan is to ensure entities receiving DOJ financial assistance are providing full and equal employment opportunities to prospective employees.

There are four (4) EEOP roles, each with unique duties. Users can only possess one role.

## Entity Administrator



Manages entity users' role assignments.

## Read-Only User



Views entity reports.

## User



Assists in completing EEOP reports. However, an EEOP user cannot sign and submit EEOP reports.

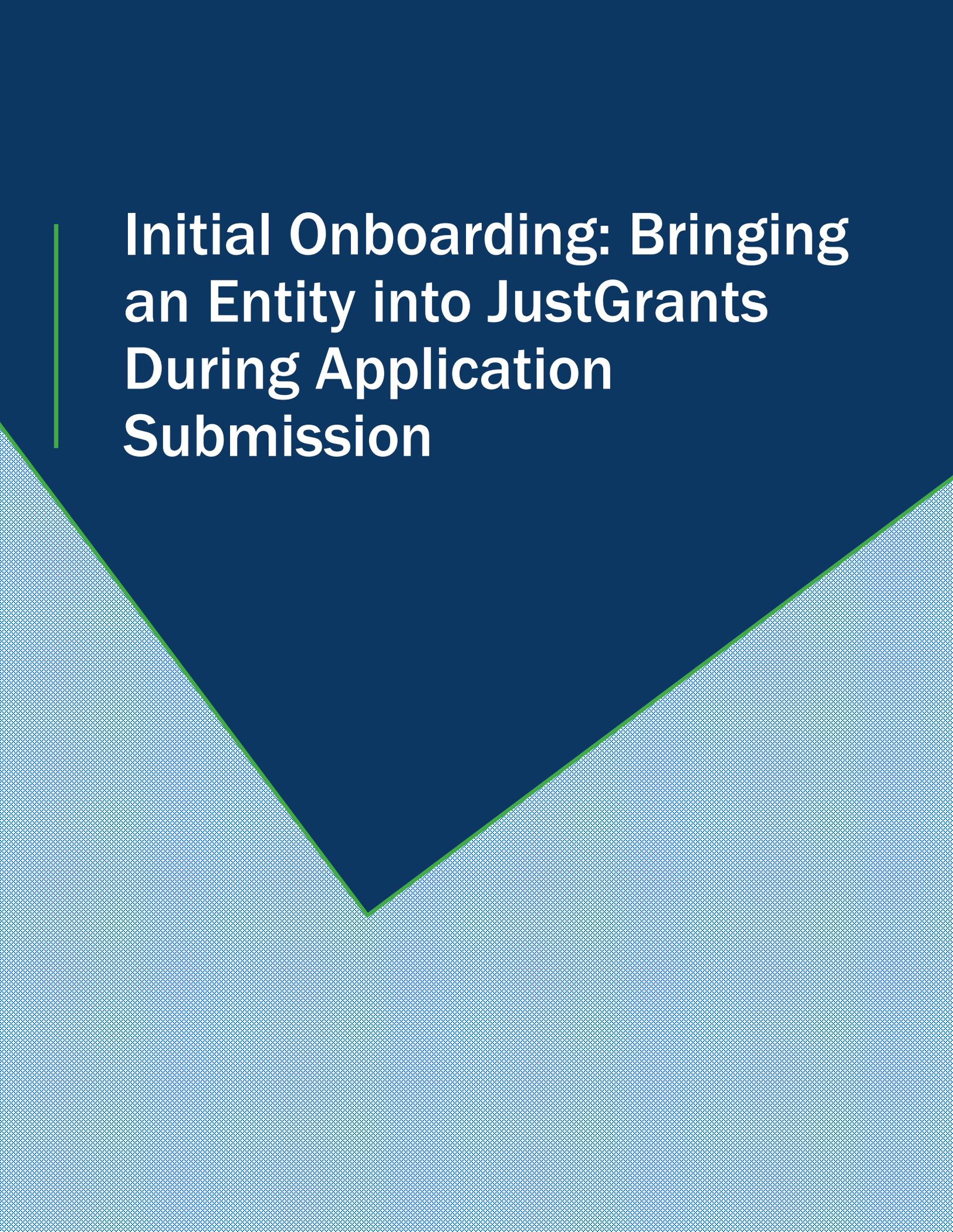
## Implementation Authority



Signs and submits reports within the EEOP system; may also prepare reports. Must have authority to implement entity's EEOP per 28 CFR 42.304.

For additional information about EEOP, visit:

[Civil Rights | Equal Employment Opportunity Program \(EEOP\) FAQs | Office of Justice Programs \(ojp.gov\)](#)



**Initial Onboarding: Bringing  
an Entity into JustGrants  
During Application  
Submission**

# Initial Entity Onboarding: Key Points

For entities that are new to JustGrants, the initial entity onboarding process occurs during application submission and relies on the following two federal systems for critical onboarding data: **SAM.gov** and **Grants.gov**.



Organizational entities seeking federal funding are required to register and maintain an **active** status in **SAM.gov**. For this reason, SAM.gov is considered the federal government's **source of truth** for organizational entity identifiers.

If an organizational entity is new to JustGrants, the **SAM.gov E-Biz point of contact (POC)** is onboarded as the **Entity Administrator (EA)** in JustGrants.

Once onboarded into JustGrants, the SAM.gov E-Biz POC can transfer the EA role to another entity user.



For entities that are new to JustGrants, the **initial** entity onboarding process is triggered when an entity submits an application for Department of Justice (DOJ) funding in **Grants.gov**, where entities first apply as part of the two-step grant application process.

Once JustGrants receives the Grants.gov application, the **EA** will receive an e-mail with onboarding instructions.

**NOTE:** For individual entities, initial entity onboarding bypasses SAM.gov and relies solely upon information provided in the Grants.gov application. Individuals must use one alphanumeric identifier consistently in JustGrants.

# Initial Entity Onboarding

## Application Submission



# 1

Organizational entities must register with **SAM.gov** to apply for federal assistance. Registration details cascade through to **Grants.gov** and **JustGrants**.

**S  
T  
E  
P  
S**

- ✓ Register, renew, or confirm with **SAM.gov**
- ✓ Obtain or confirm the Unique Entity Identifier (UEI) number in **SAM.gov**

*NOTE: Individual entities will bypass SAM.gov Step 1 and go directly to Grants.gov Step 2.*



# 2

**Grants.gov** is the central place to locate federal funding opportunities.

**S  
T  
E  
P  
S**

- ✓ Search **Grants.gov**
- ✓ Select correct Competition ID
- ✓ Submit SF-424 and SF-LLL forms in **Grants.gov**

# 3

**DIAMD** and **JustGrants** are the two **DOJ** systems that enable entities to manage users and work.



**S  
T  
E  
P  
S**

- ✓ Manage entity users and their roles
- ✓ Assign users to awards and applications



Entity users log into **JustGrants** and complete assigned work



# Troubleshooting: Initial Entity Onboarding

Entities may experience the following issues preventing immediate onboarding into JustGrants:

## Entity's SAM.gov registration status is expired or newly activated

JustGrants only receives information from SAM.gov when an entity's registration has an **active** status. Visit SAM.gov and use the **Check Entity Status** function to confirm this status. Once activated, JustGrants typically receives the information within one to five (1 – 5) days.

## SAM E-Biz POC did not receive a DOJ/DIAMD e-mail invitation

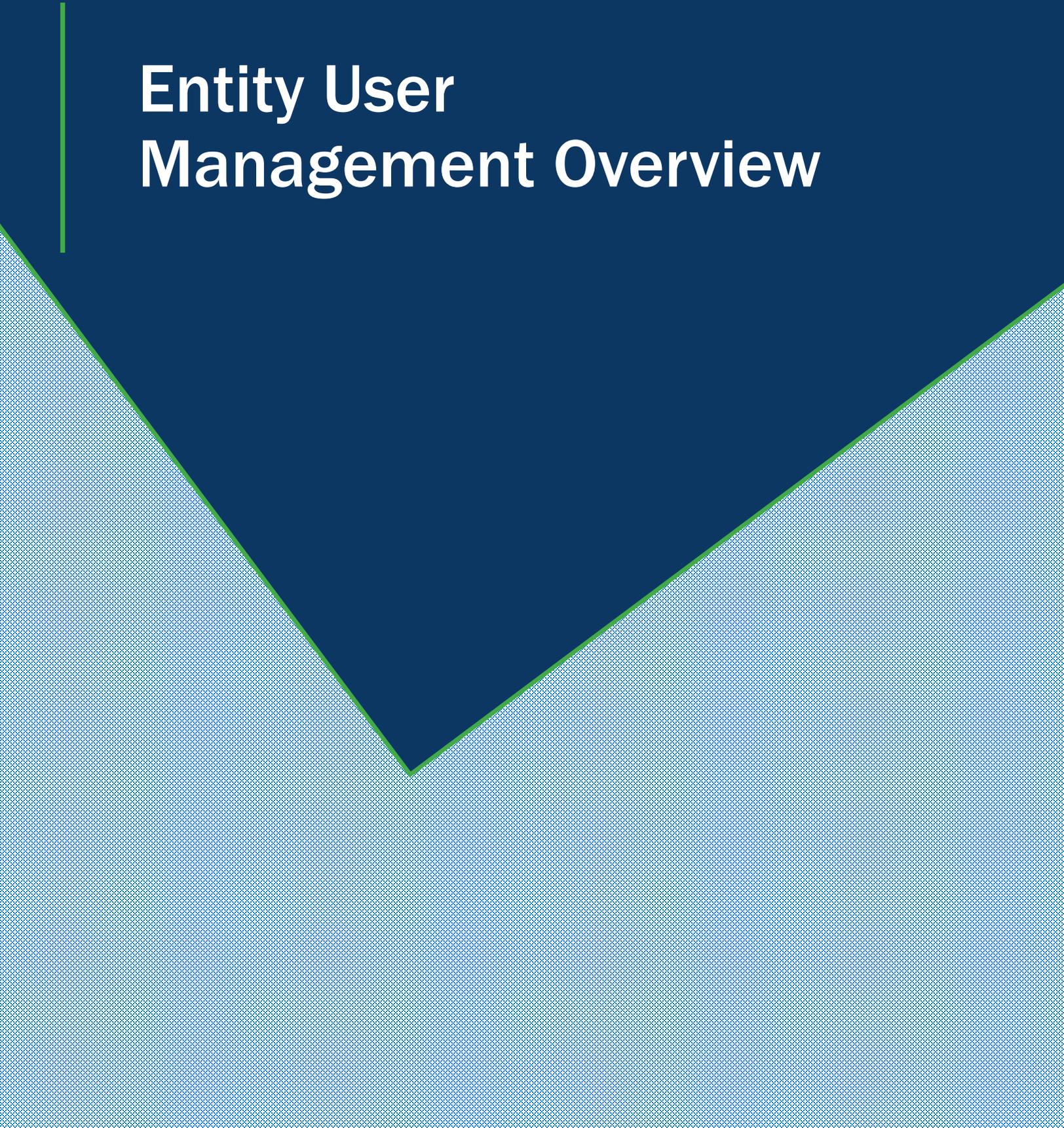
Check the POC's spam folder and look for an e-mail from **DIAMD-NoReply@usdoj.gov**. Users may also receive e-mails from **do-not-reply@ojp.usdoj.gov** or **ojp@servicenowservices.com**.

## SAM.gov E-Biz POC already associated with an existing entity in JustGrants

An individual user's e-mail address can only be associated with one entity in JustGrants. For entities that are managed by the same individual, that user will need to establish and use a unique e-mail address for each entity in JustGrants or be removed as a user in the existing entity.

## Entity wants to use the SAM.gov Alternate E-Biz POC for onboarding

SAM.gov allows entities to identify an **Alternate E-Biz POC**. In the event of a JustGrants conflict with the primary SAM.gov E-Biz POC. Entities may elect to use this alternate POC for initial onboarding. The Alternate E-Biz POC should contact JustGrants User Support for onboarding assistance.



# Entity User Management Overview

# Entity User Management Key Points

Entity user management is performed in two intersecting Department of Justice (DOJ) systems – **Digital Identity and Access Management Directory (DIAMD)** and **JustGrants**.



- DIAMD ensures that only authorized users – those designated by the Entity Administrator (EA) – can access entity information in JustGrants.
- Each entity can have only one EA.
- Only the EA can make changes in DIAMD.
- The EA uses DIAMD to invite new entity users and add and remove roles as needed.
- Once the EA invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.



- JustGrants is where entity users complete DOJ grant-related activities.
- EAs will assign entity users to specific applications and awards within JustGrants.
- Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.

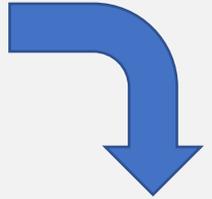
# Inviting New Entity Users to JustGrants

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



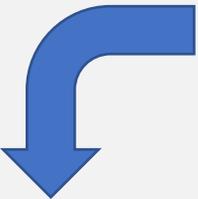
The EA takes these actions in DIAMD:

- Invites each entity user;
- Assigns roles to each entity user.



Each entity user receives an instructional e-mail from DIAMD and completes these actions within 72 hours:

- Logs into DIAMD to set a password and multi-factor authentication;
- Logs into JustGrants.



The EA makes user assignments in JustGrants:

- Applications – assigns Application Submitter(s) and Authorized Representative(s);
- Awards – assigns Authorized Representative(s), Grant Award Administrator, and Financial Manager.



The entity user logs into JustGrants and acts on assigned applications and awards.

# Troubleshooting: Entity User Management

Entity Administrators commonly encounter the following issues:

**I invited a new entity user in DIAMD, but I don't see them listed in the Entity Users section in JustGrants.**

After the EA invites a user in DIAMD, an e-mail is sent to that user from **DIAMD-NoReply@usdoj.gov**. The user **must** follow the instructions outlined in this e-mail to create a password and log in to JustGrants **within 72 hours**.

Check with the entity user to confirm they have taken these actions. If the user cannot locate the e-mail, or if the link contained in the e-mail has expired, re-invite the user in DIAMD. Once the user successfully logs into JustGrants, their name will appear on the Entity Users section.

**I added or removed roles from an existing entity user in DIAMD, but those changes are not reflected in JustGrants.**

Refresh the JustGrants screen. The changes should synchronize immediately.

