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Overview

This guide will provide information to:

• Explain the concept of “Entity” as it relates to doing business with the Department of Justice (DOJ)
• Explain the crucial role the website SAM.gov plays in maintaining Entity-level data
• Define what is meant by Entity Profile
• Define the concept of Entity User(s)
• Describe the six foundational Entity User roles and their respective duties in JustGrants
• Describe the unique abilities of the external Entity Administrator role

As an introduction to the information in this guide, let’s first define several terms used throughout and break down the JustGrants relationship to SAM.gov.

IMPORTANT

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

• The system does not “auto save” your work.
• You will see a warning message after 10 minutes of inactivity (per security requirements).
• You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
• Unsaved work will not be saved at logout.
What is an Entity?

When you first open JustGrants, you will find navigation options labeled Entity Profile, Entity Users, and Entity Documents. The word Entity is used in place of Organization. This is a word defined by GSA/OMB and is used to meet federal standards.

These entity sections contain information specific to you. In the user hierarchy there is one Entity Administrator (EA) assigned to each entity - and if you are reading this guide, that is likely you. The abilities and authorities of this role are detailed on Page 8 of this guide.

Entities have several identifiers: Legal name, Doing Business As, (DBA), and one or multiple numeric or alphanumeric identifiers.

An Individual Entity (i.e., a fellow) is an applicant who is an individual person, not an organization, applying for grant funding. Individual entities do not need to register in SAM.gov. The Tax Identifier Number/Employee Identifier Number (TIN/EIN) is used for individual entities.

Most entities in JustGrants will be organizational entities, composed of multiple individuals. Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.
SAM.gov is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities register in SAM.gov in order to apply for funding on Grants.gov and must maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov will generally appear in JustGrants the following day. Note: The DIAMD system is not connected to SAM.gov.

1. All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

2. Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

3. All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

4. If an Entity’s SAM.gov registration is not active or has expired, their award can be delayed/suspended until registration is active in SAM.gov.
Currently, SAM.gov considers the Data Universal Numbering System (DUNS) number to be the government-wide definition of a unique entity identifier for organizations, which are captured through SAM.gov.

Each Entity should possess one DUNS number. If an organization has more than one DUNS number, each DUNS number will require separate SAM.gov registration and will be registered as a different entity in JustGrants.

**Note:** COPS Office grantees and awards will need to retain the Originating Agency Identification (ORI) number as a reference field.

DUNS will continue to be used as the primary Entity Identifier through early Spring 2022. Currently, the federal government estimates that the SAM-generated Unique Entity Identifier (UEI) will begin to be used in place of DUNS in April 2022. JustGrants will be prepared to incorporate the UEI in alignment with the larger federal government-wide effort.
The **Automated Standard Application for Payments** (ASAP) is a system that allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.

ASAP replaced the Grants Payment Request System (GPRS) for DOJ grant payments in 2020.

### ASAP PAYMENT PROCESS

1. Entities initiate payment requests in ASAP

2. DOJ agencies approve or reject the payment requests *(Requests are pending until approved or rejected)*

3. Payment is settled and entities can review batch reports online

For step-by-step directions, and other information about ASAP, please refer to the [ASAP training guide](#).
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 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.

The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.

**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.

**GRANT AWARD ADMINISTRATOR**

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

**ALTERNATE**

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

**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 is the key role within an entity.
• The Entity Administrator bears responsibility for managing entity information in JustGrants.
• The Entity Administrator is the gatekeeper and manages the entity users.
• The Entity Administrator ensures the accuracy of the Entity Profile in JustGrants and makes changes, when necessary, in SAM.gov.
Onboarding
Onboarding

The person listed as the SAM.gov E-Biz Point of Contact will be the Entity Administrator. To check your E-Biz POC designation in SAM.gov:

1) VISIT SAM.gov.
2) SELECT Search Records and enter your entity’s information.
3) VIEW Details, including Points-of-Contact (POC) (including E-Biz POC) within the Entity Profile.

If the SAM.gov E-Biz Point of Contact is correct:
REQUEST the invitation email immediately.

If the SAM.gov E-Biz Point of Contact is incorrect:
• CHANGE in SAM.gov
• WAIT 24 hours, and then request the invitation email

If the E-Biz POC did not receive their JustGrants enrollment e-mail, they can request a new invitation by sending an email to:

JustGrants.Support@usdoj.gov (JustGrants)

For more information about SAM.gov onboarding, including step-by-step directions, please refer to the SAM.gov Registration guide.
Onboarding

All users need to register with Grants.gov, which creates one Grants.gov account for accessing and using the system as either an applicant or grantor.

An account in Grants.gov is defined by your unique email address, username, and password. The Grants.gov account creation process is the same for both applicants and grantors.

To connect your one Grants.gov account with one or more entities, you create separate "profiles" within your account. One Grants.gov account can have multiple profiles, and each profile allows for different roles and access levels to be assigned within that particular entity. The Grants.gov profile creation process is different for applicants and grantors.

