



Entity User Experience

Job Aid Reference Guide



JUSTgrants
JUSTICE GRANTS SYSTEM

January 2023

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Role Reassignment

Step-by-step instructions for the Entity Administrator to reassign tasks based upon roles



Overview

This guide will provide information to:

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



As an introduction to the information in this guide, some of the terms, processes, and features of JustGrants will be covered.

IMPORTANT

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

- The system does not “auto save” the user’s work
- A warning message will appear after 10 minutes of inactivity (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- Unsaved work will not be saved at logout



JustGrants User: *Basics*



With the release of JustGrants, applicants and grantees have a system that provides access and transparency throughout the grant process. There are terms and processes that align DOJ with the larger Federal Government to streamline the grants process for all users.

The first term of note is “**Entity**”, which is used in place of “**Organization**”. Upon opening JustGrants, users find navigation options on the left. They are labeled “**Entity Profile**”, “**Entity Users**”, and “**Entity Documents**”.

Entity-level data is now managed in SAM.gov which is considered the Federal Government’s “**source of truth**” or “**authoritative source**” of information regarding Entities. Information changes and updates are made in SAM.gov. JustGrants communicates with SAM.gov daily, ensuring data consistency and integrity between the systems.

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

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

A new, intuitive navigation system is featured with a user-friendly visual design that clearly differentiates workspaces, distinguishes sections by font size, and improves data management using different colors to separate table sections.

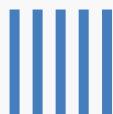


JustGrants User: *Highlights*



Key Takeaways

- In addition to the introduction of **six foundational roles**, JustGrants introduces increased visibility among users within the Entity, the Entity User, and their Entity Profile allowing more efficient user management.
- **One Email Address = One User = One Entity.** Users register an email address as the username for JustGrants access. Users accessing multiple JustGrants accounts cannot use the same email address to access different accounts.
- **One Email Address = One User = Multiple Roles = One User Experience.** All the work and permissions associated with a username are dynamically displayed on the home page.
- **Entity-level information (name, unique identifiers, etc.) is managed within SAM.gov**, eliminating the need for grant modifications to change this information.





Roles & Authority



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



Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

ALTERNATE

Application Submitter



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



Grant Award Administrator

Supports the Grant Award Administrator. Can initiate and submit programmatic-related award requirements, including Performance Reports and GAMs.

Authorized Representative 1



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.



Financial Manager

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

Multiple roles can be assigned to a single user.



Entity Administrator



Key Takeaways

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





DIAMD

*Digital Identity and Access
Management Directory*

DIAMD: Step 1

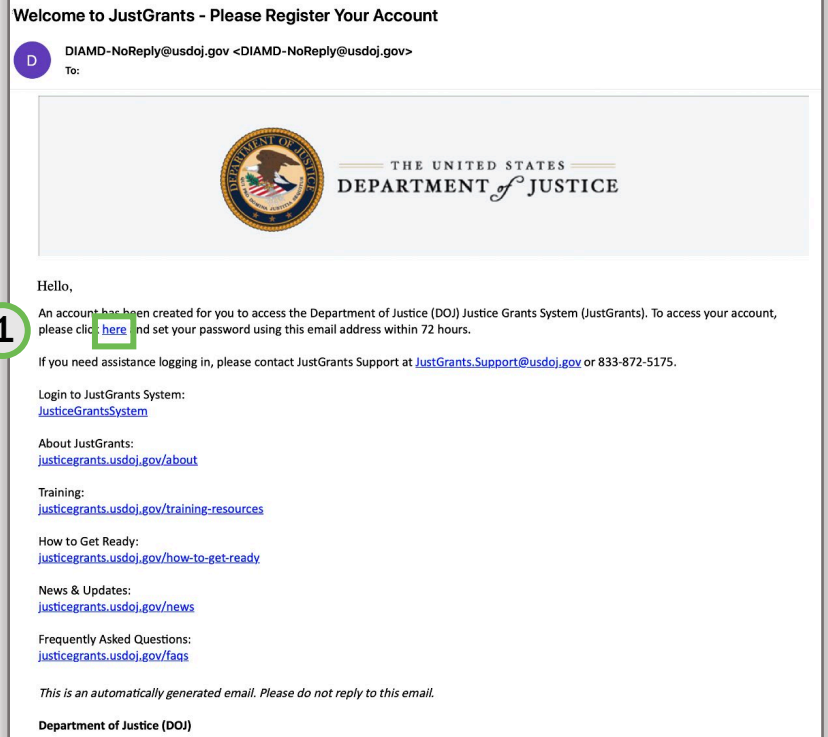
User Registration

To access JustGrants, users must register in DIAMD.

After receipt of the JustGrants Welcome email, register the user's account in the system.

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

Note: Users have limited time after receiving the invitation email to complete this process. After the time has elapsed, the Entity Administrator will need to re-invite the user to restart the process.



Select "here" to begin the user's registration.



DIAMD: Steps 2 – 3

Selecting the link from the email will open the web browser to DIAMD, where the user will provide login information details for the system.

- 2) Select a “forgot password question” from the dropdown menu.
- 3) Type the answer into the **Answer** box.

Forgot Password Question

The screenshot shows a web form for creating an account. At the top, it says 'Welcome' and 'Create your Office of Justice Programs account'. Below this is a section for setting a forgot password question. A dropdown menu is labeled 'Choose a forgot password question' and has 'What is the food you least liked as a child?' selected. A green circle with the number '2' is next to the dropdown. Below the dropdown is a text input field labeled 'Answer', with a green circle with the number '3' next to it. At the bottom right of the form is a button labeled 'Create My Account'. The footer of the page contains copyright information: '© 2020 Okta, Inc. Privacy Status site Feedback Mobile Version Help & Feedback'.

Select a question that only the user can answer.



DIAMD: Steps 4 – 7

- 4) Users can create an optional question of their own.
- 5) To choose their own question, type the question into the **Custom question** box.
- 6) Type the answer in the **Answer** box.
- 7) When done, select the **Create My Account** button.

Custom Question

THE UNITED STATES
DEPARTMENT OF JUSTICE

Welcome
Create your Office of Justice Programs account

Choose a forgot password question
Create your own security question

Custom question

Answer

Create My Account

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Optional: Create a personalized question and answer.