**Users - JustGrants Test Org26 JGII Test Org26**

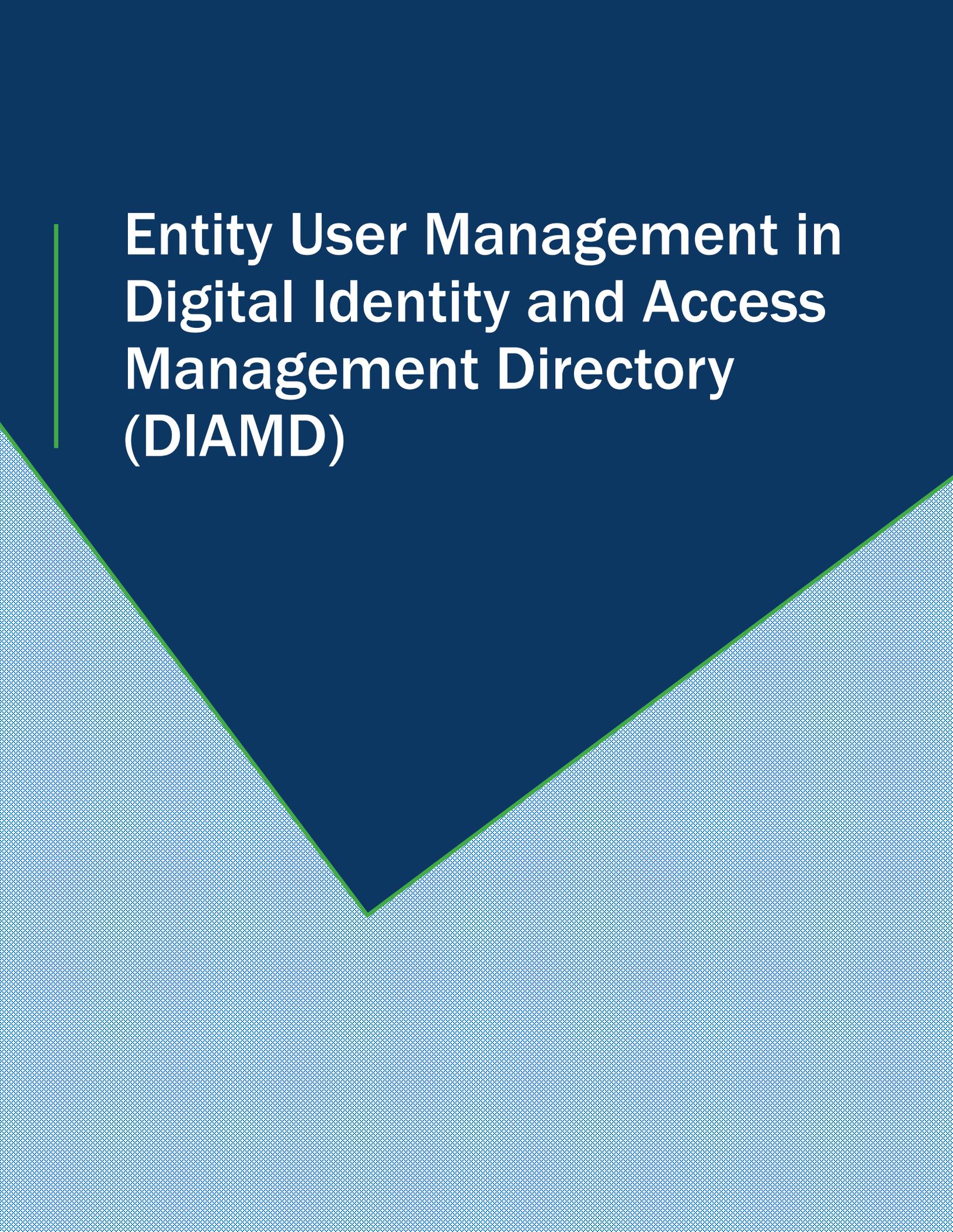
Manage Users

Details	Name	Email	Assigned Role(s)
<a href="#">View</a>	David Gaetani	xmso86@gmail.com	App-BJS-EmbargoedContent,AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdmin
<a href="#">View</a>	justgrants026.financialmanager.jgitsext	justgrants026.financialmanager@gmail.com	FinancialManager
<a href="#">View</a>	justgrants026.altgrantawardadmin.jgitsext	justgrants026.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
<a href="#">View</a>	justgrants026.authorizedrep.jgitsext	justgrants026.authorizedrep@gmail.com	AuthorizedRepresentative
<a href="#">View</a>	justgrants026.applicationsubmitter.jgitsext	justgrants026.applicationsubmitter@gmail.com	ApplicationSubmitter
<a href="#">View</a>	justgrants026.grantawardadmin.jgitsext	justgrants026.grantawardadmin@gmail.com	GrantAwardAdministrator
<a href="#">View</a>	justgrants026.multipleroles.jgitsext	justgrants026.multipleroles@gmail.com	AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdministrator
<a href="#">View</a>	Amy Callaghan	justgrants26@gmail.com	ApplicationSubmitter
<a href="#">View</a>	Lebron James	testpeerreviewexternal1@test.com	ApplicationSubmitter
<a href="#">View</a>	SolicilniSMART- jgitsint	Solicilni-SMART@ojp.doj.stg	

**Contacts**

Add New Contact

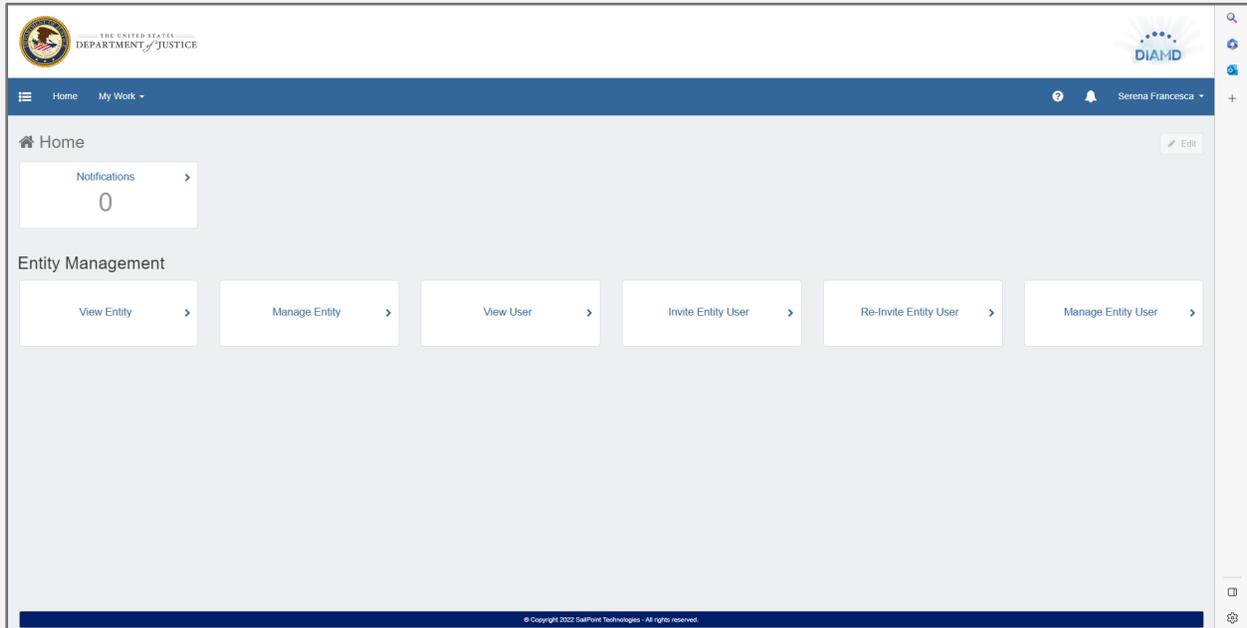
Details	Last Name	First Name	Email	Phone Number
<a href="#">View</a>	Bond	James	123@usdoj.gov	123-123-1321 Ext.
<a href="#">View</a>	Bond	James	test@suhd.gov	123-123-1231



**Entity User Management in  
Digital Identity and Access  
Management Directory  
(DIAMD)**

# DIAMD Navigation

When the Entity Administrator (EA) logs into DIAMD, the screen displays options related to the actions listed on this page.



**View Entity** - View information such as the current EA and entity users and their roles.

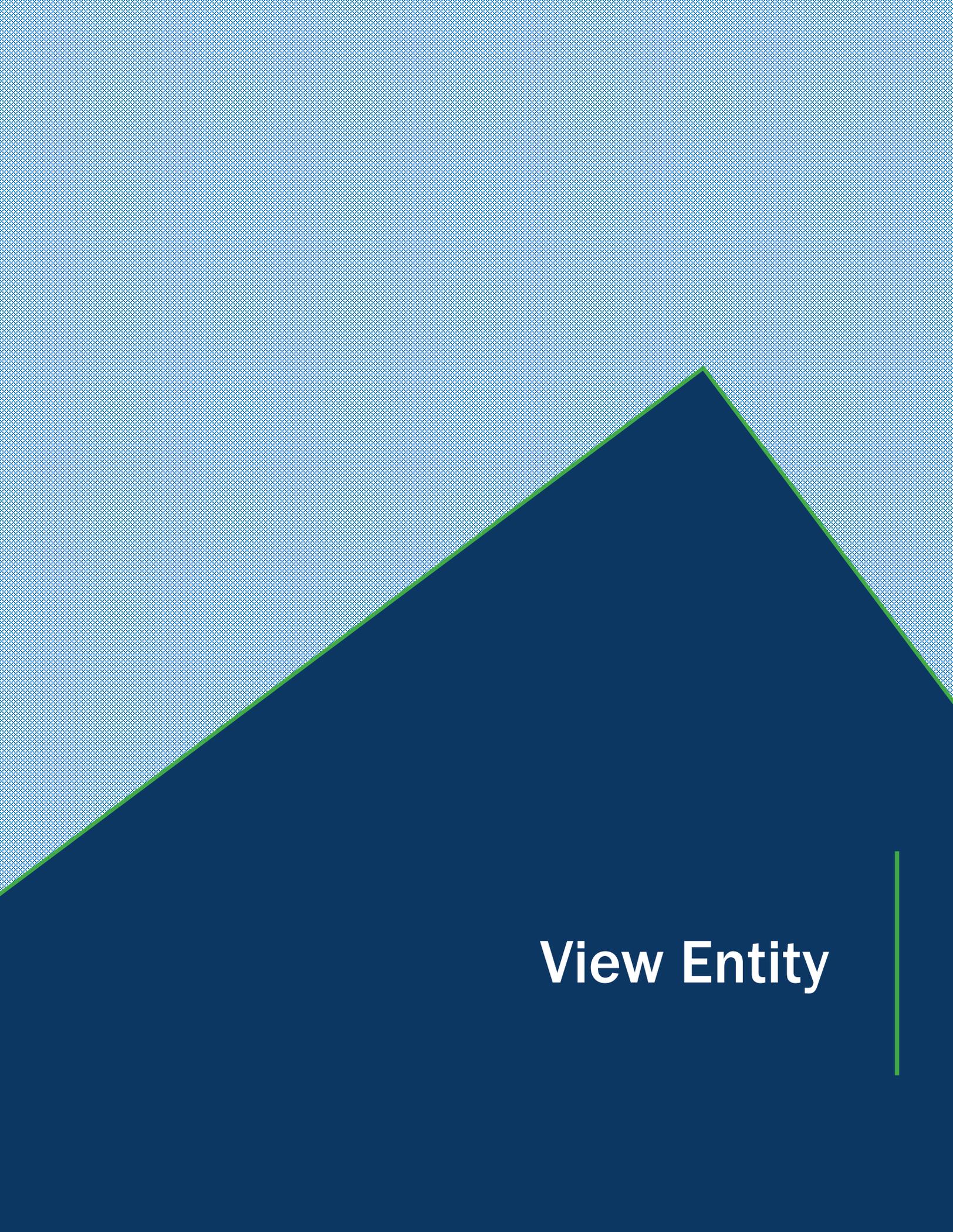
**Manage Entity** - Replace the current EA with another active entity user or remove user(s).

**View User** - View information about entity users, including their role(s) and last invitation date.

**Invite Entity User** - Invite new entity users. If the user does not have an existing DIAMD account, a new account is created, and the user will receive an instructional e-mail.

**Re-Invite Entity User** - Send a new DIAMD invitation e-mail to reset the user's password and multi-factor authentications. The user must follow the instructions contained in the e-mail. Upon completion, the user's account will be re-enabled.

**Manage Entity User** - Add or remove roles from an entity user or remove the user from the entity.



**View Entity**

# View Entity

## Step 1



[View Entity](#)

The Entity Administrator (EA) can view the following entity-wide information using View Entity:

- Entity Profile (Entity ID, Entity Name, and Entity Doing Business as (DBA) Name);
- Current EA;
- Entity Users (Names, E-mail Address, Roles, and Account status).

1) To view entity information, select **View Entity**.



# View Entity

## Step 2



### View Entity Information

- 2) To view all entity users, use the scroll feature at the bottom right of the page. Entity accounts will be shown as **enabled** or **disabled**.

**NOTE:** Select **Cancel** to exit **View Entity**.

View Entity

Use the "View Entity" form below to view information such as the Entity's current Entity Administrator, Entity users, and roles associated with each user.

#### Entity Profile

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26

Entity DBA  
JGII Test Org26 Doing Business As

#### Current Entity Administrator

First Name: Serena  
Last Name: Francesca  
Email Address: justgrants026@gmail.com

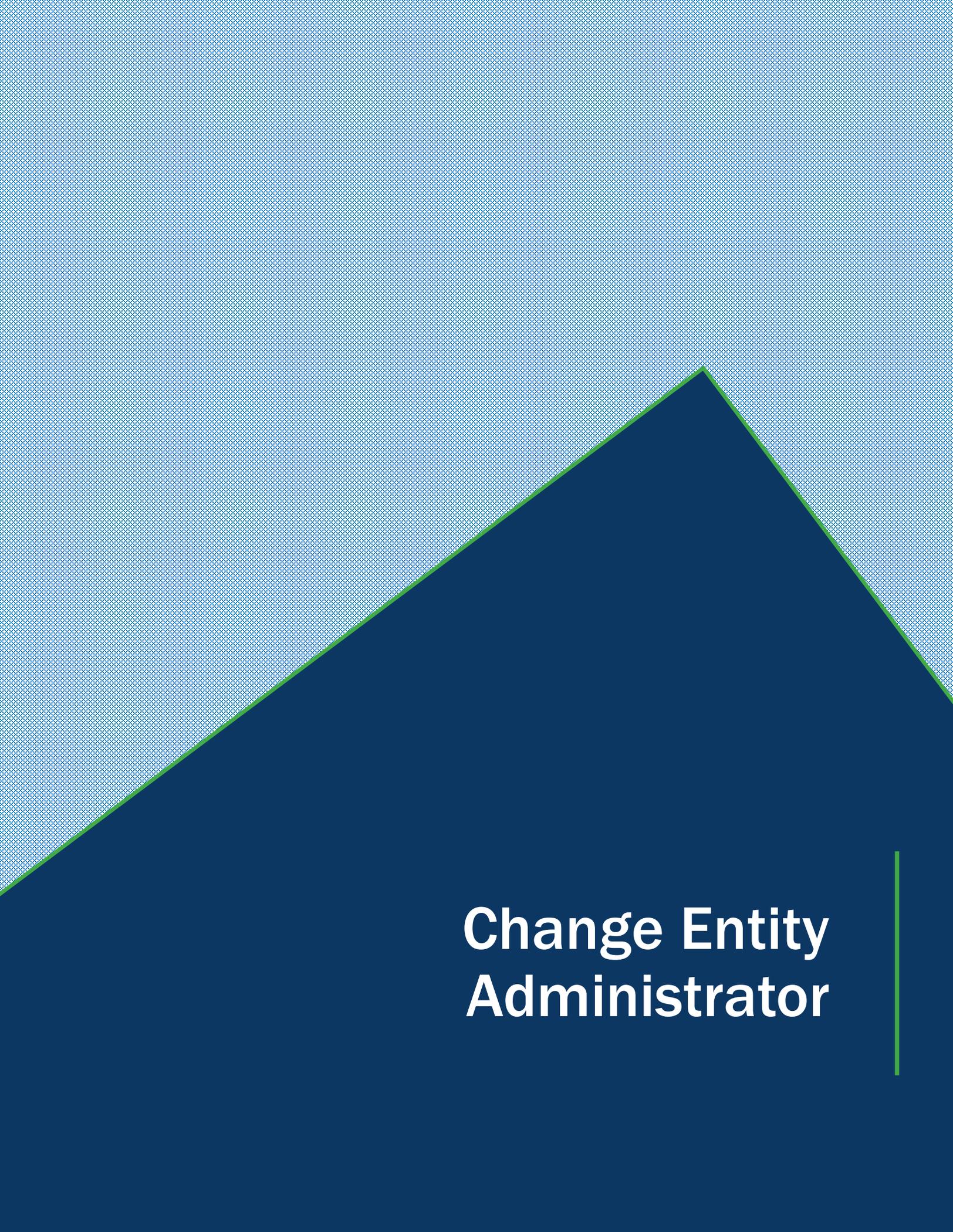
#### Entity Users

First Name	Last Name	Email	Roles	Account Status
James	Bond 2.0	justgrantsvh3hvme7kzx9@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrants026.applicationsubmitter@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrantsgqcjmjqpgbv61231@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrantsgqcjmjqpgbv6@gmail.com	Role-GLM-ApplicationSubmitter	Enabled

Cancel



2



# Change Entity Administrator

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# Change Entity Administrator Overview



The Entity Administrator (EA) is a critical entity role; every entity must have one user assigned as the EA. Entities should also be prepared to have a **back-up** EA so the role can easily be reassigned. The following points should be considered for a change in EAs — both planned and unplanned.



