

# NEWS AND UPDATES



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Updates, information, and resources to assist U.S. Department of Justice grant applicants and award recipients.

## RESOURCES

### **JustGrants User Roles and Assignments**

Applications for Department of Justice (DOJ) funding must be completed in [JustGrants](#) after filling out the required form(s) in [Grants.gov](#).

There are three critical user roles for completing an application in JustGrants:

1. Entity Administrator
2. Application Submitter
3. Authorized Representative

The **Entity Administrator** is the only user that can assign the Application Submitter and Authorized Representative roles to individual users. The Entity Administrator first invites individual users and adds their specific roles in DOJ's [Digital Identity and Access Management Directory \(DIAMD\)](#). Then, after each user has logged in to JustGrants successfully, the Entity Administrator will be able to assign users to specific applications.

Note: New users must first log in to JustGrants to become "active" before they can be assigned to an application.

**Who is your Entity Administrator?** If your entity has previously applied in JustGrants, your Entity Administrator will be listed in the "Entity Users" section of your entity profile.

**Is your entity new to JustGrants?** Your Electronic Business Point-of-Contact (E-Biz POC) in SAM.gov will be your first Entity Administrator for JustGrants and will receive system notifications. Once the Entity Administrator is onboarded, they can reassign the role to someone else, if needed.

**Entity Administrators:** Visit the [Entity Management Training page](#) on the [JustGrants Resources website](#) for more details on assigning and managing JustGrants users and roles.

You received this email because you are a current or previous Department of Justice grant applicant or award recipient.

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