DIAMD: Steps 8 – 10

- 8) To reset a password, follow the directions for password security and create a password in the Enter new password box.
- 9) Enter the new password again in the box below.
- 10) Select the Reset Password button.

Password Reset

Help Sign out

THE UNITED STATES
DEPARTMENT OF JUSTICE

Reset Password

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

Enter new password

Repeat new password

Reset Password

Powered by Okta Privacy Policy

The six previously used passwords cannot be reused..



DIAMD: Step 11

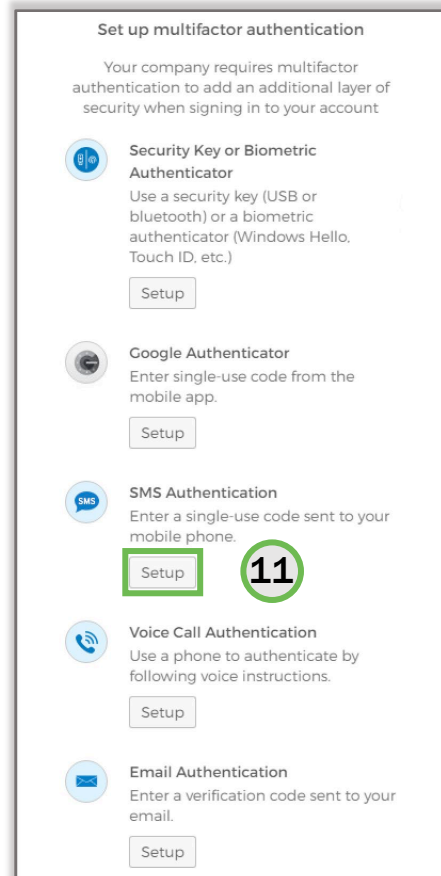
Set up multifactor authentication for the account using either Secure Key, Biometrics, Google Authenticator, SMS (text), Voice Call, or Email Authentication.

The following instructions will focus on SMS and then Voice.

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

Note: Users with biometric key abilities are encouraged to use biometrics for secondary authentication, reference page 22.

Multifactor Authentication



Use either SMS or a standard voice call for authentication.



DIAMD: Steps 12 – 13

- 12) When selecting SMS (text), a new selection box opens. Select the appropriate country from the dropdown menu.
- 13) Enter the user's phone number in the Phone number box, then select the Send code button to receive an SMS (text) message.

SMS (text) Authentication

The screenshot displays the SMS authentication interface for the Department of Justice. At the top, the DOJ logo and name are visible. Below is a blue circular icon with 'SMS' inside. The main heading reads 'Receive a code via SMS to authenticate'. A dropdown menu is open, showing 'United States' as the selected option. Below this is a 'Phone number' input field with a '+1' prefix and a 'Send code' button. A 'Back to factor list' link is located at the bottom of the form. A 'DOJ Privacy Policy' link is at the very bottom. Two callout boxes with numbers 12 and 13 are overlaid on the form: 12 points to the country dropdown, and 13 points to the 'Send code' button.

“Send code” sends an SMS (text) with authentication.



DIAMD: Steps 14 – 15

- 14) The system will send an SMS (text) message to the phone number entered. Once received, enter the code in the **Enter Code** box.
- 15) Select the **Verify** button to submit the code for second-level authentication.

SMS (text) Verification

The screenshot displays the SMS verification interface for the U.S. Department of Justice. At the top, it features the DOJ logo and the text 'THE UNITED STATES DEPARTMENT OF JUSTICE'. Below this is an 'SMS' icon. The main heading is 'Receive a code via SMS to authenticate'. The form includes a dropdown menu for 'United States', a 'Phone number' field with a '+1' prefix and a 'Sent' button, and an 'Enter Code' input field. A green box highlights the 'Enter Code' field, and a green circle with the number '14' is positioned to its left. Below the input field is a blue 'Verify' button, which is also highlighted with a green box, and a green circle with the number '15' is to its right. At the bottom, there is a 'Back to factor list' link and a 'DOJ Privacy Policy' link.

Enter the code sent via SMS (text) to the user's phone.



DIAMD: Step 16

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

Either select the **Finish** button or add an additional authentication factor (optional).

Additional Authentication

THE UNITED STATES
DEPARTMENT OF JUSTICE

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- SMS Authentication ✓

Additional optional factors

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

Finish

[DOI Privacy Policy](#)

Add additional authentication, if desired.



DIAMD: Step 17

Voice Call Authentication

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

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

Set up multifactor authentication

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

- Security Key or Biometric Authenticator**
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
Setup
- Google Authenticator**
Enter single-use code from the mobile app.
Setup
- SMS Authentication**
Enter a single-use code sent to your mobile phone.
Setup ✓
- Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
Setup
- Email Authentication**
Enter a verification code sent to your email.
Setup

This is an optional process.

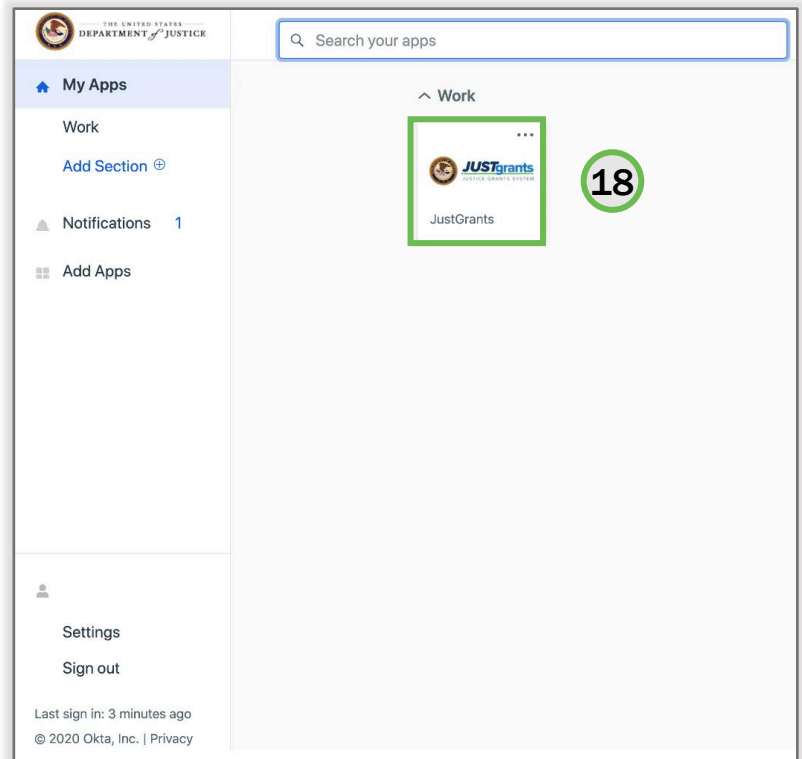


DIAMD: Step 18

18) Select the **Finish** button to open the **My Apps** screen. Select the **JustGrants** tile to access the system.

