DOJ Award Acceptance Checklist

Once notified of an award, entity users accept or decline the award in JustGrants through a two-step process:

- Entity Administrator confirms or assigns participants to the award.
- Authorized Representative(s) accepts or declines the award.

For additional guidance, visit the JustGrants Award Acceptance webpage.

Step 1: Confirm or Assign Award Participants

The Entity Administrator (EA) will assign or confirm entity users—specifically an Authorized Representative (two for COPS Office awards), Financial Manager, and Grant Award Administrator—to each award. Only the EA can complete this task, which is found on the EA's worklist.

☐ Select the appropriate Case ID.

☐ Complete the appropriate task based on your award:

  ☐ **New Award:** Complete the "Confirm/Assign Participants" task.

  ☐ **Supplemental Award:** Complete the "Verify Authorized Representative" task to confirm the original Authorized Representative(s) or assign a new user.

An award cannot be accepted OR declined until this step is completed.

If the EA has departed the entity, follow the Change Entity Administrator guidance. Once the role of EA has been transferred to someone new, the task will transfer to the new EA's worklist.

Note: Individuals assigned to the Authorized Representative role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

Step 2: Accept or Decline Award

After the Entity Administrator completes Step 1, the assigned Authorized Representative(s) will see a task on their worklist to accept or decline the award.

- **New Award:** Appears with a case type of "Funded Award" and a case status of "Pending-Award Acceptance."
- **Supplemental Award:** Appears with a case type of "Supplement Award Package" and a case status of "Pending-Award Acceptance."

Step 2: Accept or Decline Award (*continued*)

The Authorized Representative(s) must:

☐ Select the appropriate Case ID to bring up the **Award Package Acceptance** screen.

☐ Expand each section caret (>) and certify that they have read and understood the information in each section.

☐ Ensure the entity is prepared to meet all award requirements.

☐ Select the **Declaration and Certification** box to accept or decline the award.

Note: For COPS Office awards, Authorized Representative 1 must first accept or decline the award, then Authorized Representative 2 can accept or decline the award.

What do the different award statuses in JustGrants mean?

- **Pending-Award External Assignee:** The Entity Administrator needs to confirm or assign the Financial Manager, Grant Award Administrator, and Authorized Representative(s) roles.
- **Pending-Award Acceptance:** The award is now ready for the assigned Authorized Representative(s) to accept.
- **Pending-ASAP Enrollment:** The entity must complete the enrollment process in the Automated Standard Application for Payments (ASAP), an electronic system that federal agencies use to quickly and securely transfer money. All recipients of DOJ funds must enroll in ASAP. Review the ASAP Enrollment Checklist for next steps.
- **Pending-Account Creation:** The award has been accepted by the entity and an account is being created in ASAP for the award.
- **Pending-Active:** All award acceptance and ASAP account set up activities have been completed.

Need help getting into your JustGrants account?

- Go to JustGrants, which will redirect you to the DIAMD login screen if your computer is not currently logged into DIAMD.
- You need to know the answer to your "challenge" question (security question) for these next steps.
- If you forgot your DIAMD password, select "Need help signing in?" followed by "Forgot password?" and follow the instructions.
- If your DIAMD account is "locked," select "Need help signing in?" followed by "Unlock account?" and follow the instructions.

If your email address has changed since setting up your DIAMD login, or if you need further technical assistance with JustGrants, contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or (833) 872-5175.