## Planned EA Changes

- ✓ Identify which entity users can fulfill the EA responsibilities.
- ✓ Ensure those users have access to training and critical entity information.
- ✓ Current EA logs into Digital Identity and Access Management Directory (DIAMD) and selects a user to assign as the new EA.
- ✓ Newly assigned EA logs in and assumes EA-related duties.



## Unplanned EA Changes

- ✓ Requires JustGrants User Support assistance.
- ✓ Entity must onboard a new EA into JustGrants.
- ✓ Upon request, JustGrants User Support confirms entity's current SAM.gov E-Biz point of contact (POC) and onboards that POC as the new EA.
- ✓ The SAM.gov E-Biz POC receives instructional e-mail from DIAMD.
- ✓ Newly onboarded EA logs in and assumes EA-related duties.

# Planned Entity Administrator Change

## Step 1



Manage Entity

- 1) To reassign the EA role to another user, the current EA will select **Manage Entity**.

The screenshot displays the DIAMD (Department of Justice Information Management and Analytics) interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green border, and a green circle with the number '1' is positioned below it. A red box highlights the DIAMD logo in the top right corner, with the text 'Steps take place in DIAMD' written below it. The user's name 'Serena Francesca' is visible in the top right corner of the interface.

# Planned Entity Administrator Change

Steps 2 – 3



Replace Current EA

- 2) To replace the EA, either enter the replacement EA name in the **Entity Administrator Management** dropdown list or open the dropdown to choose the replacement EA from a list.
- 3) Select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID: UEI:RKY2V7M6FJ03

Entity Name: JGII Test Org26 Doing Business As

Entity DBA: JGII Test Org26

**Current Entity Administrator**

First Name: JohnElectronicBusinessPoc, Last Name: Doe, Email Address: justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next

Steps take place in DIAMD

Auto-populated with entity information

2

3

# Planned Entity Administrator Change

Steps 4 – 5



Confirm New EA Name

- 4) Ensure the correct entity user is selected as the replacement EA.
- 5) Select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

### Entity Profile

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

### Current Entity Administrator

First Name: JohnElectronicBusinessPoc      Last Name: Doe

Email Address: justgrants026@gmail.com

### Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

Jane Doe

The selected user will be assigned as the new Entity Administrator

### Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel      **Next**

Steps take place in DIAMD

4

5

# Planned Entity Administrator Change

Steps 6 – 7



Confirmation

- 6) After selecting **Next**, DIAMD asks for confirmation of the new EA.
- 7) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name: JohnElectronicBusinessPoc  
Last Name: Doe  
Email Address: justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator  
Jane Doe

The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

Buttons: Cancel, Back, Confirm

**Annotations:** A red box highlights the DIAMD logo and text "Steps take place in DIAMD". A green circle with the number 6 is next to the "Entity Administrator Management" section. A green circle with the number 7 is at the bottom, with arrows pointing to the "Back" and "Confirm" buttons.

# Unplanned Entity Administrator Change



Manage Entity

When the EA is no longer available to transfer the EA role to another user, the entity must take the following steps to onboard a new EA:

## **SAM.gov:**

- ✓ Confirm the entity's SAM.gov E-Biz POC and update the POC in SAM.gov, if needed.
- ✓ Alert the E-Biz POC that they will be onboarded as the new EA and should prepare for action.

## **JustGrants:**

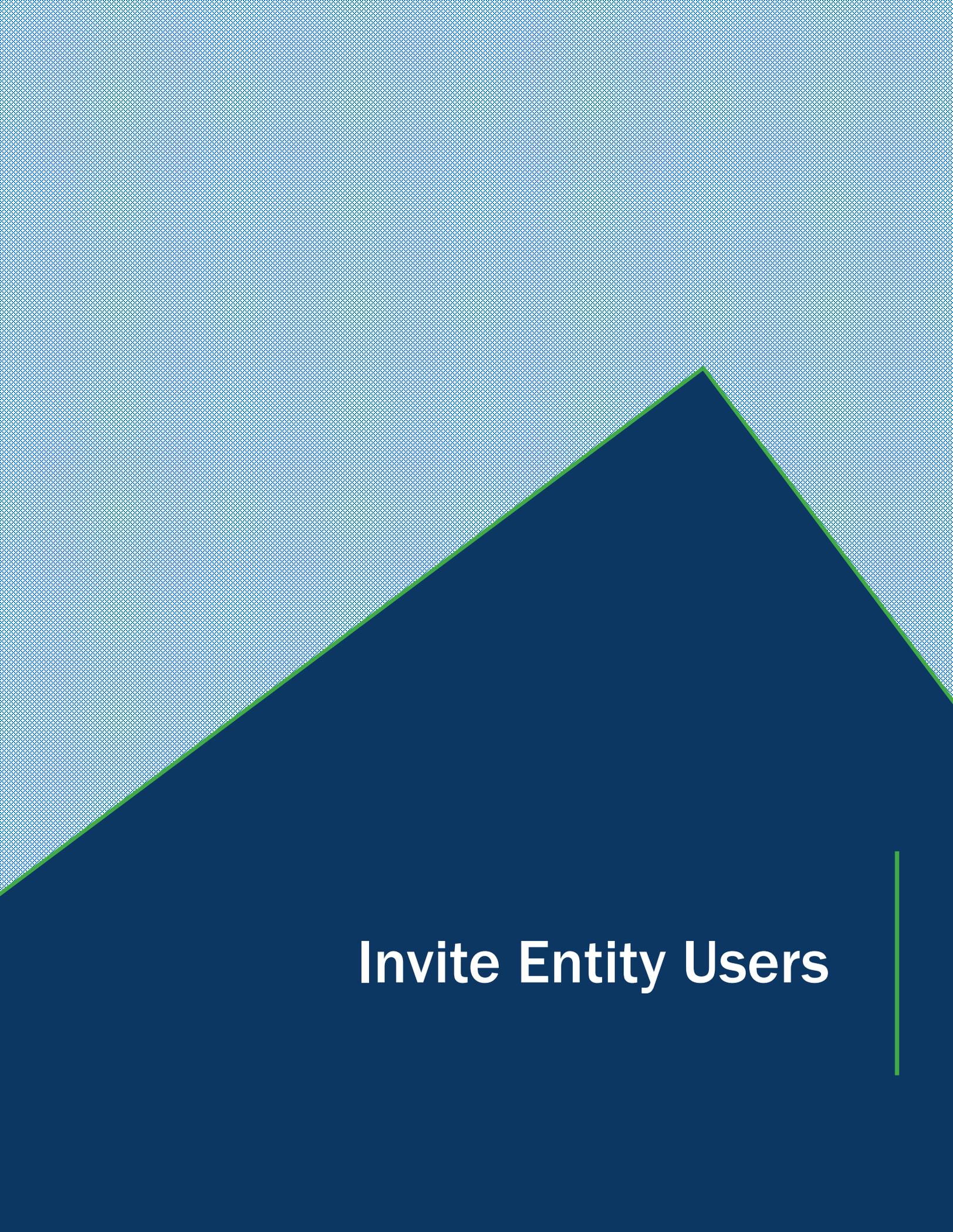
- ✓ Contact JustGrants support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. Advise that the entity EA is no longer available, and request to onboard the current E-Biz POC as the new EA.

## **DIAMD:**

- ✓ E-Biz POC receives an instructional e-mail from DIAMD and successfully logs in within 72 hours.

## **JustGrants:**

- ✓ New EA logs in and assumes all EA-related duties.



**Invite Entity Users**

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# Invite Entity Users

## Steps 1 - 2

To invite entity users, the Entity Administrator (EA) must log in to JustGrants.

- 1) View the Home page.
- 2) Select the **Entity Users** link on the left to view current users.

**NOTE:** The EA can access Digital Identity and Access Management Directory (DIAMD) via JustGrants. DIAMD is where the EA invites, re-invites, and manages entity users.

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist  
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

# Invite Entity Users

## Step 3



Select Manage Users

3) Select **Manage Users** to open the *My Apps* screen for access to **DIAMD**.

**NOTE:** Only the EA can access DIAMD and make changes to entity users. If an entity user does not know who their EA is, look for the EA icon in the Entity Users section. Each entity has only one EA.

**Users - JGII Test Org25 JGII Test Org25**

Manage Users 3

Details		Email	Assigned Role(s)
View	David Gaetani	dgaetani@usdoj.gov	
View	JohnElectronicBusinessPoc Doe	justgrants025@gmail.com	ApplicationSubmitter, EntityAdministrator
View	justgrants025.grantawardadmin jgitsext	justgrants025.grantawardadmin@gmail.com	GrantAwardAdministrator
View	justgrants025.authorizedrep jgitsext	justgrants025.authorizedrep@gmail.com	AuthorizedRepresentative
View	justgrants025.altgrantawardadmin jgitsext	justgrants025.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
View	justgrants025.multiperoles jgitsext	justgrants025.multiperoles@gmail.com	AlternateGrantAwardAdministrator, ApplicationSubmitter, AuthorizedRepresentative, FinancialManager, GrantAwardAdministrator
View	justgrants025.financialmanager jgitsext	justgrants025.financialmanager@gmail.com	FinancialManager
View	justgrants025.applicationsubmitter jgitsext	justgrants025.applicationsubmitter@gmail.com	ApplicationSubmitter
View	test test	test@test.test	ApplicationSubmitter
View	test test	test@tet.test	ApplicationSubmitter

**Contacts**

Add New Contact

Details	Last Name	First Name	Email	Phone Number
View	Hasan	Choudhury	choudhury.hasan@ojp.usdoj.gov	1231231234 Ext.
View	Yilmazer	Dunya	dunya.yilmazer@ojp.usdoj.gov	202-616-3892 Ext.



# Invite Entity Users

## Step 4

Invite Entity User

4) Select **Invite Entity User** to open the details screen.

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The user's name, 'Serena Francesca', is visible in the top right. The main content area shows a 'Home' section with a 'Notifications' widget displaying '0'. Below this is the 'Entity Management' section, which contains a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Invite Entity User' button is highlighted with a green border, and a green circle with the number '4' is positioned directly below it. A red box highlights the DIAMD logo and the text 'Steps take place in DIAMD' in the upper right area of the interface.

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# Invite Entity Users

Steps 5 – 6

Enter Entity User Profile

- 5) Enter the entity user’s e-mail address, first name, and last name into the designated fields in the **Entity User Profile** section.
- 6) Expand the **Select Roles to Add** dropdown menu.

**NOTE:** Fields that are marked with a red asterisk are mandatory. It is not possible to **Submit** if these fields are blank. The data populating the Entity Profile section is pulled from the entity information entered in **SAM.gov**.

5

6



Auto-populated with entity information

Selected role(s) displayed

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

**Entity User Profile**

Email Address \*

Confirm Email Address \*

First Name \*

Last Name \*

**Entity Profile**

Entity ID \*

Entity Name \*

Entity DBA

**Select Roles to Add \***

At least one role must be selected

Cancel Next

# Invite Entity Users

## Step 7



Select Entity  
User Role

7) Select a role(s) from the dropdown menu.

Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

**Entity User Profile**

Email Address \*  Confirm Email Address \*

First Name \*  Last Name \*

**Entity Profile**

Entity ID \*

- Role-GLM-AlternateGrantAwardAdministrator
- Role-GLM-ApplicationSubmitter
- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager
- Role-GLM-GrantAwardAdministrator

At least one role must be selected



7

# Invite Entity Users

## Step 8



Select Entity User Role

- 8) After completing the Entity User Profile and the Select Roles to Add, select Next.

### Invite Entity User

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

#### Entity User Profile

Email Address *	Confirm Email Address *
<input type="text" value="HowdieDoodie@gmail.com"/>	<input type="text" value="HowdieDoodie@gmail.com"/>
First Name *	Last Name *
<input type="text" value="Howdie"/>	<input type="text" value="Doodie"/>

#### Entity Profile

Entity ID \*

Entity Name \*

Entity DBA

Select Roles to Add \*

At least one role must be selected

Steps take place in DIAMD

8



# Invite Entity Users

Steps 9 - 10

Confirmation

- 9) After selecting **Next**, DIAMD asks for confirmation of the e-mail address, first name, and last name fields in the Entity User Profile section as well as assigned role(s).
- 10) Select **Back** to make corrections or **Confirm** to proceed.

Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

**Entity User Profile**

Email Address \*  Confirm Email Address \*

First Name \*  Last Name \*

**Entity Profile**

Entity ID \*

Entity Name \*  **9**

Entity DBA

Select Roles to Add \*

At least one role must be selected

**10**

**DIAMD**  
Steps take place in DIAMD



# Invite Entity Users

## Step 11

E-mail Invitation

11) After the EA confirms the Entity User Profile information, an e-mail is sent to the entity user from **DIAMD-NoReply@usdoj.gov**.



THE UNITED STATES  
DEPARTMENT of JUSTICE

Training Team ([diamd.testuser+trainingteam@gmail.com](mailto:diamd.testuser+trainingteam@gmail.com)),

You are receiving this email because you were invited by Training Team Test Entity to create a user profile in the corresponding Department of Justice (DOJ) System(s). Users must access Department of Justice (DOJ) System(s) through DOJ's secure user management system, the Digital Identity and Access Management Directory (DIAMD).

**Take the following two steps within 72 hours of receipt of this email to set up and access your account:**

1. [Set your password](#)
2. [Log in to JustGrants](#)

Once you have logged in, you will see your profile associated to the following entity:

**Entity ID:** UEI:TRAINING1234

**Entity Name:** Training Team Test Entity

As the Entity Administrator (EA) you are the only user role that can invite or re-invite anyone to work on your entity's behalf. You will be the point of contact for your entity users if they need —

- to be re-invited due to a disabled account.
- different user roles.
- to be assigned or re-assigned to specific applications or award assignments.

#### JustGrants System Resources:

For more information about using JustGrants, visit the [Training and Resources site](#).

If you need technical support with JustGrants:

- COPS Office and OJP applicants and award recipients should contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
- OVW applicants and award recipients should contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482.