Note: Until a user logs into JustGrants by selecting this tile, the account is not active..

JustGrants

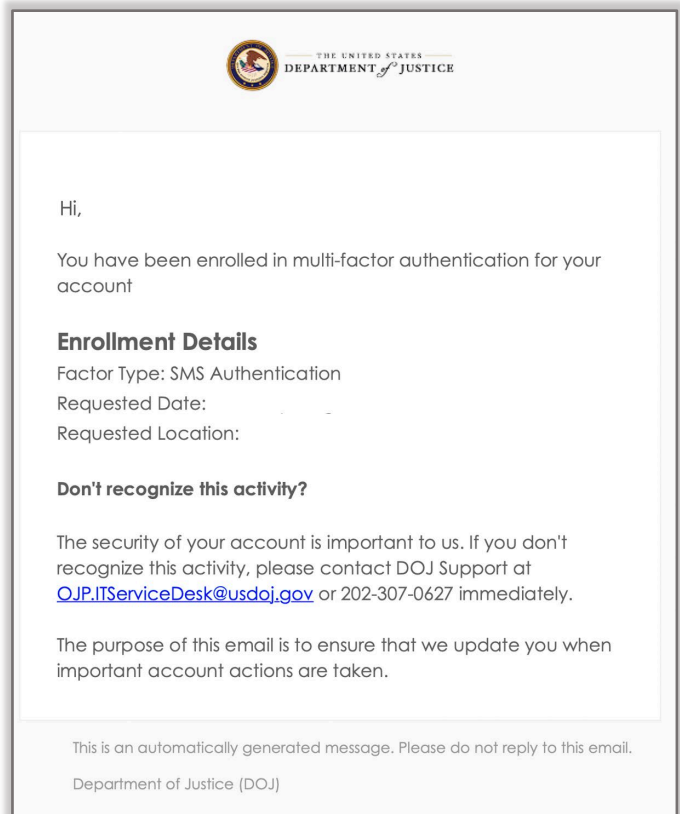


Select the *JustGrants* tile to access the system.

DIAMD: Confirmation

After completing this process, the user will receive an email confirming enrollment.

Email Confirmation



The email confirms enrollment details.



DIAMD

***Biometric Security Key
Access***

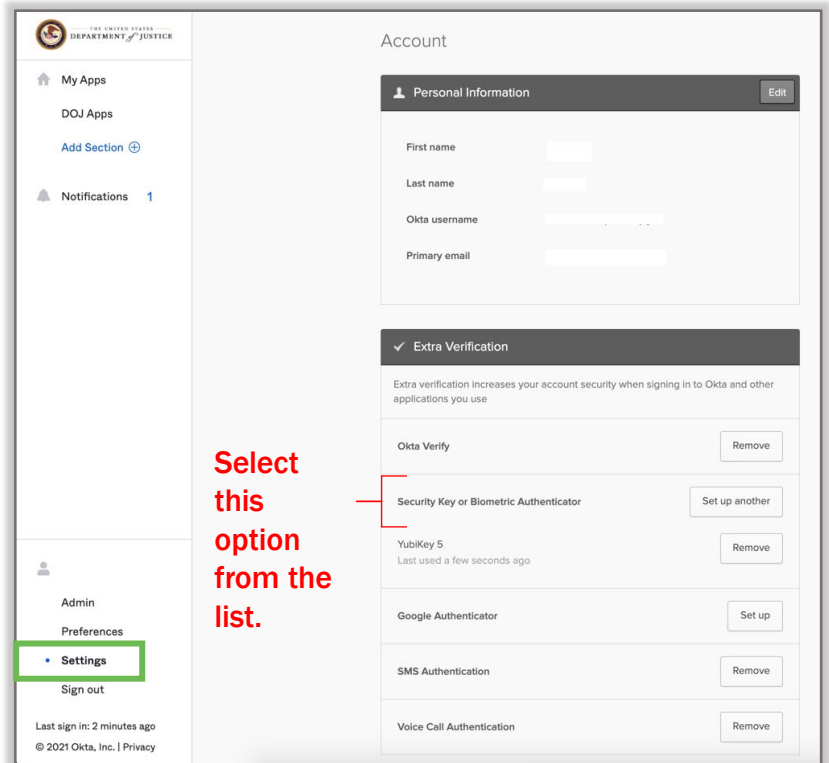
DIAMD: Biometric Key: Step 1

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

Use a biometric security key as a secondary authentication method if phone or internet service are not available.

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

Options



The screenshot shows the Okta Account page. On the left sidebar, the 'Settings' option is highlighted with a green box. The main content area is titled 'Account' and contains two sections: 'Personal Information' and 'Extra Verification'. The 'Extra Verification' section lists several authentication methods: 'Okta Verify', 'Security Key or Biometric Authenticator', 'YubiKey 5', 'Google Authenticator', 'SMS Authentication', and 'Voice Call Authentication'. A red box highlights the 'Security Key or Biometric Authenticator' option, with a red arrow pointing to it. A red text annotation next to the box says 'Select this option from the list.'

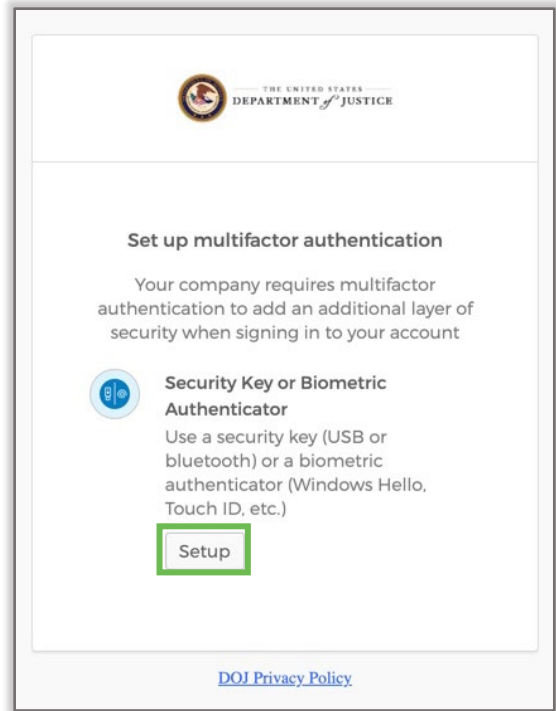
To follow this path, select Settings.



