

JustGrants Roles

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

Entity Administrator



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



Grant Award Administrator

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

Alternate



Grant Award Administrator

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

Application Submitter



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

Authorized Representative



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



Financial Manager

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

Multiple roles can be assigned to a single user.