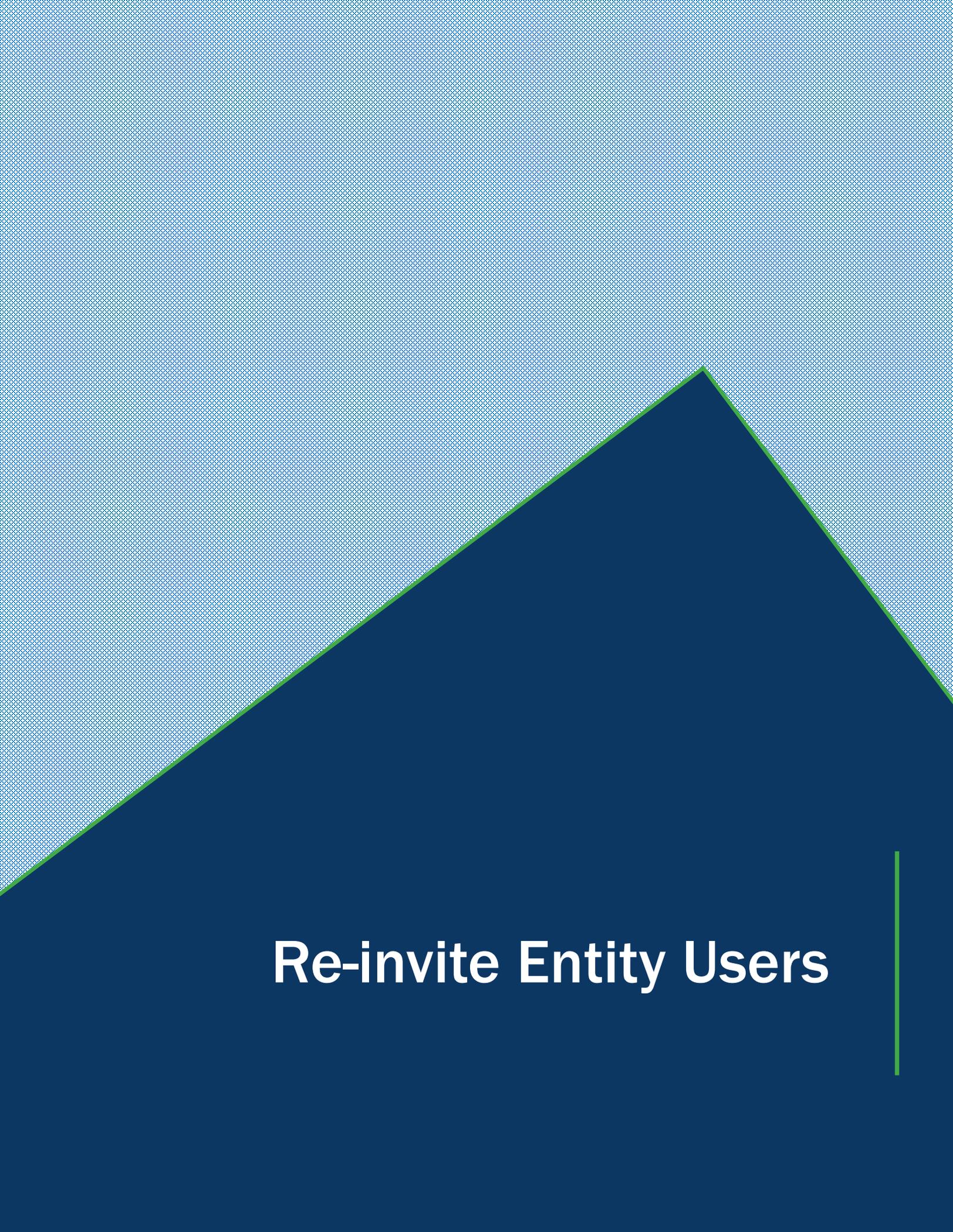
#### Equal Employment Opportunity Program (EEOP) System Resources:

If you need assistance with Equal Employment Opportunity Program (EEOP), please contact EEOP Support at [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov) or 202-307-0627.

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

Department of Justice (DOJ)

**NOTE:** The links in the e-mail expire after 72 hours. If the entity user does not take the two outlined steps within 72 hours, the EA will have to re-invite the user in DIAMD.



# Re-invite Entity Users

---

# Re-invite Entity Users

## Step 1



Re-invite  
Overview

The Entity Administrator (EA) can re-invite an entity user when:

- An entity user's account is disabled;
- A user forgot their password and needs a reset;
- The links in their instructional Digital Identity and Access Management Directory (DIAMD) e-mail have expired (after 72 hours);
- The user gets a new phone number and needs to update their access.

- 1) To re-invite a user, select **Re-Invite Entity User** to search for a specific entity user and re-send a DIAMD invitation.

The screenshot shows the user interface of the Digital Identity and Access Management Directory (DIAMD). The top navigation bar includes the Department of Justice logo, a search icon, and the user's name 'Serena Francesca'. The main content area features a 'Home' section with a notification count of 0, and an 'Entity Management' section with several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Re-Invite Entity User' button is highlighted with a green box and a circled '1'. A red box highlights the DIAMD logo in the top right corner with the text 'Steps take place in DIAMD'. A grey note box at the bottom of the screenshot contains the following text:

**NOTE:** If the entity user does not receive an e-mail invitation from DIAMD to register their account, the EA will need to re-invite the entity user.

# Re-invite Entity Users

Steps 2 - 3



Search for Entity User

- 2) Search for the entity user to re-invite. The search can be conducted by first and last name or e-mail address.
- 3) Select **Next**.

**NOTE:** Use the displayed form to send a new registration link to an entity user's e-mail address or to reset the entity user's password and multi-factor authentication (MFA) selections. The entity user will need to update their existing password and MFA selections using the link provided. If the entity user is currently disabled, then the entity user will be re-enabled prior to sending the new registration link.



Re-Invite Entity User



Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address \*

Filtered to Users within your Entity

2

3

Next

Cancel



Home



# Re-invite Entity Users

Steps 4 – 5

Enter Entity User's Name

- 4) Type the desired entity user's name or use the dropdown menu to select the entity user to be re-invited.
- 5) Select **Next**.

4

Re-Invite Entity User

Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address \*

Amy Callaghan

Filtered to Users within your Entity

**Entity User Profile**

First Name	Last Name
Amy	Callaghan
Email Address	
justgrants026.applicationsubmittertest123@gmail.com	
Entity ID	
UEI:RKV2V7M6FJ03	
Entity Name	
JGII Test Org26	
Entity DBA	
JGII Test Org26 Doing Business As	
Account Status	
Enabled	

Cancel **Next**



Auto-populated with entity information

5

# Re-invite Entity Users

Steps 6 – 7



Confirm Entity User

- 6) After selecting **Next**, DIAMD asks for confirmation.
- 7) Select **Back** to make changes or **Confirm** to proceed.

### Re-Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address \*

Amy Callaghan

Filtered to Users within your Entity

#### Entity User Profile

First Name	Last Name
Amy	Callaghan

Email Address

justgrants026.applicationsubmittertest123@gmail.com

Entity ID

UEI:RKV2V7M6FJ03

Entity Name

JGII Test Org26

Entity DBA

JGII Test Org26 Doing Business As

Account Status

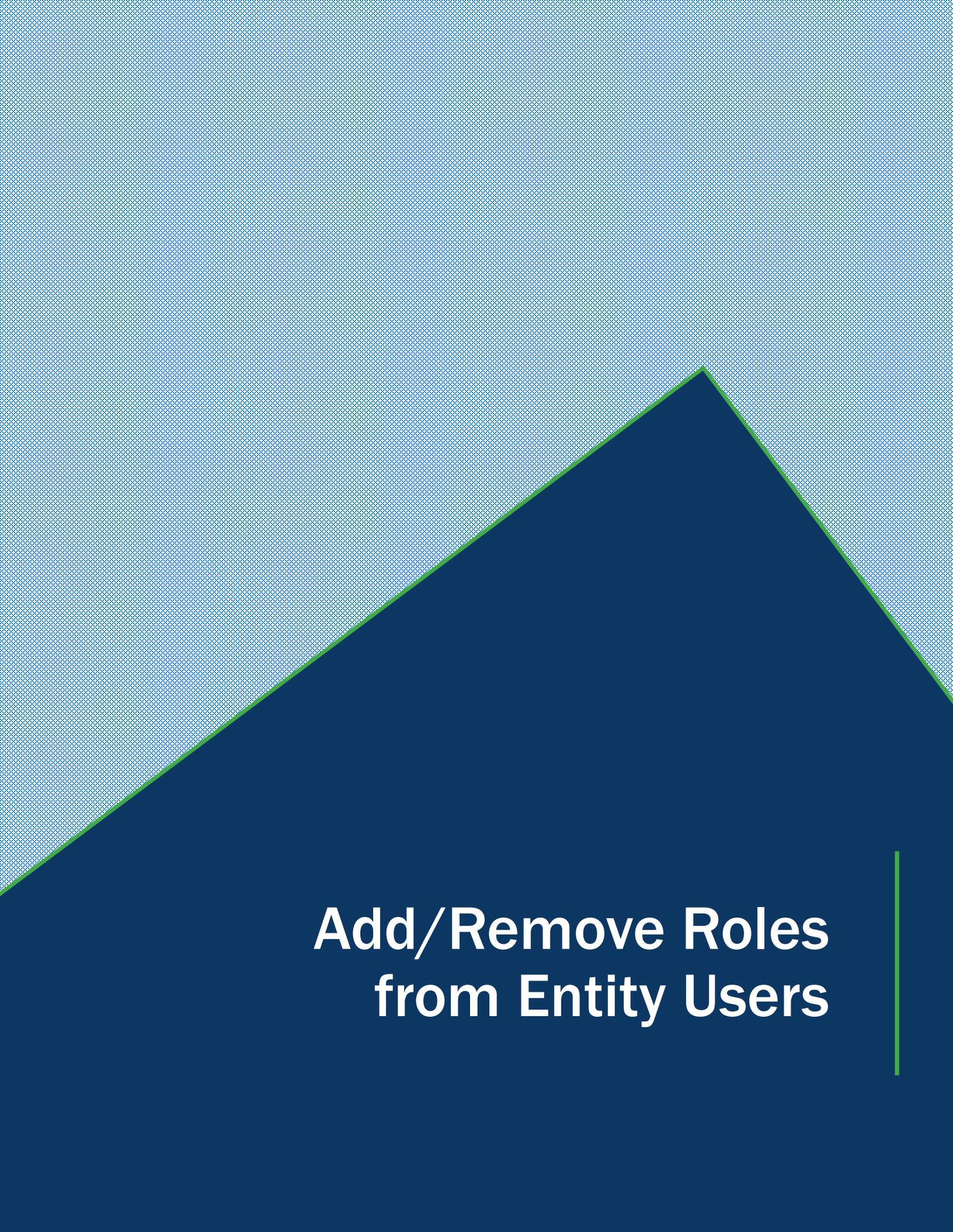
Enabled

Cancel Back Confirm

Steps take place in DIAMD

6

7



# **Add/Remove Roles from Entity Users**

---

# Add/Remove Roles from Entity Users Overview

One of the primary duties of an Entity Administrator (EA) is to continually manage entity users in Digital Identity and Access Management Directory (DIAMD). This includes adding and removing roles as entity user responsibilities change.

Individual users can be assigned multiple roles in DIAMD. When adding and removing roles for users in DIAMD, the EA should consider the following:

- Who should have access to view the entity's information — applications and awards — in JustGrants? Generally, all entity users can view all entity information (except a user who only possesses the Application Submitter (AS) role).
- Who needs to take actions on specific applications and awards?
- What roles would enable those users to take those actions?
- Having multiple users with multiple roles who can quickly receive reassignments in JustGrants during staff absences and changes.

# Add/Remove Roles from Entity Users

## Step 1



Manage Entity Users

- 1) To add or remove roles from entity users, the EA will select **Manage Entity User**.

The screenshot displays the DIAMD user interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green border and a circled '1'. A red box highlights the 'DIAMD' logo in the top right corner with the text 'Steps take place in DIAMD'. The user's name 'Serena Francesca' is visible in the top right corner. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'

# Add/Remove Roles from Entity Users

## Step 2



Search User's Name

- 2) Either enter the desired entity user's name or use the dropdown menu to select the entity user to be added or removed.

**NOTE:** After selecting the entity user's name, the Entity User Profile auto-populates.

2

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Filtered to Users within your Entity

**Entity User Profile**

First Name \*      Last Name \*

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add      Select Roles to Remove

Last Invited Date

Account Status

Cancel      Next



Auto-populated with entity user information

# Add/Remove Roles from Entity Users

Steps 3 – 4



Add/Remove Role

- 3) Use the **Select Roles to Add** or **Select Roles to Remove** dropdown menus to add or remove the relevant role(s) pertaining to the identified entity user. Both dropdown menus can be used at the same time.
- 4) **Select Next.**

Manage Entity User

? Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Jane Doe

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Jane Last Name \* Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RKY2V7M8FJ03

Entity Name JGII Test Org26 Doing Business As

Entity DBA JGII Test Org26

Current Roles

- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status Enabled

Remove User From Entity

Cancel Next



3

4

# Add/Remove Roles from Entity Users

Steps 5 – 6



Confirmation

- 5) After selecting **Next**, DIAMD requires confirmation of the entity user's name and role(s) being added/removed.
- 6) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Jane Doe

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Jane Last Name \* Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RKY2V7M8FJ03