DIAMD: Biometric Key: Step 2

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

Setup



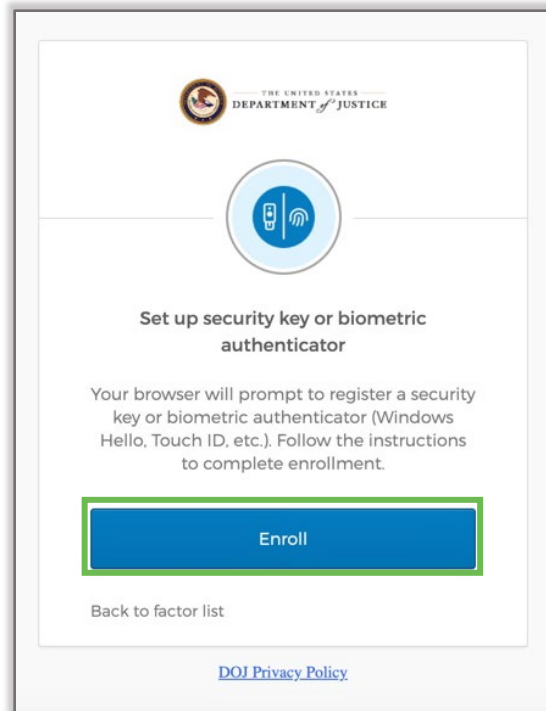
Choose this path if other services are unavailable.



DIAMD: Biometric Key: Step 3

3) Select Enroll.

Enroll



The screenshot shows a web page from the U.S. Department of Justice. At the top, there is the DOJ seal and the text "THE UNITED STATES DEPARTMENT OF JUSTICE". Below this is a circular icon containing a security key and a fingerprint. The main heading reads "Set up security key or biometric authenticator". The text below explains that the browser will prompt to register a security key or biometric authenticator (Windows Hello, Touch ID, etc.) and to follow the instructions to complete enrollment. A prominent blue "Enroll" button is highlighted with a green border. Below the button is a link for "Back to factor list" and a link for "DOJ Privacy Policy" at the bottom.

Enroll to set up the user's biometric key.

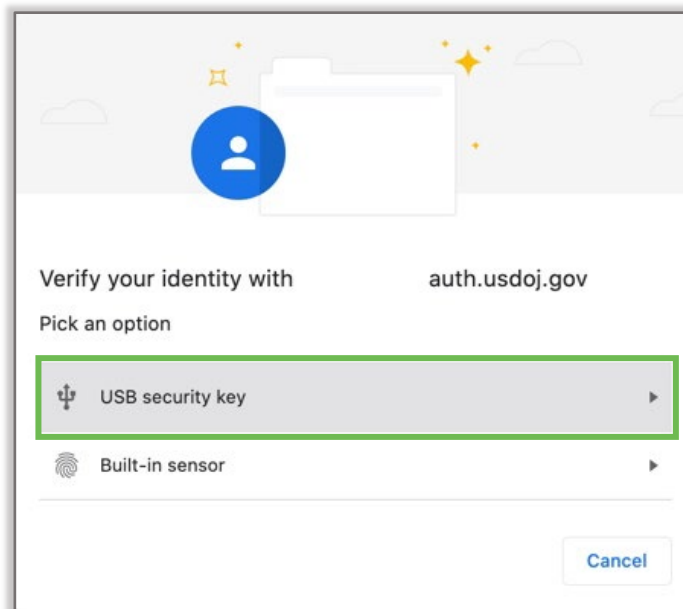


DIAMD: Biometric Key: Step 4

There are two biometric choices.

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

Options



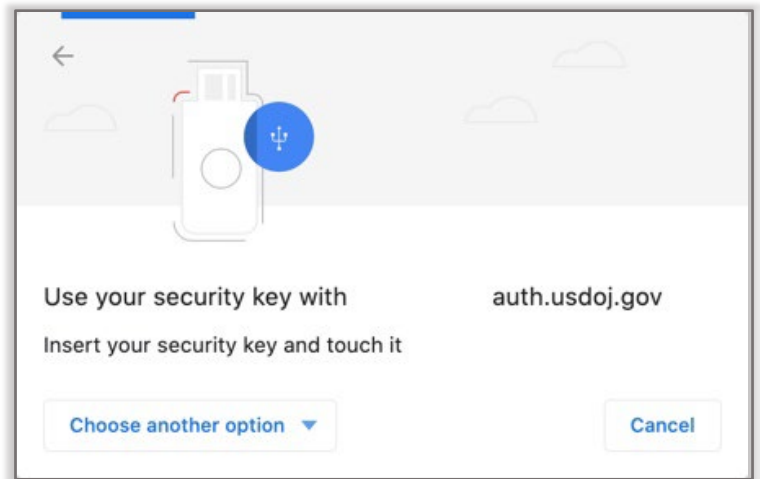
Select USB key.



DIAMD: Biometric Key: Step 5

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

Insert Key



After inserting, touch the biometric window.

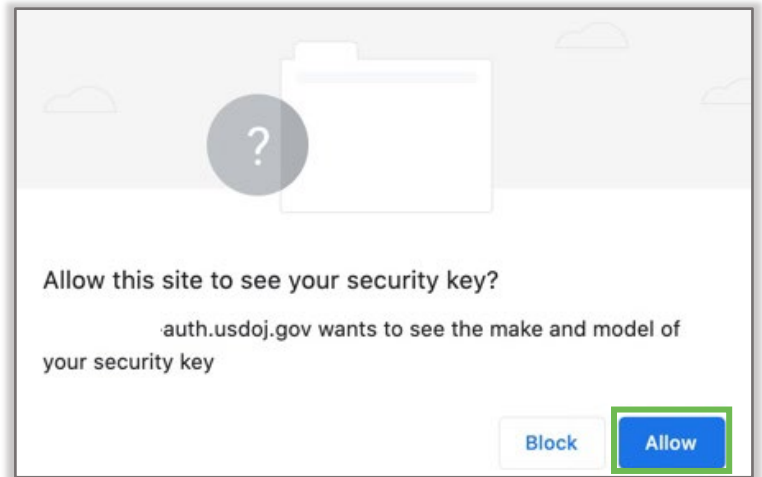


DIAMD: Biometric Key: Step 6

DIAMD opens a pop-up window requesting permission.