For more information about Grants.gov onboarding, please refer to the Grants.Gov Online Help guide.
From SAM.gov to JustGrants

This map shows the movement from SAM.gov, through Grants.Gov to JustGrants. Note: You will need to acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

START

DUNS

- Obtain DUNS number and confirmation
- Register with SAM.gov and receive confirmation

Search Grants.gov
- Select correct Competition ID

Access Funding Opportunity and Application Package from Grants.gov

Acquire confirmation for AOR from E-Biz POC

Application Submitter completes and submits the SF-424 and SF-LLL

System creates the Entity Administrator and Application Submitter in JustGrants

Complete & submit application in JustGrants

FINISH

E-Biz POC = Entity Administrator (for onboarding)
DIAMD Onboarding

The Digital Identity & Access Management Directory (DIAMD) system allows entities to manage users and roles in JustGrants. Only the Entity Administrator can make changes in DIAMD. When the Entity Administrator assigns a role to a user, DIAMD sends an email to the user with instructions to login to JustGrants.

The Entity Administrator serves as the “gatekeeper,” for Entity Users. When assigning individuals to specific roles in JustGrants keep in mind:

• Who should have access to JustGrants to view the Entity's information?
• What actions might those users need to take in JustGrants on behalf of the Entity?
• What roles would enable those users to take those actions? Note that an individual can be assigned to multiple roles; there are no limits to the number of roles that can be assigned to an individual, or to the number of individuals assigned to a role.
• Are there any anticipated staff absences/changes? For example, if you have identified one staff member to serve as the Grant Awards Administrator, but that staff member will be taking an extended absence in a few months, consider adding other individuals to the Grant Award Administrator role.

For more information about DIAMD onboarding, including step-by-step guides, please refer to the DIAMD FAQ guide.
From JustGrants to Award

After a new user has completed the initial registration in JustGrants. They will need to login to the system a SECOND time to activate their user credentials. They cannot be assigned to awards or applications until they done this second login to JustGrants.

Entity Administrator (EA) invites users in DIAMD

- Register in DIAMD
- Login to JustGrants

Users receive email from DIAMD

EA assigns JustGrants roles to each user in DIAMD

Users can access and edit awards

EA assigns users to awards in JustGrants

- Assigns Grant Award Administrators to individual awards
- Assigns Financial Managers to individual awards
- Assigns Authorized Representative to Grant Award Package
Troubleshooting
ONBOARDING FROM JUSTGRANTS ONWARDS

After a user has been added or invited by the Entity Administrator in DIAMD, they MUST log in as “Entity User” in JustGrants. If they are not able to there are several possibilities:

Do you see the user?

It is possible they haven’t fully onboarded; Can they log into DIAMD? Can they log into JustGrants? Ask them to look for a DIAMD e-mail and log in completely. If there are still issues, re-invite the user in DIAMD.

Do you see the user, but the roles are incorrect?

Add or remove the roles in DIAMD and then refresh.

Can you now see the user or see their roles?

Then they are now fully onboarded and ready to receive assignment to specific applications or awards.
Entity User Management
Steps 1 - 2: Entity User Management

1) Open the JustGrants Landing Page.

2) Select Entity Users from the menu on the left side of the screen.
Step 3: Entity User Management

### MANAGE USERS

Only the Entity Admin can manage the Entity Users.

3) Navigate to the Doing Business As section of the Entity User page and select the **Manage Users** button to open the My Apps screen for access to the Secure User Management System called DIAMD.
Step 4: Entity User Management

SELECT THE DIAMD TILE

My Apps provides access to Secure User Management.

4) Select the tile for **Digital Identity and Access Management Directory**, commonly called **DIAMD**, to launch your Entity Management services.
Step 5: Entity User Management

INVITE MEMBER

The Entity Admin can manage users or the Entity.

5) Select the **Invite Member** tile to open the details screen.
Steps 6 - 8: Entity User Management

MEMBER PROFILE

6) Complete the email and name fields in the Member Profile section.
7) Assign roles appropriate for the member.
8) Select the Submit button to save the information.

Note: Fields that are marked with a red asterisk are mandatory. You will not be able to submit if these fields are left blank.

Auto-populated with organization profile
Selected role displayed
Organization data will auto-populate the Entity Profile.

Steps take place in DIAMD
Step 9: Entity User Management

9) To re-invite a member, select the **Re-Invite Member** tile to search for and send a member a DIAMD invitation.
**Steps 10 - 11: Entity User Management**

**SEARCH FOR MEMBER**

10) Begin typing a name to search for the member or click the dropdown menu to select the member you wish to re-invite.

11) Select the **Submit** button to re-invite the member.
Step 12: Entity User Management

MANAGE MEMBER

Select Manage Member from the DIAMD menu.

12) Select the **Manage Member** tile to access member attributes and add or remove the roles assigned to the member.
13) To add a role, select a role to add from the Select Roles to Add drop-down menu.

14) To remove a role, select a role to remove from the Select Roles to Remove drop-down menu.