Entity Name JGII Test Org28 Doing Business As

Entity DBA JGII Test Org28

Current Roles

Role-GLM-AuthorizedRepresentative

Role-GLM-FinancialManager

Select Roles to Add

Role-GLM-AlternateGrantAwardAdministrator

Select Roles to Remove

Role-GLM-AuthorizedRepresentative

Last Invited Date

Account Status Enabled

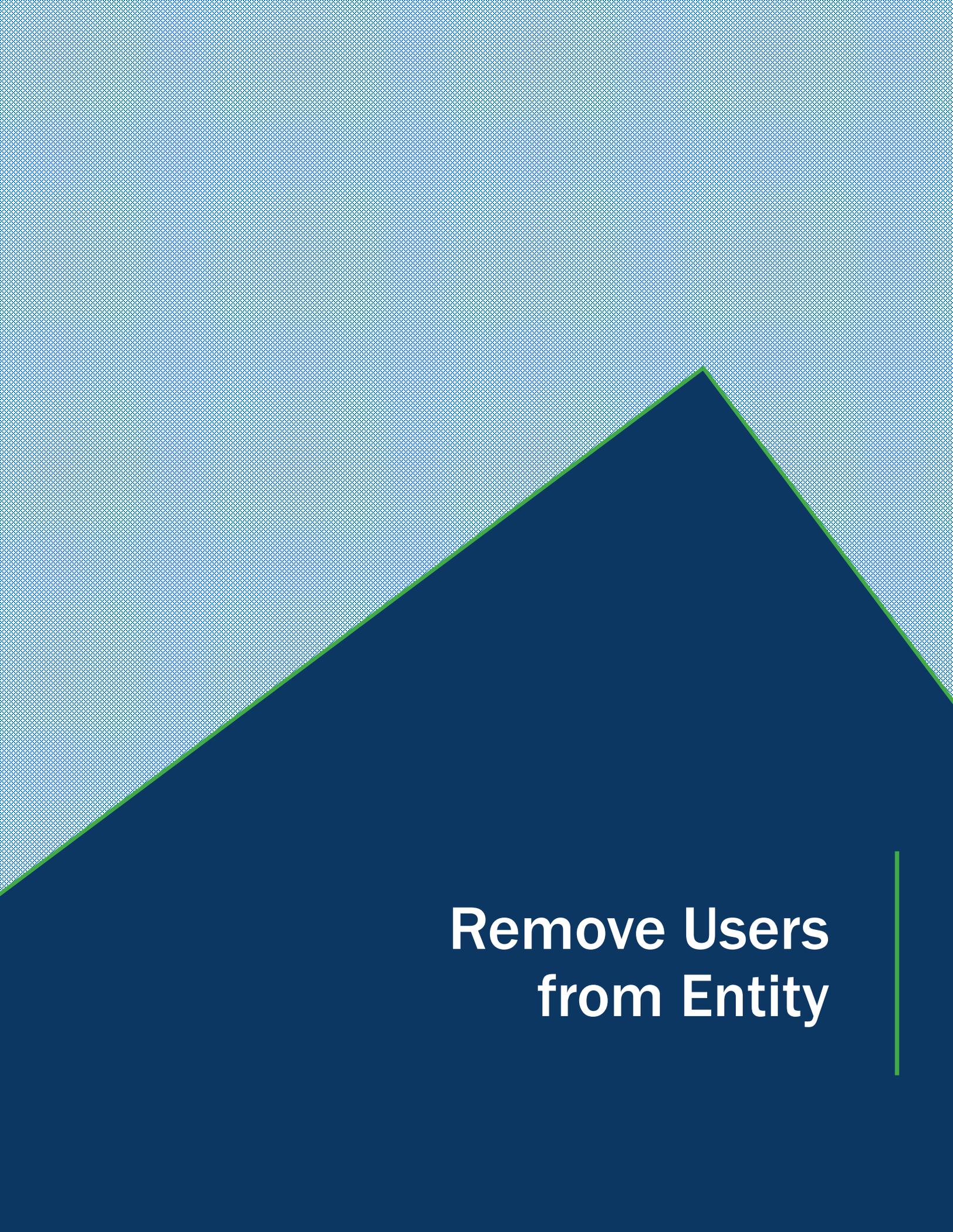
Remove User From Entity

Cancel Back Confirm



5

6



# Remove Users from Entity

---

# Remove User from Entity Overview

Part of the ongoing maintenance duties of the Entity Administrator (EA) includes keeping users and roles current in Digital Identity and Access Management Directory (DIAMD). This involves adding as well as removing entity users from DIAMD.

When an EA needs to remove an entity user (e.g., when a user is seeking to become a user with a different entity or when a user is leaving an entity), the EA must remove the user from DIAMD.

The EA has two options to remove entity users from DIAMD:

- **Manage Entity**
- **Manage Entity User**



A screenshot of the DIAMD web application interface. The top navigation bar includes the Department of Justice logo, 'Home', 'My Work', and a user profile for 'Serena Francesca'. Below the navigation bar, there is a 'Home' section with a 'Notifications' widget showing '0'. The main section is titled 'Entity Management' and contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' and 'Manage Entity User' buttons are highlighted with green borders. A red-bordered box with the DIAMD logo and the text 'Steps take place in DIAMD' is overlaid on the right side of the interface.

# Remove User from Entity (Manage Entity)

## Step 1



Manage Entity

The first option the EA can use to remove an entity user from DIAMD is **Manage Entity**.

- 1) Select **Manage Entity**.

The screenshot displays the user interface of the Department of Justice's DIAMD system. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The user's name, 'Serena Francesca', is visible in the top right. The main content area is titled 'Entity Management' and contains several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green rectangular border, and a green circle with the number '1' is positioned directly below it. In the upper right corner of the interface, a red rectangular box encloses the 'DIAMD' logo, with the text 'Steps take place in DIAMD' written below it. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'

# Remove User from Entity (Manage Entity)

Steps 2 – 3



Search Name of  
Entity User

- 2) In the **Entity User Management** section, enter the entity user's name in the **Select Entity Users to remove** dropdown list, or open the dropdown to choose the entity user from a list.
- 3) Ensure the correct entity user is selected for removal and select **Next**.

Manage Entity

Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKY2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next

Steps take place in DIAMD

Auto-populated with entity information

2

3

# Remove User from Entity (Manage Entity)

Steps 4 – 5



Confirmation

- 4) After selecting **Next**, DIAMD asks for confirmation to remove the entity user.
- 5) Select **Back** to make corrections or **Confirm** to proceed.

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

### Entity Profile

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

### Current Entity Administrator

First Name: JohnElectronicBusinessPoc  
Last Name: Doe  
Email Address: justgrants026@gmail.com

### Entity Administrator Management

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

### Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

jjitsex, justgrants026.authorizedrep (justgrants026.authorizedrep@gmail.com)

Cancel Back Confirm



4

5

# Remove User from Entity (Manage Entity User)

## Step 1



Manage Entity  
User

The second option the EA can use to remove an entity user from DIAMD is **Manage Entity User**.

- 1) Select **Manage Entity User**.

The screenshot displays the DIAMD web application interface. At the top left is the Department of Justice logo. The navigation bar includes 'Home' and 'My Work'. The main content area is titled 'Entity Management' and contains a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green border and a green circle containing the number '1'. A red box highlights the 'DIAMD' logo in the top right corner with the text 'Steps take place in DIAMD'. The user's name 'Serena Francesca' is visible in the top right corner. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'

# Remove User from Entity (Manage Entity User)

## Step 2



Search User's  
Name

- 2) Either enter the desired entity user's name or use the dropdown menu to select the entity user to be removed.

**NOTE:** After selecting the entity user's name, the Entity User Profile auto-populates.

2

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Filtered to Users within your Entity

**Entity User Profile**

First Name \*

Last Name \*

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add

Select Roles to Remove

Last Invited Date

Account Status



Auto-populated with entity user information

# Remove User from Entity (Manage Entity User)

## Step 3



Select Remove  
Option

3) Select the Remove User From Entity option.

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Lebron Last Name \* James

Email Address testpeerreviewexternal1@test.com

Entity ID UEI:RKV2V7M8FJ03

Entity Name JGII Test Org28 Doing Business As

Entity DBA JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Enabled

Remove User From Entity

Cancel Next



3

# Remove User from Entity (Manage Entity User)

Step 4



Select Next  
Option

After selecting the **Remove User From Entity** option, a note will appear instructing the EA how to invite the entity user back into DIAMD after being removed.

- 4) Ensure the correct entity user is selected for removal and select **Next**.

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Last Name \*

Lebron James

Email Address

testpeerreviewexternal1@test.com

Entity ID

UEI:RKV2V7M8FJ03

Entity Name

JGII Test Org28 Doing Business As

Entity DBA

JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Enabled

Remove User From Entity

**Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.**

Cancel Next



4

# Remove User from Entity (Manage Entity User)

Steps 5 – 6



Confirmation

- 5) After selecting **Next**, DIAMD asks for confirmation to remove the entity user.
- 6) Select **Back** to make corrections or **Confirm** to proceed.

5

Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Last Name \*

Lebron James

Email Address

testpeerreviewexternal1@rest.com

Entity ID

UEI:RKV2V7M8FJ03

Entity Name

JGII Test Org28 Doing Business As

Entity DBA

JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status

Enabled

Remove User From Entity

**Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.**

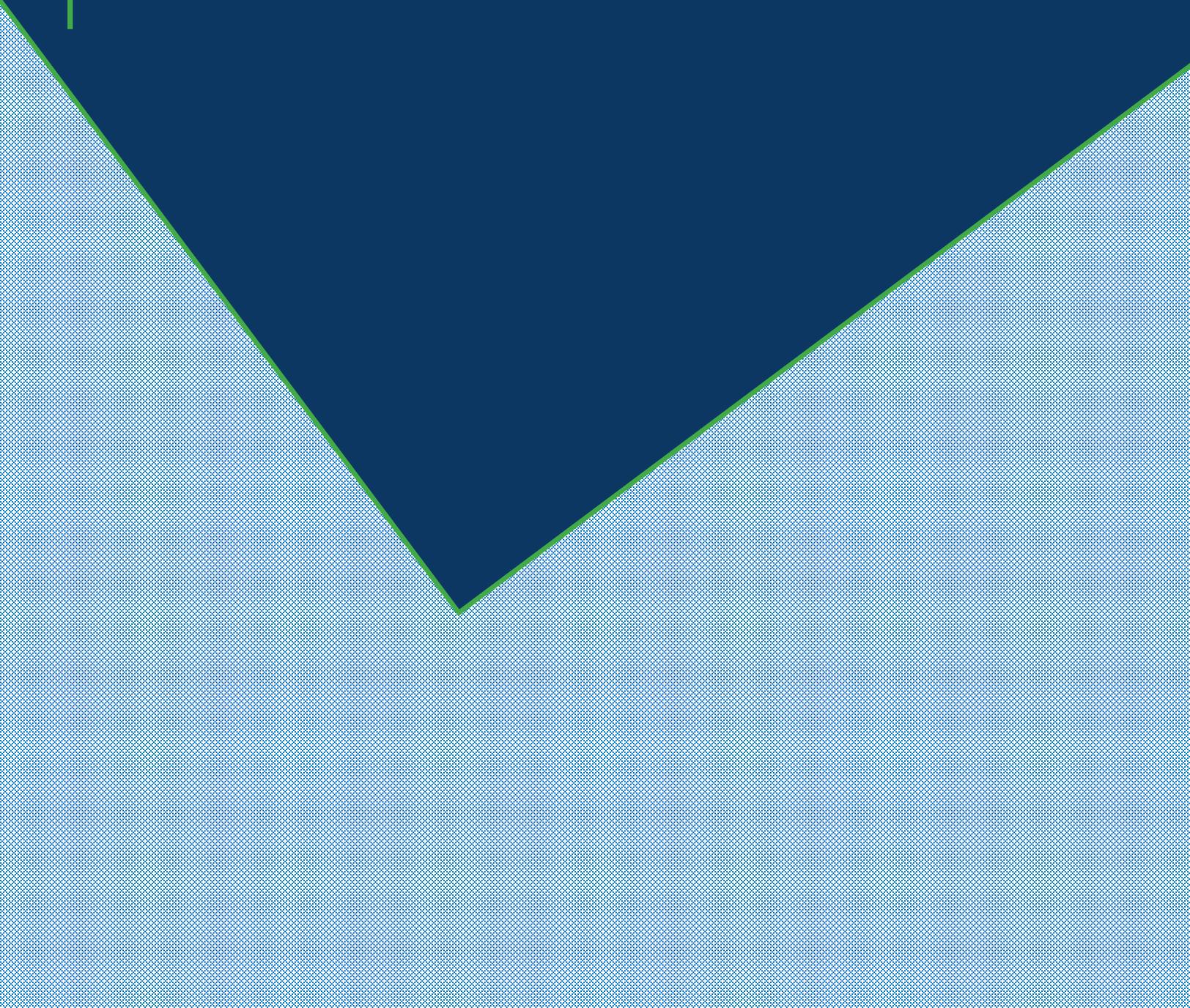
Cancel Back Confirm

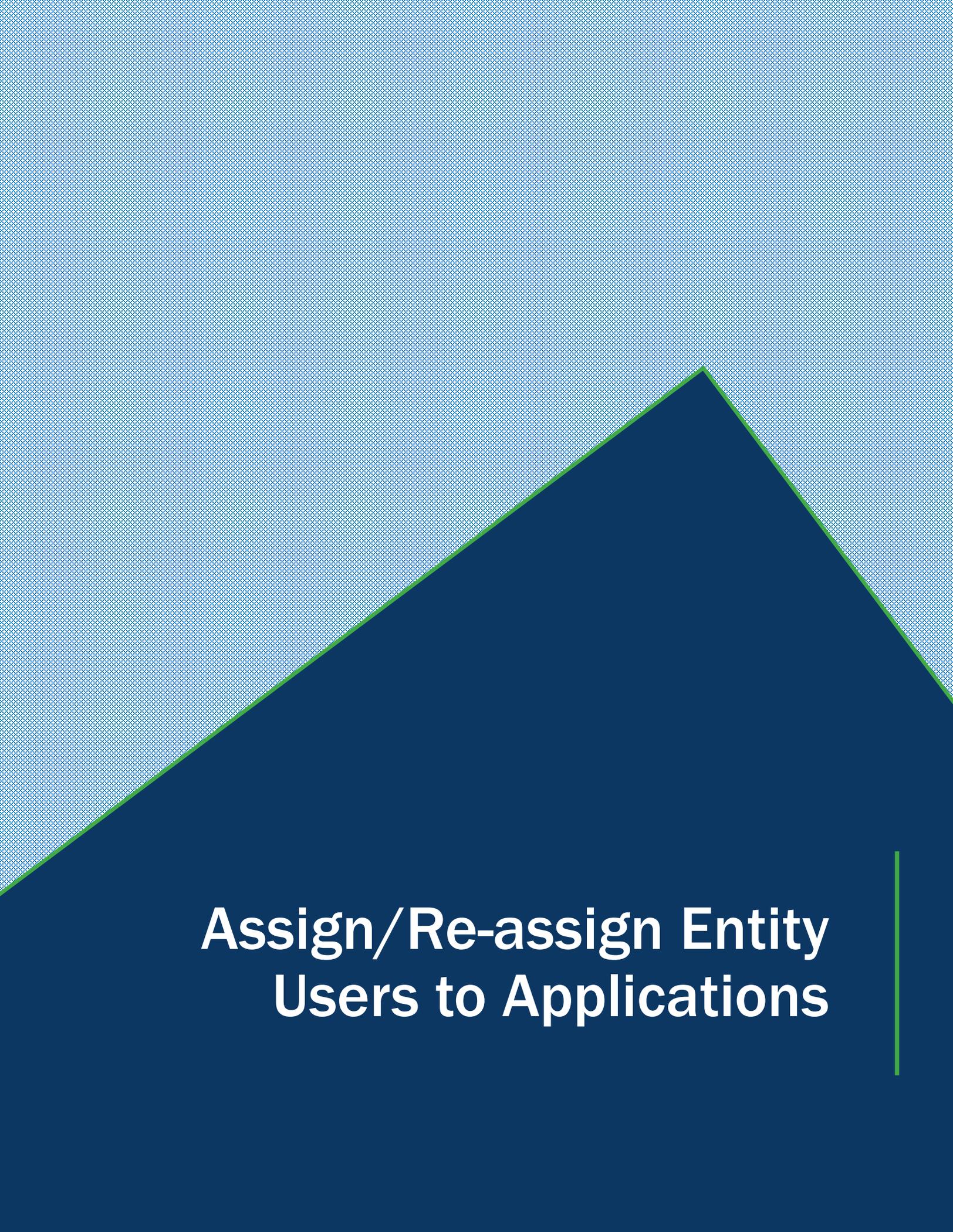


6



# Entity User Management in JustGrants





# **Assign/Re-assign Entity Users to Applications**

---

# Assign/Re-assign Entity Users to Applications

Steps 1 - 2



JustGrants  
Home Page

User assignments to applications are managed by the Entity Administrator (EA) on an application-by-application basis, enabling entities to manage users and assign work across an entity in one location.

To assign and re-assign entity users to applications, the EA will log in to JustGrants:

- 1) View the Home page.
- 2) Select **Applications**.