- 6) **Select Allow** to grant permission for DIAMD access the security key.

System Permissions



Grant access to the biometric key.



DIAMD: Biometric Key: Step 7

Sign in a second time

The user is automatically logged out of DIAMD.

7) After logging out, enter the login information again and select the **Sign In** button.


NOTICE TO USERS

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

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

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

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
[Privacy Act Statement](#)


THE UNITED STATES
DEPARTMENT OF JUSTICE

Sign In

Email Address

Password

Remember me

Need help signing in?
[DOJ Privacy Policy](#)

The user must sign in again.



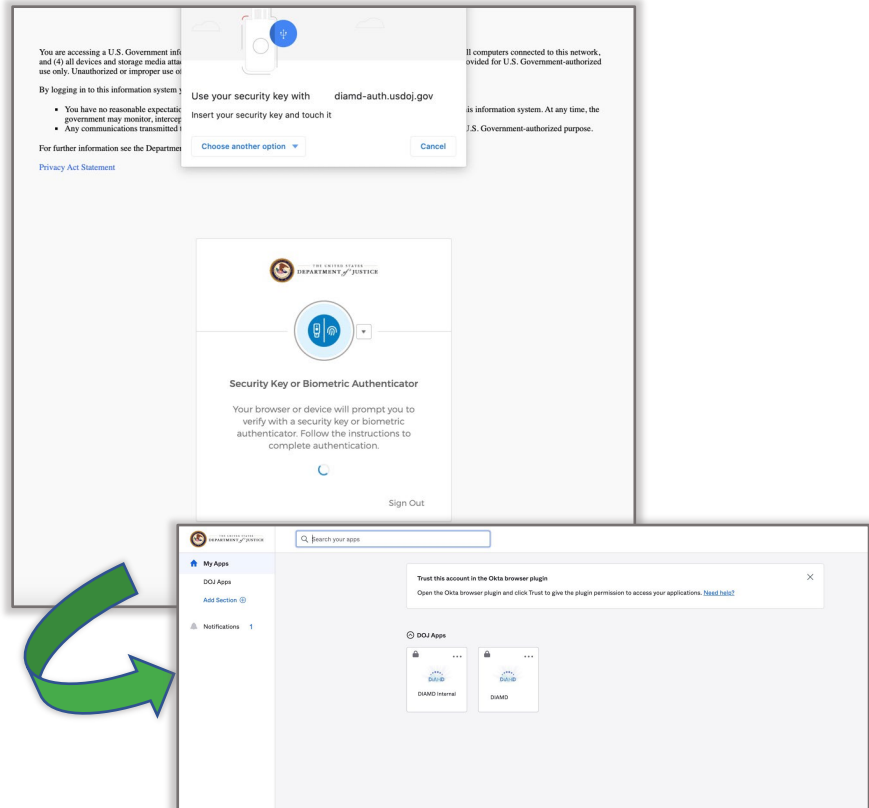
DIAMD: Biometric Key: Step 8

Insert Biometric Key

A dialog box opens with a prompt.

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

Users can view the progress of the authentication; the system will open the DIAMD access page.



The user's security key provides secondary authentication.





User View

Landing Page: Step 1

JustGrants Landing Page

The screenshot displays the JustGrants landing page for user SAMY MISDARY. The page features a top navigation bar with the JustGrants logo and a user profile icon. A left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area is divided into sections: Alerts (2) and My Worklist (29 results). The Alerts section shows two warnings: 'WARNING: System Under Construction' and 'WSR every Friday'. The My Worklist section contains a table of 29 results, with columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. An 'Export List' button is located in the top right of the table area.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-343115	01/28/2021	510 Days Past Due	Performance Report	New	03/09/2022 03:09 AM
PR-341948	04/30/2022	53 Days Past Due	Performance Report	New	05/15/2022 08:00 PM
PR-352961	04/30/2022	53 Days Past Due	Performance Report	New	05/16/2022 12:00 AM
PR-358527	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-358053	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-351156	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-362828	10/30/2022	Due In 114 Days	Performance Report	New	07/05/2022 02:13 PM
PR-361832	01/30/2023	Due In 206 Days	Performance Report	New	07/05/2022 02:12 PM
PR-363263	04/30/2023	Due In 296 Days	Performance Report	New	07/05/2022 02:13 PM

When viewing the Landing Page, note that the content of the top heading and left navigation bar do not change.



Landing Page: Step 2

JustGrants Landing Page

The screenshot displays the JustGrants landing page for user SAMY MISDARY. The page features a top navigation bar with the JustGrants logo, a home button, and a user profile. A sidebar on the left contains various menu items such as Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area is divided into sections: Alerts (2) and My Worklist (29 results). The Alerts section shows two warnings: 'WARNING: System Under Construction' and 'WSR every Friday'. The My Worklist section contains a table of 29 results, each representing a case with details on Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. An 'Export List' button is located in the top right of the table area.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-343115	01/28/2021	510 Days Past Due	Performance Report	New	03/09/2022 03:09 AM
PR-341948	04/30/2022	53 Days Past Due	Performance Report	New	05/15/2022 08:00 PM
PR-352961	04/30/2022	53 Days Past Due	Performance Report	New	05/16/2022 12:00 AM
PR-358527	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-358053	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-351156	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-362828	10/30/2022	Due In 114 Days	Performance Report	New	07/05/2022 02:13 PM
PR-361832	01/30/2023	Due In 206 Days	Performance Report	New	07/05/2022 02:12 PM
PR-363263	04/30/2023	Due In 296 Days	Performance Report	New	07/05/2022 02:13 PM

The top heading contains the Logo, Bell Notifications, Help Icon, and User Logoff.

Click on the Help Icon ? for links to JustGrants User Support contact information and JustGrants Resources.



Home Page

JustGrants Home Page

The screenshot displays the JUSTgrants Home Page for user SAMY MISDARY. The page features a left-hand navigation menu with tabs for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area is divided into two sections: Alerts and My Worklist.

