



# *JustGrants* Entity User Role Matrix



November 3, 2020



# JustGrants Entity User Roles Matrix

JustGrants is a streamlined, end-to-end grants management system, that provides applicants and grantees with an improved user experience across the entire grants lifecycle.

JustGrants offers the following benefits:

- Efficient processes which easily allow applicants and grantees to track their progress on applications and awards.
- Improved access to and accuracy of data through integration with other federal systems (i.e. [SAM.gov](#), [Grants.gov](#), ASAP).
- Entity profiles offering visibility across the organization, including active grants and applications across all DOJ offices.
- Enhanced automation and availability of electronic forms, reducing the need for uploading attachments and manual data entry.

JustGrants will carry out necessary grants management work beginning October 2020. The system will continue to evolve and improve over time to bring even more benefits to applicants, grant recipients, and DOJ personnel.

## User Roles in JustGrants

As you prepare to transition to JustGrants from GMS and NexGen, you will need to understand the six foundational roles for users. You will find that the roles in JustGrants are not a one-to-one match with the roles you had in GMS or NexGen. This matrix will help you understand the scope of the six foundational roles as you determine who should be JustGrants users in your Entity and which roles those users should possess.

**Entities may have multiple JustGrants users – there is no limit!**

**Each user can possess multiple roles – Entities determine who possesses what role(s).**

**Assign users to multiple applications and awards.**

**Each user will have one username and password.**

At the end of this document are links to training materials that you can review to become acquainted with JustGrants. There are short eLearning videos and downloadable PDF job aids to help guide you through the system as you become familiar with JustGrants.

**Note:** The legacy roles in this matrix are for GMS only. *NexGen does not have roles that directly map to JustGrants roles.*



## JustGrants User Role Matrix

Entity Administrator	Grant Award Administrator	Alternate Grant Award Administrator	Application Submitter	Authorized Representative	Financial Manager
<ul style="list-style-type: none"> <li>Maintains Entity-level information in SAM.gov and Entity documents in JustGrants.</li> <li>Manages Entity Users (adds and removes roles and users, maintains current assignments to all applications and awards)</li> </ul>	Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an Entity.	Supports the Grant Award Administrator in carrying out the programmatic requirements of Awards. This role is useful if a second Grant Award Administrator may be needed on a specific grant award.	Submits complete Applications on behalf of an organization, including Entity Assurances and Certifications. Assign this role to all current Application Submitters, and any user that may perform this role in the future.	Must possess the authority to enter into a legal Agreement on behalf of the Entity and bind it to the Award terms and conditions.	Certifies and submits financial information and all federal financial reports on behalf of an Entity.
Number of Roles Allowed per Entity					
<b>One per Entity</b> One Entity Administrator per Entity. If this person cannot carry out the duties (temporarily or permanently), the role can be transferred to another user.	<b>Multiple Allowed</b> Assign this role to all current Grant Award Administrators, and any user that may perform this role in future.	<b>Multiple Allowed</b>	<b>Multiple Allowed</b>	<b>Multiple Allowed</b> Assign this role to any user that may be required to accept or decline an award on behalf of an Entity.	<b>Multiple Allowed</b> Assign this role to all current Financial Managers and any user that may perform this role in the future.
Number of Roles Allowed per Application or Award					
<b>None</b> The Entity Administrator role is overarching and not assigned to individual applications or awards. However, the user could possess other roles that would be applicable to specific Applications and Awards.	<b>One per Award</b> <b>Required role.</b> Only one Grant Award Administrator can be assigned to an individual award, but an Entity Administrator can reassign if necessary.	<b>One per Application</b> <b>Optional role.</b> Only one Alternate Grant Award Administrator can be assigned to an individual award, but an Entity Administrator can reassign if necessary.	<b>One per Award</b> <b>Required role.</b> Only one Application Submitter can be assigned to an individual application, but an Entity Administrator can reassign if necessary.	One per Application (OVW and OJP) Two per Application (COPS) <b>Required role.</b> Only one Authorized Representative can be assigned to OJP and OVW applications. Two are required for COPS applications	<b>One per Award</b> <b>Required role.</b> Only one Financial Manager can be assigned to an individual award, but an Entity Administrator can reassign if necessary.
GMS Legacy Roles					
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Point of Contact (POC)</li> </ul>	<ul style="list-style-type: none"> <li>Alternate Point of Contact</li> </ul>	<ul style="list-style-type: none"> <li>Point of Contact (POC)</li> </ul>	<ul style="list-style-type: none"> <li>Authorized Representative</li> </ul>	<ul style="list-style-type: none"> <li>Financial Point of Contact (FPOC)</li> </ul>