The screenshot shows the JustGrants Home Page. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted with a green box and a circled '2'), Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a welcome message for 'JohnElectronicBusinessPoc Doe', an Alerts section with 0 alerts, and a My Worklist section showing 72 results. The worklist is a table with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains 15 rows of data, including various case types like Grant Package, Funded Award, and SupplementalAward.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

# Assign/Re-assign Entity Users to Applications

## Step 3



Select Application

- 3) Select the checkbox(es) next to the application(s) being assigned or reassigned.

**Applications - JustGrants Test Org26 JGII Test Org26**

5000 results

Rows: 1-10

Export List

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT0077580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT0077357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: (Choose Role) Assign to: (Choose User) Assign

# Assign/Re-assign Entity Users to Applications

## Step 4



Choose Role

- 4) Select the **Choose Role** dropdown menu to select the role to assign or reassign.

**NOTE:** Each application can be assigned to up to three (3) Application Submitters. Each Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) application will be assigned one Authorized Representative (AR); the Office of Community Oriented Policing Services (COPS) applications will be assigned two (2) ARs.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Applications - JustGrants Test Org26 JGII Test Org26" and shows a table with 5000 results. The table columns include Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. One application, GRANT00777580, is selected. Below the table, there is an "Assign to:" section with a dropdown menu for "(Choose Role)" and a text input for "(Choose User)". A blue "Assign" button is next to it. A red circle with the number "4" highlights the "(Choose Role)" dropdown menu. The dropdown menu is open, showing options: ApplicationSubmitter, AuthorizedRepresentative, AuthorizedRepresentative2, ApplicationSubmitter2, ApplicationSubmitter3, and (Choose Role).

<input type="checkbox"/>	Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>		GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>		GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

# Assign/Re-assign Entity Users to Applications

## Step 5



Assign Role

- 5) A list of users with the selected role appears in the **Assign to** field. Select the **Assign to** dropdown menu to select the user to assign/re-assign.

**NOTE:** If a user does not appear in the **Choose User** menu, the EA needs to add that role to the user in **DIAMD**.

The screenshot shows the JUSTgrants application interface. The main content area displays a table of applications for 'JustGrants Test Org26 JGII Test Org26'. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT0077580 is selected, and its details are shown below the table. A dropdown menu is open for the 'Assign to' field, showing a list of users. A red circle with the number 5 highlights the dropdown menu.

<input type="checkbox"/>	Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>		GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>		GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter (Choose User) Assign

Choose User:  
David Gaetani  
justgrants026.applicationsubmitter jgitsext  
justgrants026.multipieroles jgitsext  
Amy Callaghan  
Lebron James  
JohnElectronicBusinessPoc Doe  
(Choose User)

# Assign/Re-assign Entity Users to Applications

## Step 6



Assign Application

- 6) After choosing a role and the user assigned to that role, select **Assign**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications for 'JustGrants Test Org26 JGII Test Org26'. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT0077580 is selected, and its details are shown below the table. The 'Assign' button is highlighted with a green box and a circled '6', indicating the step to be taken.

	Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
>	<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
>	<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
>	<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJV	Programmatic	12/31/2023
>	<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
>	<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani **Assign**

# Assign/Re-assign Entity Users to Applications

## Step 7



Confirm  
Submit

- 7) A confirmation page appears with the option to cancel or submit the assign/reassignment. Select **Submit** to assign the application. Select **Cancel** to end the process and return to the Application without changes.

The screenshot displays the JUSTgrants application management interface. The main content area shows a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A warning dialog box is overlaid on the table, indicating that the action will assign David Gaetani as the Application Submitter to the application A-414904. The dialog box has 'Cancel' and 'Submit' buttons. A green circle with the number '7' is placed over the 'Submit' button. The interface also includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The top right corner shows a user profile icon and a 'Confirm Submit' button.

	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James	David Gaetani	Submitted	OWW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727			Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357			Submitted	OWW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780		Poc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786			Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani Assign

# Assign/Re-assign Entity Users to Applications

Steps 8 – 9



Submission Confirmation

- 8) The submission is confirmed by the following text appearing on the banner at the top of the page: **“The following reassignment(s) have succeeded.”**
- 9) Toggle the caret to the left of the checkbox to expand and review the application details and roles.

The screenshot displays the JUSTgrants application management interface. At the top, a blue banner contains the text: "The following reassignment(s) have succeeded: A-414904". A green circle with the number "8" is overlaid on this banner. Below the banner, a table lists 5000 results of applications. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A green box highlights the first column, and a green circle with the number "9" is overlaid on it. At the bottom of the interface, there is a form to assign a role to an application, with "ApplicationSubmitter" selected for the role and "David Gaetani" selected for the assignee. An "Assign" button is visible next to the form.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	SMART	03/04/2024
<input type="checkbox"/>	GRANT00777580	David Gaetani Lebron James David Gaetani	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter.jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter.jgitsext		Draft	OJP	BJA	12/31/2023

# Assign/Re-assign Entity Users to Applications

Step 10



Review Application Details

10) The EA can review the application details and roles. Any edits will be performed using the dropdown menus and buttons at the bottom of the page.

The screenshot displays the JUSTgrants application management interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Applications - JustGrants Test Org26 JGII Test Org26". A notification states: "The following reassignment(s) have succeeded: A-414904". Below this, a table lists 5000 results. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. Two rows are visible: one for GRANT00788155 and another for GRANT00777580. The row for GRANT00777580 is expanded to show "Application Details".

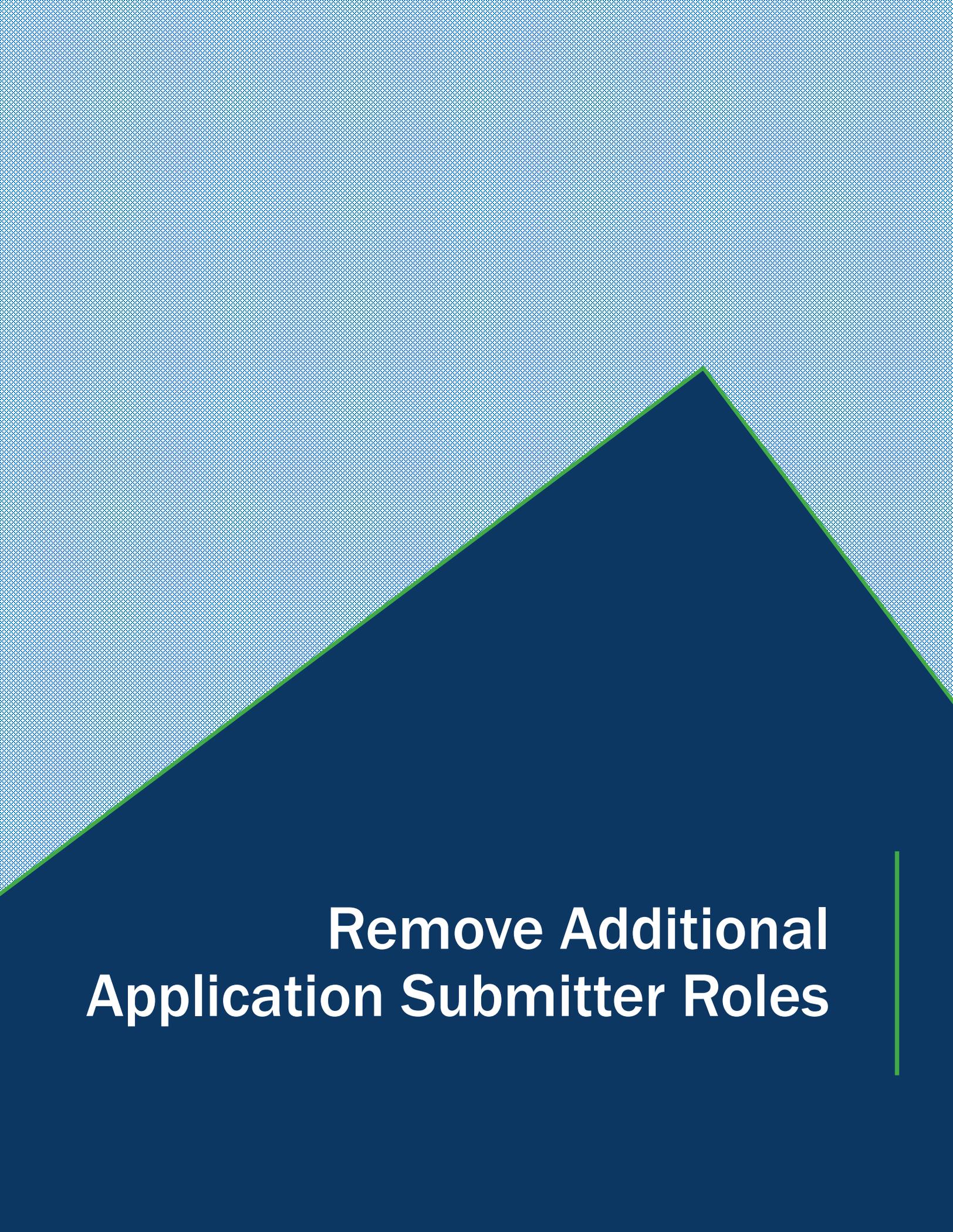
**Application Details**

Solicitation Title: 9.0 Grants gov Data-Do Not Use  
Project Title: FY22 Adam Walsh Act \$16.750 - Support for Adam Walsh Act Implementation Grant  
Program: Individual Applicant

Role	Assigned To
Application Submitter	xmso86@gmail.com
ApplicationSubmitter2	xmso86@gmail.com
ApplicationSubmitter3	testpeerreviewexternal1@test.com
Authorized Representative	xmso86@gmail.com
Entity Administrator	justgrants026@gmail.com

At the bottom of the application details, there is a "Choose Role:" dropdown menu set to "ApplicationSubmitter" and an "Assign to:" dropdown menu set to "David Gaetani". An "Assign" button is located to the right of these dropdowns.

10



# **Remove Additional Application Submitter Roles**

---

# Remove Additional Application Submitter Roles

## Step 1



Review Application Details

The Application Submitter (AS) is a required role and cannot be deleted, only re-assigned by the Entity Administrator (EA). The second and third AS are not required roles and can be reassigned or deleted by the EA.

- 1) From the **Applications** page, toggle a caret next to an application to open the **Application Detail** page.

**NOTE:** To learn more about how multiple Application Submitters access and work on applications, see [JustGrants Application Submission training](#).

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter jgitsext	justgrants025.authorizedrep jgitsext	Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext		Submitted	OJP	BJA	08/31/2024

Choose Role: (Choose Role) Assign to: (Choose User) Assign

# Remove Additional Application Submitter Roles

## Step 2



Select Trash Can Icon

2) To remove the AS 2 or 3 roles from an application, select the trash can icon to the right of the AS 2 or 3 roles.

**Applications - JGII Test Org25 JGII Test Org25**

The following reassignment(s) have succeeded:  
A-414662

5000 results

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	<a href="#">GRANT00777180</a>	James Bond Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

**Application Details**

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE  
Project Title: SI Testing

Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter@gmail.com
ApplicationSubmitter2	justgrants025.hyphentestuser@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

# Remove Additional Application Submitter Roles

## Step 3



Select Submit/Cancel

- 3) A confirmation page will appear. Select **Submit** to remove the additional AS role(s). Select **Cancel** to return to the Application Details without any changes.

**Applications - JGII Test Org25 JGII Test Org25**

5000 results

Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

**Application Details**

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE

Project Title: [Redacted]

Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter.jgitsext
ApplicationSubmitter2	justgrants025-hyphentestuser@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

**Remove Role from Application**

Are you sure you want to remove justgrants025-hyphentestuser@gmail.com from the ApplicationSubmitter2 role?

3

# Remove Additional Application Submitter Roles

## Steps 4 – 5



Confirm Additional Submitter Removal

- 4) Return to the **Application Details** to confirm that the selected AS 2 has been removed.
- 5) The **Grants Package Information** page also indicates AS 2 has been removed.

**Applications - JGII Test Org25 JGII Test Org25**

5000 results

Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT0077180	Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

**Application Details**

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE  
Project Title: SI Testing

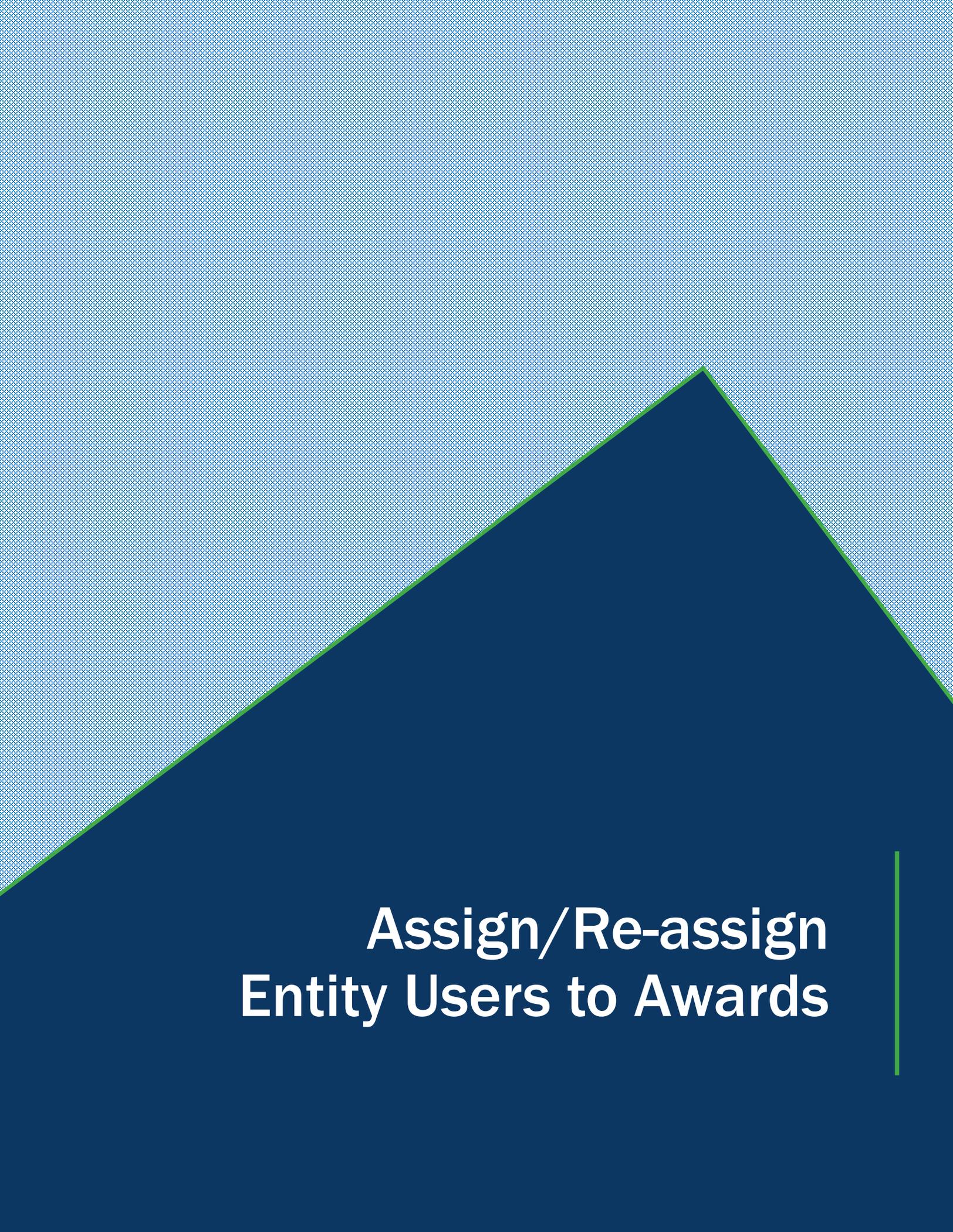
Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

**Grant Package ( 0077180 )** SUBMITTED Due: August 31, 2024 3:51:00 PM EDT

Information	Grant Package	Application Versions
OpportunityID O-BJA-2022-173350-STG	SolicitationID SI-173350	Solicitation Title 9.0 grants.gov data
Application Case ID A-414662	Application Group Case ID AG-129535	SF424_2_1
Grant Manager GrantManaRe-BJA.jgitsint		

**Participants (4)**

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants025.authorizedrep.jgitsext, Authorized Representative
- Mike Jhon, ApplicationSubmitter3
- justgrants025.applicationsubmitter.jgitsext, Application Submitter



# **Assign/Re-assign Entity Users to Awards**

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# Assign/Re-assign Entity Users to Awards

Steps 1 - 2



JustGrants  
Home Page

User assignments to awards are managed by the Entity Administrator (EA) on an award-by-award basis, thereby enabling entities to effectively manage users and assign work across an entity in one location.