Alerts (2)

- WARNING: System Under Construction 12/6/20 2:27 PM
- WSR every Friday 2/9/21 9:48 AM

My Worklist

29 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-343115	01/28/2021	510 Days Past Due	Performance Report	New	03/09/2022 03:09 AM
PR-341948	04/30/2022	53 Days Past Due	Performance Report	New	05/15/2022 08:00 PM
PR-352961	04/30/2022	53 Days Past Due	Performance Report	New	05/16/2022 12:00 AM
PR-358527	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-358053	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-351156	07/30/2022	Due In 22 Days	Performance Report	New	07/01/2022 12:01 AM
PR-362828	10/30/2022	Due In 114 Days	Performance Report	New	07/05/2022 02:13 PM
PR-364033		Due In 206 Days	Performance Report	New	07/05/2022 02:13 PM

When viewing the Home Page, the following tabs are available to users: a tab labeled **Alerts**, which displays system-wide notifications; and **My Worklist**, which displays the user's current assigned tasks. A **Load More** option may appear at the bottom of the alerts if more notifications exist than those that are currently displayed.

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

NOTE: User-assigned work resides in **My Worklist** on the Home Page. All Entity work is located under the respective award and applications navigation tabs.

Entity Profile

Entity Profile Tab

Entity Profile

Legal Name SAMY MISDARY	Department Name SAMY MISDARY	Division Name SAMY MISDARY
Applicant Type Individual	ROID 1144860	TIN/EIN 011001100

Mailing address will appear on all award documents

Physical Address

Street 1 * 810 7th Street NW	Street 2	County/Parish
City * 810 7th Street NW	Country * United States	Congressional District * 88
State/U.S. Territory * District of Columbia	Zip/Postal Code * 22310-1231	

Designate as Legal Address

Mailing Address

Street 1 * 810 7th Street NW	Street 2	County/Parish
City * Washington, D.C.	Country * United States	Congressional District * 88
State/U.S. Territory * District of Columbia	Zip/Postal Code * 22310-1231	

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

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

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

Entity Users

Entity Users Tab

The screenshot displays the JUSTgrants interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users (selected), Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, Privacy Policy, and Recents. The main content area is titled "SAMY MISDARY Users" and features a "Manage Users" button. Below this is a table with columns for Action, Name, Email ID, and Roles. The table lists six users with their respective roles. Below the table is a section for "SAMY MISDARY Contacts" with an "Add New Contact" button and a table with columns for Last Name, First Name, Email, and Phone Number. The contacts section currently shows "No Data Found".

Action	Name	Email ID	Roles
Details	SAMY MISDARY	justgrants011.applicationsubmitter@gmail.com	ApplicationSubmitter
Details	JustGrants011 GrantAwardAdmin	justgrants011.grantawardadmin@gmail.com	GrantAwardAdministrator
Details	JustGrants011 AuthorizedRep	justgrants011.authorizedrep@gmail.com	AuthorizedRepresentative
Details	JustGrants011 FinancialManager	justgrants011.financialmanager@gmail.com	FinancialManager
Details	JustGrants011 MultipleRoles	justgrants011.multipleroles@gmail.com	AlternateGrantAwardAdministrator, ApplicationSubmitter, AuthorizedRepresentative, FinancialManager, GrantAwardAdministrator
Details	SAMY MISDARY	justgrants011@gmail.com	AlternateGrantAwardAdministrator, ApplicationSubmitter, AuthorizedRepresentative, EntityAdministrator, FinancialManager, GrantAwardAdministrator

Last Name	First Name	Email	Phone Number
No Data Found			

All Entity Users are displayed on this tab once the Entity Administrator has added that user in DIAMD and the user has successfully logged into JustGrants.

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

In addition, Entity Administrators will have access to the **Manage Users** button.



Entity Documents

Entity Documents Tab

Entity Documents

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

[Add New Document](#)

Download	Delete	File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
		O-SMART-2021-91132-STG Analysis DATA-ADMIN-ORGANIZATION TIN.docx	Budget Financial Management Questionnaire	1/7/2021	1/6/2022	2020	01/07/2021	SAMY MISDARY
		External Grantees Focus Group Use Cases 7.22.20.xlsx	Disclosure of Process Related to Executive Compensation				01/07/2021	SAMY MISDARY
		External User Testing Session Test Data.xlsx	Budget Indirect Cost Rate Agreement	1/1/2021	1/20/2022		01/07/2021	SAMY MISDARY
		guidelines-for-joint-state-federal-civil-environmental-info.pdf	Budget Financial Management Questionnaire				01/07/2021	SAMY MISDARY

Recents [See all](#)

- Active Funded Award
FAW-307100
- Funded Award
FAW-307857
- Grant Package
A-188219
- Closeout
FAW-180103
- Active Funded Award
FAW-307341

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

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



Applications

Applications Tab

The screenshot displays the JUSTgrants interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications (selected), Awards, Monitoring, Federal Forms, Training Resources, Privacy Policy, Recents, and Active Funded Award. The main content area is titled 'Applications' and shows '197 results'. At the top right of the table area, there are navigation controls for rows (1-10) and an 'Export List' button. The table has the following columns: Select All, Application ID, Application Submitter, Authorized Representative, Managing Office, Program Office, Date Due, and Urgency. Below the table, there are 'Choose Role' and 'Assign to' dropdown menus and an 'Assign' button.

<input type="checkbox"/>	Application ID	Application Submitter	Authorized Representative	Managing Office	Program Office	Date Due	Urgency
<input type="checkbox"/>	GRANT00772238	SAMY MISDARY	SAMY MISDARY	OJP	BJA	05/31/2022	37 Days Past Due
<input type="checkbox"/>	GRANT00772284	SAMY MISDARY	SAMY MISDARY	OJP	OJJD	05/31/2022	37 Days Past Due
<input type="checkbox"/>	GRANT00772294	SAMY MISDARY	SAMY MISDARY	OJP	OJJD	05/31/2022	37 Days Past Due
<input type="checkbox"/>	GRANT00772306	SAMY MISDARY	SAMY MISDARY	OJP	OJJD	05/31/2022	37 Days Past Due
<input type="checkbox"/>	GRANT00772500	SAMY MISDARY	JustGrants011 MultipleRoles	OJP	OJJD	05/31/2022	38 Days Past Due
<input type="checkbox"/>	GRANT00772313	SAMY MISDARY		OJP	OVC	05/31/2022	38 Days Past Due
<input type="checkbox"/>	GRANT00770722	SAMY MISDARY	SAMY MISDARY	OJP	OJJD	04/30/2022	68 Days Past Due
<input type="checkbox"/>	GRANT00770691	SAMY MISDARY	SAMY MISDARY	OJP	BJA	04/30/2022	69 Days Past Due
<input type="checkbox"/>	GRANT3-6201-4546-bf81-3e12647ed50f	SAMY MISDARY	SAMY MISDARY	OJP	OVC	04/26/2022	73 Days Past Due
<input type="checkbox"/>	GRANTa-Sbce-4125-9659-b092f56777c7	Application Submitter	Authorized Representative	OJP	BJA	04/21/2022	77 Days Past Due

Users can access the applications that have been submitted by the Entity as well as the status of each application. The list will consist of all DOJ applications, both active and closed.