# Training Resources

Resources				
Entity Management	Entity User Experience	Application Submission	Grant Award Acceptance	Award Management
<p><a href="#">Entity Management Training</a></p> <p>Entity Management Job Aid Reference Guide</p> <p>External Roles Infographic</p> <p>JustGrants Entity and User Onboarding Checklist</p> <p>DIAMD Frequently Asked Questions (FAQs)</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>JustGrants Entity Management</li> </ul>	<p><a href="#">Entity User Experience Training</a></p> <p>Entity User Experience Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>JustGrants User Experience</li> </ul>	<p><a href="#">Application Submission Training</a></p> <p>Application Submission Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>Locating an Application</li> <li>Submitting an Application</li> <li>Completing a Budget Detail Form</li> </ul>	<p><a href="#">Grant Award Acceptance Training</a></p> <p>Grantee Award Acceptance Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>Grantee Award Acceptance</li> </ul>	<p><a href="#">Award Management Training</a></p> <p>Award Management Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>Award Management</li> </ul>
<p><a href="#">Entity Management Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings Virtual Q&amp;A Session Presentation Entity Management FAQs</p>	<p><a href="#">Entity Management Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings Virtual Q&amp;A Session Presentation Entity Management FAQs</p>	<p><a href="#">Application Submission and Award Acceptance Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings Virtual Q&amp;A Session Presentation Application and Submission and Award Acceptance FAQs</p>	<p><a href="#">Application Submission and Award Acceptance Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings Virtual Q&amp;A Session Presentation Application and Submission and Award Acceptance FAQs</p>	<p><a href="#">Award Management and Grant Award Modifications Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings Virtual Q&amp;A Session Presentation Award Management and Grant Award Modifications FAQs</p>



# Training Resources

Resources				
Grant Award Modifications	Financial Reporting	Performance Reporting	Monitoring	Closeout
<p><a href="#">Grant Award Modification Training</a></p> <p>Grant Award Modification Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>Project Period Extension</li> <li>Creating Programmatic and Financial GAMs</li> </ul>	<p><a href="#">Financial Reporting Training</a></p> <p>Submit Financial Reports Job Aid Reference Guide</p> <p>COPS Office Helpful Hints Guide for Completing the Federal Financial Report (SF-425)</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>JustGrants Financial Reporting</li> </ul>	<p><a href="#">Performance Reporting Training</a></p> <p>Submit Performance Reports Infographic</p>	<p><a href="#">Monitoring Training</a></p> <p>Monitoring Infographic</p>	<p><a href="#">Closeout Training</a></p> <p>Closeouts Job Aid Reference Guide</p> <p><b>eLearning Videos</b></p> <ul style="list-style-type: none"> <li>JustGrants Closeouts</li> </ul>
<p><a href="#">Award Management and Grant Award Modifications Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings</p> <p>Virtual Q&amp;A Session Presentation</p> <p>Award Management and Grant Award Modifications FAQs</p>	<p><a href="#">Financial Reporting, Performance Reporting, and Closeout Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings</p> <p>Virtual Q&amp;A Session Presentation</p> <p>Financial Reporting, Performance Reporting, and Closeout FAQs</p>	<p><a href="#">Financial Reporting, Performance Reporting, and Closeout Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings</p> <p>Virtual Q&amp;A Session Presentation</p> <p>Financial Reporting, Performance Reporting, and Closeout FAQs</p>		<p><a href="#">Financial Reporting, Performance Reporting, and Closeout Virtual Session</a></p> <p>Virtual Q&amp;A Session Recordings</p> <p>Virtual Q&amp;A Session Presentation</p> <p>Financial Reporting, Performance Reporting, and Closeout FAQs</p>