To assign/re-assign entity users to awards, the EA will:

- 1) View the Home page.
- 2) Select **Awards**.

The screenshot shows the JustGrants Home page for user JohnElectronicBusinessPoc Doe. The sidebar on the left contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards (highlighted with a green box and a circled '2'), Monitoring, Federal Forms, and Training Resources. The main content area displays 'Alerts (0)' and 'My Worklist' with 72 results. The worklist table includes columns for Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

# Assign/Re-assign Entity Users to Awards

## Step 3



Expand Award Carets

- 3) Toggle the carets to the left of the checkboxes to expand and review award details and roles.

**Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26**

815 results [Show/Hide Roles](#) Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
>	<a href="#">2014-MO-BX-0017</a>	SMART FY 13 Support for Adam W...	Pending-HoldCloseout	Regina Stafford	SMART	10/1/2014	09/30/2018	190,285.29
>		OVWStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsex	OVW	10/31/2019	08/15/2020	1,000
>	<a href="#">15PSMA-21-GG-00380-MUMU</a>		Pending-Award External Assignee	justgrants026.grantawardadmin jgitsex		10/1/2017	09/30/2020	
>	<a href="#">15PBJA-22-GK-02057-12</a>	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsex	BJA	10/1/2019	09/30/2020	3,000
>		SMART FY 21 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
>	<a href="#">15PSMA-20-GG-00235-12</a>	SMART FY 20 Support for Adam W...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsex	SMART	6/25/2020	10/15/2020	1,000.5
>	<a href="#">15PSMA-20-GG-00241-12</a>	SMART FY 20 Support for Adam W...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsex	SMART	1/1/2020	11/30/2020	1,000
>	<a href="#">15PSMA-20-GG-00241-12</a>	SMART FY 20 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
>	<a href="#">15PSMA-21-GG-00028-AWAX</a>	SMART FY 21 Support for Adam W...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsex	SMART	1/1/2020	11/30/2020	1,000
>	<a href="#">15PSMA-21-GG-00028-AWAX</a>	SMART FY 21 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

# Assign/Re-assign Entity Users to Awards

## Step 4



Review Award Details

- 4) The EA can review the award details and roles by toggling the caret to the left of award. Edits are made using the dropdown menus and buttons at the bottom of the page.

The screenshot displays the JUSTgrants system interface. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. A large green circle with the number '4' is overlaid on the sidebar. The main content area shows a table of awards. The selected award is expanded to show details and a role assignment table.

Project Title	Managing Office	Budget Clearance Status
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.multipleroles jgtstext	10/1/2018

Role	Assigned To
Grant Award Administrator	justgrants026.multipleroles@gmail.com
Entity Administrator	justgrants026@gmail.com
Financial Manager	xmso86@gmail.com
Authorize Representative	justgrants026.authorizedrep@gmail.com
Alternate Grant Award Administrator	justgrants026.altgrantawardadmin@gmail.com
Application Submitter	xmso86@gmail.com

At the bottom, there are dropdown menus for 'Choose Role' and 'Assign to: (Choose User)', followed by an 'Assign' button.

# Assign/Re-assign Entity Users to Awards

## Step 5



Show/Hide Roles

- 5) Select the checkbox(es) next to the award(s) being assigned or re-assigned.

**Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26**

815 results [Show/Hide Roles](#) [Export List](#)

<input type="checkbox"/> Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
<input type="checkbox"/>	<a href="#">2014-MO-BX-0017</a>	SMART FY 13 Support for Adam W...	Pending-HoldCloseout	Regina Stafford	SMART	10/1/2014	09/30/2018	190,285.29
<input type="checkbox"/>		OVWStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsex	OVW	10/31/2019	08/15/2020	1,000
<input type="checkbox"/>	<a href="#">15PSMA-21-GG-00380-MUMU</a>		Pending-Award External Assignee	justgrants026.grantawardadmin jgitsex		10/1/2017	09/30/2020	
<input type="checkbox"/>	<a href="#">15PBJA-22-GK-02057-12</a>	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsex	BJA	10/1/2019	09/30/2020	3,000
<input type="checkbox"/>		SMART FY 21 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
<input type="checkbox"/>	<a href="#">15PSMA-20-GG-00235-12</a>	SMART FY 20 Support for Adam W...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsex	SMART	6/25/2020	10/15/2020	1,000.5
<input type="checkbox"/>	<a href="#">15PSMA-20-GG-00241-12</a>	SMART FY 20 Support for Adam W...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsex	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	<a href="#">15PSMA-20-GG-00241-12</a>	SMART FY 20 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	<a href="#">15PSMA-21-GG-00028-AWAX</a>	SMART FY 21 Support for Adam W...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsex	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	<a href="#">15PSMA-21-GG-00028-AWAX</a>	SMART FY 21 Support for Adam W...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

# Assign/Re-assign Entity Users to Awards

## Step 6



### Role Selection

- Use the **Choose Role** dropdown menu to select the role to assign or re-assign.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

Training Resources  
Privacy Policy

### Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26

815 results [Show/Hide Roles](#) [Export List](#)

<input type="checkbox"/> Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
<input type="checkbox"/>	<a href="#">15JCOPS-22-GG-01894-INDI</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input checked="" type="checkbox"/>	<a href="#">15PBJA-22-GG-01891-12</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	<a href="#">15PBJA-22-GG-01891-12</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	<a href="#">15PSMA-22-GG-02049-AWAX</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		2/1/2019	06/30/2021	
<input type="checkbox"/>	<a href="#">15PBJA-20-GK-00408-12</a>	SvS Testing for Budget Clearance GAM	Pending-Active	Carlos Gastelum	BJA	8/10/2020	08/23/2021	100,000
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	

Assign to: (Choose Role) (Choose User) [Assign](#)

- (Choose Role)
- AlternateGrantAwardAdministrator
- AuthorizedRepresentative
- FinancialManager
- GrantAwardAdministrator
- AuthorizedRepresentative2
- (Choose Role)

# Assign/Re-assign Entity Users to Awards

## Step 7



Role  
Assignment

- 7) A list of users with the selected role appears in the **Assign to** field. Select the **Assign to** dropdown menu to select the user to assign/re-assign.

The screenshot displays the JUSTgrants interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26" and shows a table of 815 results. The table columns include Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The second row is selected, with a checkmark in the "Select All" column. Below the table, there is a "Choose Role:" dropdown menu set to "AuthorizedRepresentative2" and an "Assign" button. A user selection dropdown is open, showing a list of users including "David Gaetani", "justgrants026.authorizedrep jgitsext", "justgrants026.multipleroles jgitsext", "Jane Doe", and "JohnElectronicBusinessPoc Doe". A green box highlights the "Choose User" option in the dropdown, and a green circle with the number "7" is placed next to it.

Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
<input type="checkbox"/>	15JCOPS-22-GG-01894-INDI		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input checked="" type="checkbox"/>	15PBJA-22-GG-01891-12		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	15PBJA-22-GG-01891-12		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	15PSMA-22-GG-02049-AWAX		Pending-Active	justgrants026.grantawardadmin jgitsext		2/1/2019	06/30/2021	
<input type="checkbox"/>	15PBJA-20-GK-00408-12	SvS Testing for Budget Clearance GAM	Pending-Active	Carlos Gastelum	BJA	8/10/2020	08/23/2021	100,000
<input type="checkbox"/>	15JOVW-22-GG-01795-STOP		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	15JOVW-22-GG-01795-STOP		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	15JOVW-22-GG-01795-STOP		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	15JOVW-22-GG-01795-STOP		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	15JOVW-22-GG-01795-STOP		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	

# Assign/Re-assign Entity Users to Awards

## Step 8



Assign Award

- After choosing a role and the entity user assigned to that role, select **Assign** to complete the action.

**NOTE:** Users can only be assigned to roles they have been assigned in the Digital Identity and Access Management Directory (DIAMD).

The screenshot displays the JUSTgrants interface for managing awards. The main content area shows a table titled "Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26" with 815 results. The table columns include Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The second row is selected, and the "Assign" button at the bottom is highlighted with a green box and the number 8.

Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
<input type="checkbox"/>	<a href="#">15JCOPS-22-GG-01894-INDI</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input checked="" type="checkbox"/>	<a href="#">15PBJA-22-GG-01891-12</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	<a href="#">15PBJA-22-GG-01891-12</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	05/30/2021	
<input type="checkbox"/>	<a href="#">15PSMA-22-GG-02049-AWAX</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		2/1/2019	06/30/2021	
<input type="checkbox"/>	<a href="#">15PBJA-20-GK-00408-12</a>	SvS Testing for Budget Clearance GAM	Pending-Active	Carlos Gastelum	BJA	8/10/2020	08/23/2021	100,000
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.grantawardadmin jgitsext		10/1/2018	09/30/2021	
<input type="checkbox"/>	<a href="#">15JOVW-22-GG-01795-STOP</a>		Pending-Active	justgrants026.multipleroles jgitsext		10/1/2018	09/30/2021	

Choose Role:  Assign to:

# Assign/Re-assign Entity Users to Awards

## Step 9



Confirm Submission

- 9) A confirmation page appears with the option to cancel or submit. Select **Submit** to assign the user to the award. Select **Cancel** to end the process and return to the Award without changes.

The screenshot displays the JUSTgrants interface. A table lists awards with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The award with ID 15PBJA-22-GG-01891-12 is selected. A warning dialog box is open, stating: "Warning: This action will assign David Gaetani as the Authorized Representative 2 to the following application(s): FAW-307745. Select submit to proceed with the reassignment(s)". The "Submit" button is highlighted with a green box and a circled "9". Below the table, there is a "Choose Role" dropdown set to "AuthorizedRepresentative2" and an "Assign to" dropdown set to "David Gaetani", with an "Assign" button.

# Assign/Re-assign Entity Users to Awards

Steps 10 – 11



Confirm Submission

- 10) A submission confirmation screen will be displayed: “The following reassignment(s) have succeeded” appears in the banner at the top of the page.
- 11) Toggle the carets to the left of the checkboxes to expand and review award details and roles.

The screenshot displays the JUSTgrants system interface. At the top, a navigation menu includes Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26". A blue banner at the top of the main area contains the message: "The following reassignment(s) have succeeded: FAW-307745". A green circle with the number "10" is overlaid on this banner. Below the banner, a table lists 815 results. The table has columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The first row is highlighted with a green box, and a green circle with the number "11" is overlaid on the first column of the table. At the bottom of the interface, there is a form with "Choose Role:" and "Assign to:" dropdown menus, and an "Assign" button.

Select All	Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
<input type="checkbox"/>	2014-MO-BX-0017	SMART FY 13 Support for Adam Walsh Act Implemen...	Pending-HoldCloseout	Regina Stafford	SMART	10/1/2014	09/30/2018	190,285.29
<input type="checkbox"/>	15PSMA-20-GG-00235-12	OWVStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsext	OVW	10/31/2019	08/15/2020	1,000
<input type="checkbox"/>	15PSMA-21-GG-00380-MUMUJ		Pending-Award External Assignee	justgrants026.grantawardadmin jgitsext		10/1/2017	09/30/2020	
<input type="checkbox"/>	15PBJA-22-GK-02057-12	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext	BJA	10/1/2019	09/30/2020	3,000
<input type="checkbox"/>	15PSMA-20-GG-00241-12	SMART FY 21 Support for Adam Walsh Act Implemen...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
<input type="checkbox"/>	15PSMA-20-GG-00235-12	SMART FY 20 Support for Adam Walsh Act Implemen...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	6/25/2020	10/15/2020	1,000.5
<input type="checkbox"/>	15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act Implemen...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act Implemen...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act Implemen...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
<input type="checkbox"/>	15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act Implemen...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

# Assign/Re-assign Entity Users to Awards

## Step 12



Review Award Details

12) The EA can review the award details and roles by toggling the caret to the left of award. Edits are made using the dropdown menus and buttons at the bottom of the page.

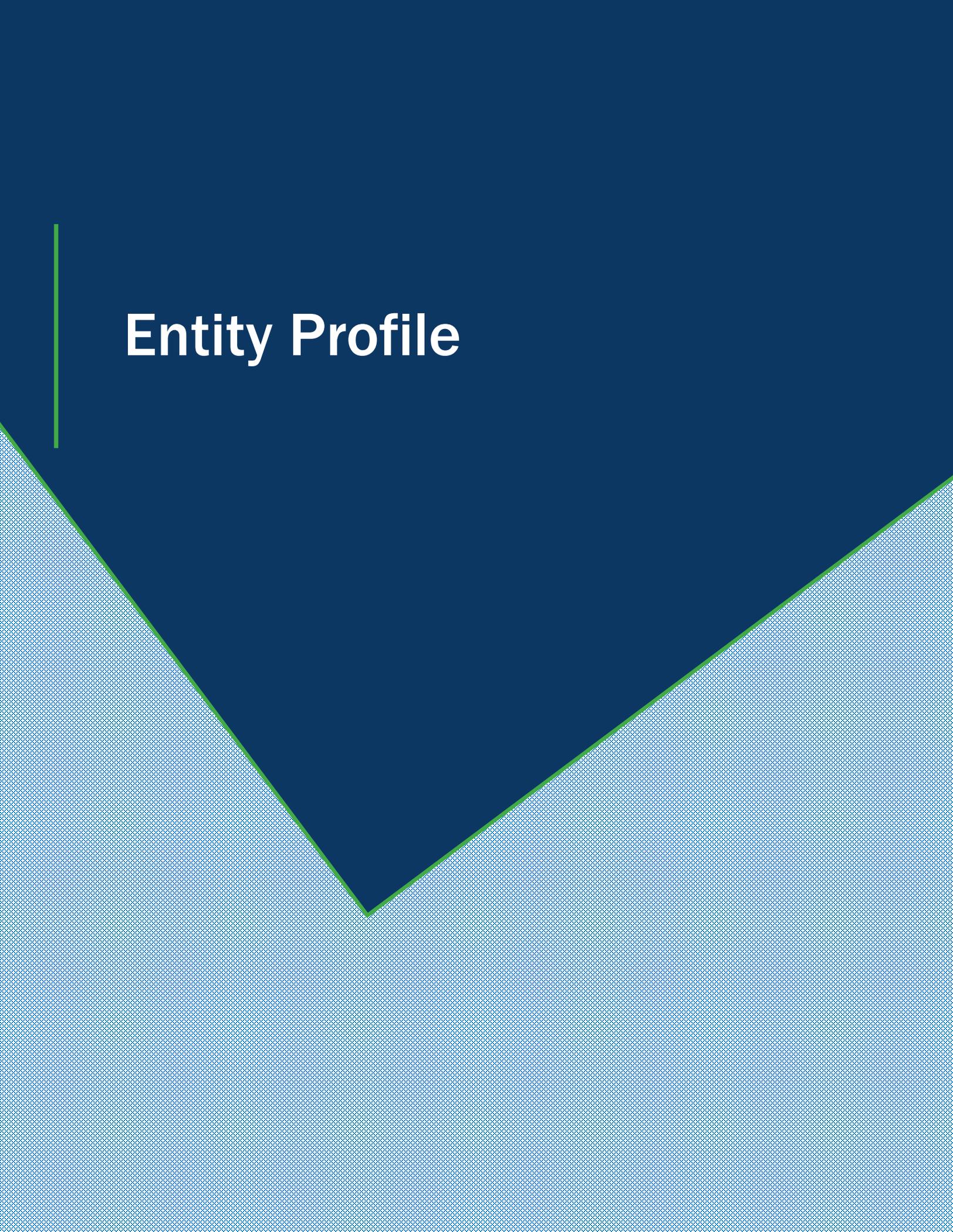
The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. A large green circle with the number '12' is overlaid on the sidebar. The main content area shows a table of awards. The selected award is expanded to show details and a role assignment table.