All Entity Users can access all the Entity's applications; however, only users assigned to specific applications will be able to take actions within those applications.

NOTE: User-assigned work is located on the Home screen under the Task List. All Entity work is found under the Award and Applications navigation tabs.



Awards

Awards Tab

The screenshot displays the JUSTgrants Awards tab. The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area shows a table of 12 awards. Below the table, there is an 'Assign' section with dropdowns for 'Choose Role' and 'Assign to:'.

<input type="checkbox"/>	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15JCOPS-20-GG-00239-SLEM	Pending-ProgrammaticCloseout	COPS	Programmatic	1/1/20	09/30/2020
<input type="checkbox"/>	15PSMA-20-GG-00229-VALO	Pending-Award Acceptance	OJP	SMART	1/1/20	10/30/2020
<input type="checkbox"/>	15PSMA-20-GG-00284-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/1/21	
<input type="checkbox"/>	15PSMA-21-GG-00197-AWAX	Active	OJP	SMART	1/1/21	12/31/2021
<input type="checkbox"/>	15PSMA-21-GG-00249-AWAX	Pending-Award External Assignee	OJP	SMART	7/8/21	08/07/2022
<input type="checkbox"/>	15PSMA-22-GG-01904-AWAX	Active	OJP	SMART	10/1/21	12/31/2022
<input type="checkbox"/>	15JCOPS-22-GG-00170-METH	Pending-FinanciaCloseout	COPS	Programmatic	10/1/21	12/31/2022
<input type="checkbox"/>	15PJDP-22-GG-01914-AWAX	Pending-Award External Assignee	OJP	OJJD	3/31/21	03/29/2023
<input type="checkbox"/>	15PSMA-22-GG-01802-AWAX	Active	OJP	SMART	3/23/22	03/31/2023
<input type="checkbox"/>	15PBJA-22-GG-01920-CAPL	Pending-Award External Assignee	OJP	BJA	1/1/21	09/30/2024

The Awards tab includes a list of all DOJ awards, both active and closed; older Awards are being migrated into JustGrants. All Entity Users will be able to access all the funded awards; however, only users assigned to specific awards will be able to take actions within those awards.

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

NOTE: All Entity work is located under the **Award** navigation tabs.

Monitoring

Monitoring Tab

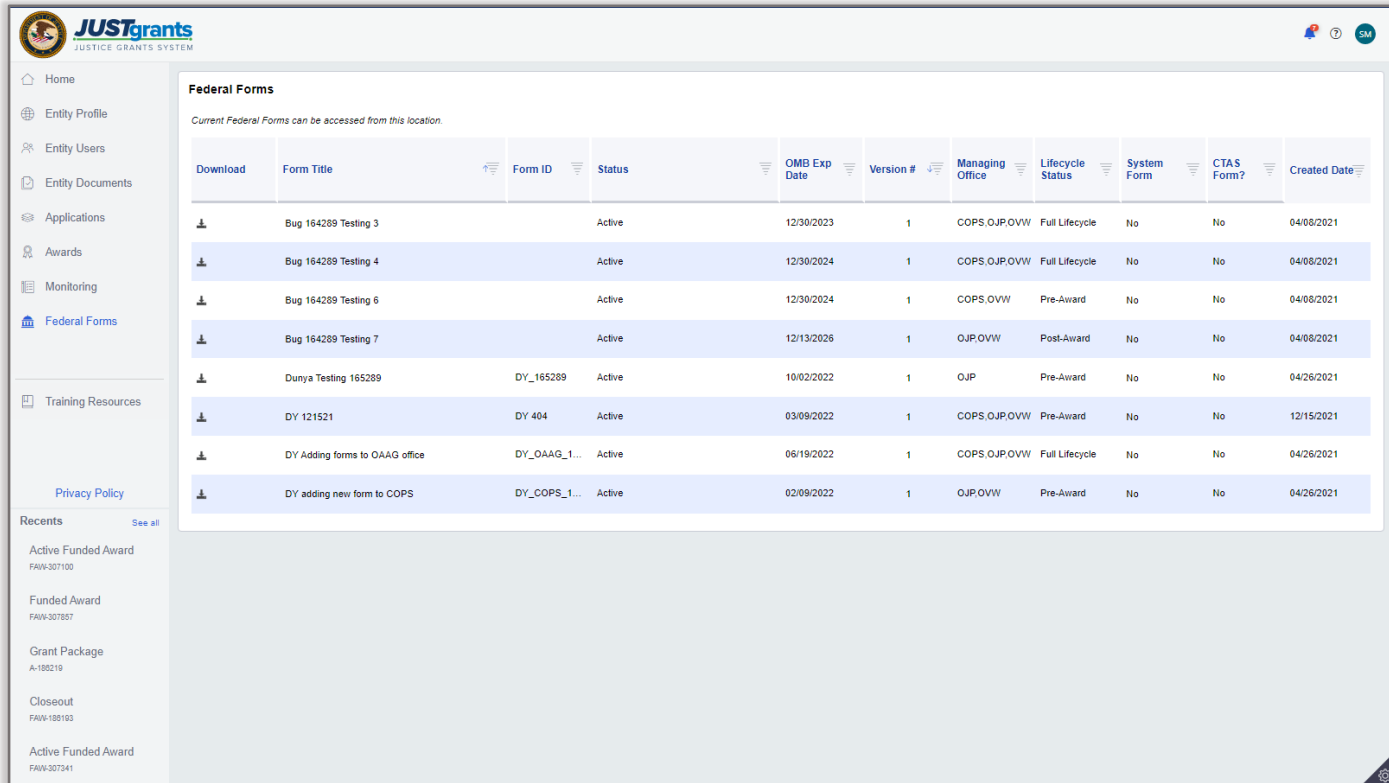
The screenshot shows the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring (highlighted), Federal Forms, Training Resources, and Privacy Policy. Below these is a 'Recents' section with a 'See all' link and a list of recent items: Active Funded Award (FAW-307100), Funded Award (FAW-307857), Grant Package (A-188219), Closeout (FAW-189193), and Active Funded Award (FAW-307341). The main content area is titled 'Monitoring Case Information - SAMY MISDARY' and shows '0 results'. A table header is visible with columns: Fiscal Year, Monitoring ID, Award Number, Monitoring Type, Monitoring Start Date, Monitoring End Date, DOJ Monitor, and Status. Below the table, it states 'No Data Found'.

