

Date of circulation: August 30, 2022

Subject: How to Accept Awards in JustGrants

# NEWS AND UPDATES



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

*This e-newsletter provides updates, information and resources to assist DOJ award applicants, recipients and other stakeholders in using JustGrants, DOJ's grants management system, and ASAP, the U.S. Department of the Treasury's payment management system.*



## ANNOUNCEMENTS

### Accepting an Award in JustGrants

If an applicant is selected for a Department of Justice funding award, an email notification will be sent to the Application Submitter, the Entity Administrator, and the Authorized Representative(s) to sign and accept their award. The email notification will include detailed instructions for accessing and viewing the award documents, and the steps to take in JustGrants to start the award acceptance process.

The Authorized Representative is the only user role that has legal authority to enter into agreements with the federal government and bind the organization to an award's conditions. If the Authorized Representative does not see an application in their JustGrants worklist, it is not assigned to them; the Entity Administrator must assign the application to them using the steps found in the [Entity Management Job Aid Reference Guide](#).

The following training materials will help Authorized Representatives as they go through the process of accepting (or declining) an award in JustGrants:

- [Grantee Award Acceptance eLearning Video](#)
- [Grantee Acceptance Job Aid Reference Guide](#)

**Call to action:** [Access Training Materials](#)

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Do you know someone else who could use this information? They can subscribe to email updates regarding JustGrants at [https://public.govdelivery.com/accounts/USDOJOJP/subscriber/new?topic\\_id=USDOJOJP\\_586](https://public.govdelivery.com/accounts/USDOJOJP/subscriber/new?topic_id=USDOJOJP_586).

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