Project Title	Managing Office	Budget Clearance Status
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.grantawardadmin jgtstext	10/1/2018
15JOVW-22-GG-01795-STOP	justgrants026.multipleroles jgtstext	10/1/2018

Role	Assigned To
Grant Award Administrator	justgrants026.multipleroles@gmail.com
Entity Administrator	justgrants026@gmail.com
Financial Manager	xmso86@gmail.com
Authorize Representative	justgrants026.authorizedrep@gmail.com
Alternate Grant Award Administrator	justgrants026.altgrantawardadmin@gmail.com
Application Submitter	xmso86@gmail.com

At the bottom, there are two dropdown menus: 'Choose Role:' and 'Assign to:'. Below them is an 'Assign' button.

The image shows a dark blue background with a large, light blue, textured V-shape pointing downwards. A thin green vertical line is on the left side, and a thin green diagonal line follows the left edge of the V-shape.

# Entity Profile



# Entity Profile

Steps 1 - 2

JustGrants  
Home Page

To access the Entity Profile, the Entity Administrator (EA) will:

- 1) View the Home page.
- 2) Select **Entity Profile**.

**NOTE:** If any Entity Profile information is incorrect, corrections must be made in SAM.gov. Allow one to five (1 - 5) days for the updated SAM.gov information to be reflected in JustGrants.

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist  
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM



# Entity Profile

## Step 3

Editable Fields

3) The EA can edit the following fields directly in JustGrants:

- Law Enforcement (defaults to **no**);
- Faith-Based (defaults to **no**);
- Legal Address Designation (options are **physical** or **mailing**).

**NOTE:** Information shown in the Entity Profile page is retrieved from the entity's SAM.gov profile. The EA must designate whether the entity is Law Enforcement or Faith-Based and designate the entity's legal address as the physical or mailing address.

**Entity Profile - JustGrants Test Org26 JGII Test Org26**

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

Legal Name JustGrants Test Org26	UEI RKY2V7M6FJ03	SAM Registration Status ACTIVE
Doing Business As JGII Test Org26	TIN/EIN 260000000	SAM Expiration Date Feb 6, 2023
Business URL https://www.ort.org26.//	ROID 5144503	Date Established Sep 16, 1992
Division Name DIVISION NAME 26	ORI Number ---	SAM Last Updated Date Jan 21, 2022

Law Enforcement  No  Yes

Faith Based  No  Yes

Physical address will appear on all award documents

**Physical Address**

Street 1  
111 Street Rd

City  
Los Angeles

State/U.S. Territory  
California

Street 2  
---

Country  
United States

Zip/Postal Code  
90012

County/Parish  
---

Congressional District  
5

Designate as Legal Address

**Mailing Address**

Street 1  
111 Street Rd

City  
Washington

State/U.S. Territory  
District of Columbia

Street 2  
---

Country  
United States

Zip/Postal Code  
602

County/Parish  
---

Congressional District  
5

Designate as Legal Address

Cancel Submit

# Entity Profile

## Step 4



Submit  
Changes

- 4) Select **Submit** to complete any profile changes made in JustGrants.

**Entity Profile - JustGrants Test Org26 JGII Test Org26**

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

Legal Name JustGrants Test Org26	UIE RKY2V7M6FJ03	SAM Registration Status ACTIVE
Doing Business As JGII Test Org26	TIN/EIN 260000000	SAM Expiration Date Feb 6, 2023
Business URL https://www.ort.org26.//	ROID 5144503	Date Established Sep 16, 1992
Division Name DIVISION NAME 26	ORI Number ---	SAM Last Updated Date Jan 21, 2022
Law Enforcement <input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based <input checked="" type="radio"/> No <input type="radio"/> Yes	Fiscal Year Not a valid date0

**Physical address will appear on all award documents**

**Physical Address**

Street 1 111 Street Rd	Street 2 ---	County/Parish ---
City Los Angeles	Country United States	Congressional District 5
State/U.S. Territory California	Zip/Postal Code 90012	

Designate as Legal Address

**Mailing Address**

Street 1 111 Street Rd	Street 2 ---	County/Parish ---
City Washington	Country United States	Congressional District 5
State/U.S. Territory District of Columbia	Zip/Postal Code 602	

Designate as Legal Address

Cancel Submit

# Entity Profile

## Step 5



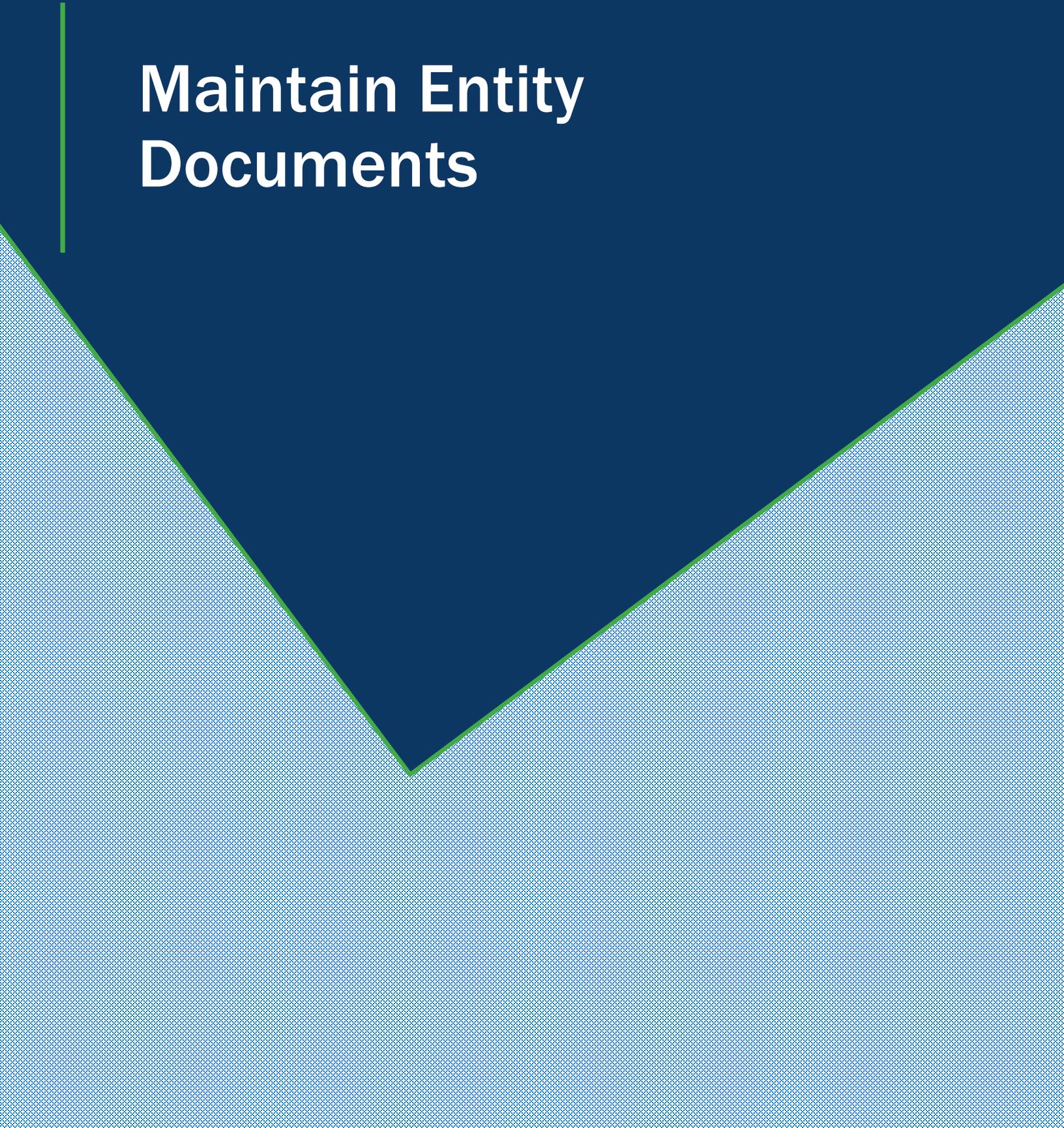
Audit Trail

- 5) An audit trail of entity profile changes is displayed in the **History** section located at the bottom of the Entity Profile page.

**NOTE:** Users can search the history by keyword, group, or field.

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with items like Home, Entity Profile, Entity Users, etc. The main content area shows the 'Mailing Address' form and a 'History' table. The 'History' table is highlighted with a green border and contains the following data:

Time	Description	Performed by
5/10/23 10:43 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:43 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:33 AM	Legal address has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/5/23 12:58 PM	Faith Based has been updated	DMAppAdmin
5/5/23 12:58 PM	Law Enforcement has been updated	DMAppAdmin
5/3/23 2:38 PM	Faith Based has been updated	justgrants026@gmail.com

A vertical green line is positioned to the left of the text. A large, downward-pointing chevron shape is formed by two green lines meeting at a point at the bottom center. The area inside the chevron is filled with a light blue halftone pattern.

# Maintain Entity Documents



# Maintain Entity Documents

## Steps 1 - 2

JustGrants  
Home Page

Entity Administrators (EA) can upload documents to the **Entity Documents** section so that other entity and Department of Justice (DOJ) users can view and download selected documents for use on specific applications, awards, and monitoring activities. The documents located in this section apply to the entity as a whole or relate to multiple applications and awards (e.g., indirect cost agreements, financial capability questionnaires).

To view, add, or remove documents:

- 1) View the **Home** page.
- 2) Select **Entity Documents**.

The screenshot shows the JustGrants Home Page interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents (highlighted with a red circle and the number 2), Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a welcome message for JohnElectronicBusinessPoc Doe, an Alerts section with 0 alerts, and a My Worklist section showing 72 results. The worklist is a table with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains 15 rows of data, including Case IDs such as A-157224, FAW-318470, FAW-318340, FAW-318336, FAW-318334, A-439983, FAW-318109, FAWS-52149, FAW-249090, FAW-307115, FAW-307128, FAW-308453, and FAW-309102.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

# Maintain Entity Documents

## Step 3



Download Document

3) To download and view an entity document, select the **File Name**.

**Documents - JGII Test Org25 JGII Test Org25**

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.

Add New Document

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

# Maintain Entity Documents

## Step 4



Download Document

- 4) To view the **Document Notes** for an entity document, select the **caret** to the left of the file name.

**Documents - JGII Test Org25 JGII Test Org25**

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.

[Add New Document](#)

File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
<b>DCM Account approval Form(Data Migration) 07.28.20.pdf</b>		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
<b>Document Notes</b> DY_020421						
EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

# Maintain Entity Documents

## Step 5



Add New Document

- 5) To add a new document to the repository, select **Add New Document**.

**Documents - JGII Test Org25 JGII Test Org25**

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.

[Add New Document](#)

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	QJP AWS Secure Cloud Account Request Form_lenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe



# Maintain Entity Documents

## Step 6

Add New Document

6) Select the **Select File** option. The types of documents that can be uploaded into the repository include:

- .doc, .docx;
- .pdf;
- .xlsm.

**Documents - JGII Test Org25 JGII Test Org25**

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.

Add New Document

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	DCM Account approval Form(Data Migration)_07_28_20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf					02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx					11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_-_JenkinsOJPSC.pdf					11/04/2020	JohnElectronicBusinessPoc Doe

**Add Document to Repository**

Select file

The recommended files to upload are PDF, Microsoft Word and Excel.

6



# Maintain Entity Documents

## Step 7

Add New Document

7) Fill in the confirmation page text fields and select **Submit**.

**NOTE:** Select **Cancel** to stop the upload and return to the Entity Documents page.

The screenshot displays the 'JUSTgrants' interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Documents - JGII Test Org25 JGII Test Org25' section with an 'Add New Document' button and a table of existing documents. A modal window titled 'Add Document to Repository' is open in the center. The modal contains a 'Select file' button, a file input field with 'PRCR\_Test.docx' selected, and fields for 'Begin Date', 'End Date', 'Federal Fiscal Year', and 'Category'. A 'Notes' text area is also present. At the bottom of the modal are 'Cancel' and 'Submit' buttons. A green circle highlights the 'Submit' button, and another green circle with the number '7' is overlaid on the bottom right corner of the modal.

# Maintain Entity Documents

## Step 8



Add New Document

8) Newly submitted entity documents appear in the document list.

The screenshot shows the JUSTgrants interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The 'Entity Documents' option is highlighted with a green circle containing the number '8'. The main content area is titled 'Documents - JGII Test Org25 JGII Test Org25' and includes an 'Add New Document' button. Below the button is a table of documents with the following columns: File Name, Category, Begin Date, End Date, Federal Fiscal Year, Created Date, and Uploaded By. The table contains five rows of document entries.

File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

# Maintain Entity Documents

## Step 9



Delete Document

9) To delete an entity document, select the **trash can** icon located to the left of the File Name columns.

**NOTE:** When the EA selects the trash can icon to delete a document, a confirmation screen appears asking to confirm the deletion. However, if the document is associated with any other application or award, a pop-up appears stating, “Unable to delete, file is associated with the following case(s)”. A list showing the Case ID and Case Information appears below the notice. The EA will not be able to delete the document.

The screenshot shows the JUSTgrants system interface. The main content area is titled "Documents - JGII Test Org25 JGII Test Org25". Below the title is a blue button labeled "Add New Document". A table lists documents with columns for File Name, Category, Begin Date, End Date, Federal Fiscal Year, Created Date, and Uploaded By. A green box highlights the trash can icon in the first column of the table, and a circled number "9" is placed next to it.

	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
▶	PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

April 2024

Version 2.3



**JUSTgrants**  
JUSTICE GRANTS SYSTEM