All DOJ Entity monitoring activities are listed on the Monitoring tab, as well as the award status and contact information.



Federal Forms

Federal Forms Tab



Download	Form Title	Form ID	Status	OMB Exp Date	Version #	Managing Office	Lifecycle Status	System Form	CTAS Form?	Created Date
↓	Bug 164289 Testing 3		Active	12/30/2023	1	COPS,OJP,OVW	Full Lifecycle	No	No	04/08/2021
↓	Bug 164289 Testing 4		Active	12/30/2024	1	COPS,OJP,OVW	Full Lifecycle	No	No	04/08/2021
↓	Bug 164289 Testing 6		Active	12/30/2024	1	COPS,OVW	Pre-Award	No	No	04/08/2021
↓	Bug 164289 Testing 7		Active	12/13/2026	1	OJP,OVW	Post-Award	No	No	04/08/2021
↓	Dunya Testing 165289	DY_165289	Active	10/02/2022	1	OJP	Pre-Award	No	No	04/26/2021
↓	DY 121521	DY_404	Active	03/09/2022	1	COPS,OJP,OVW	Pre-Award	No	No	12/15/2021
↓	DY Adding forms to OAAG office	DY_OAAG_1...	Active	06/19/2022	1	COPS,OJP,OVW	Full Lifecycle	No	No	04/26/2021
↓	DY adding new form to COPS	DY_COPS_1...	Active	02/09/2022	1	OJP,OVW	Pre-Award	No	No	04/26/2021

The Federal Forms tab contains a list of forms generally used in the administration of federal funds.

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





Role Reassignment

Role Reassignment

JustGrants Landing Page

The screenshot displays the JustGrants Justice Grants System interface. The top navigation bar includes the JustGrants logo and a user profile icon. A left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message for 'JohnElectronicBusinessPoc Doe'. Below this, there are two alert boxes: 'WARNING: System Under Construction 12/6/20 2:27 PM' and 'WSR every Friday 2/9/21 9:48 AM'. The 'My Worklist' section shows 25 results in a table with columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. An 'Export List' button is located in the top right of the table area.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
A-240248	02/28/2021	497 Days Past Due	Grant Package	New	03/01/2021 09:34 PM
A-240247	02/28/2021	497 Days Past Due	Grant Package	New	03/01/2021 09:34 PM
A-260430	03/31/2021	466 Days Past Due	Grant Package	New	04/01/2021 05:50 PM
A-260429	03/31/2021	466 Days Past Due	Grant Package	New	04/01/2021 05:50 PM
A-260428	03/31/2021	466 Days Past Due	Grant Package	New	04/01/2021 06:05 PM
A-260427	03/31/2021	466 Days Past Due	Grant Package	New	04/01/2021 06:05 PM
A-260426	03/31/2021	466 Days Past Due	Grant Package	New	04/01/2021 06:05 PM
A-214220	12/01/2021	221 Days Past Due	Grant Package	Pending-Draft	10/05/2021 02:54 PM
A-200242	12/31/2021	191 Days Past Due	Grant Package	Pending-Draft	10/05/2021 02:55 PM
A-242228	02/22/2022	136 Days Past Due	Grant Package	Pending-Draft	10/05/2021 02:57 PM
A-216218	—	—	Grant Package	Pending-Draft	02/04/2021 03:29 PM

Individual user management.

The Entity Administrator can perform role assignment and management on an application-by-application and award-by-award basis; this enables the more effectively management of users across an Entity in one location.

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



Role Reassignment: Awards

Awards Page

The screenshot shows the JUSTgrants Awards page. The left navigation bar has 'Awards' highlighted with a green box and a circled '2'. The main content area displays a table with 107 results. The table has the following columns: Award ID, Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. The first row is highlighted in blue.

<input type="checkbox"/> Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15COPS-20-GG-00149-STECC	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/28/2021

Select the element that needs reassignment.

- 2) Select **Awards** from the navigation bar on the left side of the screen. Use the **Applications** menu option to access roles. The page is slightly different, but the following process is the same.



Role Reassignment: Assignee

Select Award, Role, Assignee

The screenshot displays the JUSTgrants Justice Grants 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 area shows an 'Awards' table with 107 results. The table has columns for Award ID, Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. A green box labeled '3' highlights the 'Hide Roles' button and the selection checkboxes for several rows. Below the table, there are two dropdown menus: 'Choose Role:' (labeled '4') and 'Assign to:' (labeled '5'), both with a green border. An 'Assign' button is located to the right of these dropdowns.

<input type="checkbox"/> Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15JCOPS-20-GG-00149-STECC	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input checked="" type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input checked="" type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input checked="" type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/28/2021

Select the Awards to be reassigned.

- 3) Select the checkboxes next to the awards to be reassigned.
- 4) Select the **Choose Role** dropdown menu to select the role to reassign. This filters the user view to display only those with that role available for assignment.
- 5) Select the **Assign to** dropdown menu to select the user to reassign.

Role Reassignment: Reassign

Reassignment

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Awards' and shows a table with 107 results. The table columns are: Select All, Award ID, Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. The 'Award Status' column has a tooltip that says 'Click to sort'. Below the table, there are two dropdown menus: 'Choose Role:' and 'Assign to:'. The 'Assign' button is highlighted with a green circle and the number 6.

Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15COPS-20-GG-00149-STECC	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/26/2021

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Users can only be assigned to roles assigned in DIAMD.

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





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