15) Select the Submit button to complete the action.
Entity Management
Step 1: Entity Management

To manage the Entity, select the Manage Entity tile.

1) Select the Manage Entity tile to remove a member or replace the Entity Administrator.
**Steps 2 - 3: Entity Management**

**REMOVE MEMBER**

Steps take place in DIAMD

Auto-populated with Entity Profile

Auto-populated with Entity Administrator

Most data are auto-populated in the Entity Profile.

2) **To remove a member,** type to begin a search or select the dropdown to choose the member from a list.

3) **Select the Submit button to complete the information.**
Steps 4 - 6: Entity Management

4) To replace the Entity Administrator, type to begin a search for the entity or select the dropdown to choose the member from a list.

5) To find the administrator's name, type to begin a search or select the dropdown to choose the administrator from a list.

6) Select the **Submit** button to finalize.

**Note:** An existing entity administrator may replace their role with another member as entity administrator.
Entity Profile
Steps 1 - 2: Entity Profile

1) To confirm that changes made in the DIAMD were successful, open the JustGrants Landing Page.

2) Select Entity Profile from the menu on the left side of the screen.

**Note:** If any information is incorrect, the Entity Administrator must make the correction in SAM.gov. It can take 24 hours for the updated SAM.gov information to update in JustGrants.
Step 3: Entity Profile

EDITABLE FIELDS

3) Confirm any changes you have made. The following fields can be edited directly in JustGrants (only by the Entity Administrator): Law Enforcement, Faith-Based, Legal Address Designation.
Step 4: Entity Profile

Any selections need to be submitted to be completed.

4) Select the **Submit** button to complete any profile changes made in JustGrants.
User View
When a user views the Landing Page, they will always see the top heading content and left navigation bar. The top heading contains the the logo, bell notifications, the Help icon, and User Logoff.

Currently the help icon is not connected but will continue to be displayed.
When a user views the Home Page, they will see tabs 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 what are currently visible.

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

**NOTE:** User assigned work is found in **My Worklist** on the Home Page. All entity work will be found under the respective award and applications navigation tabs.
For entity profiles, entity-level information will be displayed on the Entity Profile; all entity users and DOJ users can see 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). SAM data will populate the physical and mailing address, as appropriate. The 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.
All entity users are displayed on this tab once 1) the Entity Administrator has added that user in DIAMD and 2) the user has successfully logged into JustGrants.

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

Entity Administrators also will see the Manage Users button on their page.
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 application, award, and monitoring activities.

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

APPLICATIONS TAB

Users will be able to see what applications have been submitted by the entity and the status of each application. The list will consist of all DOJ applications, both active and closed.

All entity users will be able to view all of the entity’s applications; however, keep in mind that only users assigned to specific applications will be able to take actions within those applications.

**NOTE:** User assigned work is found in the Home screen under the Task List. All entity work is found under the Award and Applications navigation tabs.
The Awards tab includes a list of all DOJ awards, both active and closed – older Awards have been migrated into JustGrants. All entity users will be able to view all of the funded awards; however, keep in mind that 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 they can view all activities associated with a specific funded award.

**NOTE:** All entity work is found under the Award navigation tabs.
All DOJ entity monitoring activities are listed here, as well as the award status and contact information.
On the Federal Forms tab, you will find 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.
Step 1: Role Reassignment

Role assignment and management can be done by the Entity Administrator on an application-by-application and award-by-award basis, enabling entities to more effectively manage users across an entity in one location.

1) Open the JustGrants Landing Page.
Step 2: Role Reassignment

2) Select **Awards** from the navigation bar at the left. You may also select **Application** at this point to access roles. The page is slightly different but the process that follows is the same.
Steps 3 - 5: Role Reassignment

**SELECT AWARD, ROLE, ASSIGNEE**

3) Select the checkboxes next to the awards you want to reassign.

4) Select the **Choose Role** dropdown menu to select the role you want to reassign. This filters the user view to show only those awards with that role available for assignment.

5) Select the **Assign to** dropdown menu to select the user you want to reassign.
Step 6: Role Reassignment

Users can only be assigned to roles assigned in DIAMD.

6) Select Assign to complete the action.
Ongoing Entity Management
Ongoing Entity Management

After you have assigned entity users to their specific roles in JustGrants, it is highly recommended that Entity Administrators take part in routine, ongoing entity management activities, such as:

SAM.Gov

✓ Keep registration active
✓ Keep contacts current (e.g., E-Biz POC)

DIAMD

✓ Keep Users and Roles current
✓ Add roles? Reduce roles? Different roles?
✓ Entity Administrator Change? Change your Entity Administrator one of two ways:

How to change your Entity Administrator:
1) The current Entity Administrator transfers the role to another User in DIAMD.
2) If the Entity Administrator is not available to transfer the role to another user, then DOJ will reference SAM.gov E-biz POC as the Entity Administrator. Therefore, the entity should: a) Change E-biz POC in SAM b) Send a request to DOJ User Support.

JustGrants

✓ Make sure JustGrants shows your current Entity Users
✓ Reference Applications and Awards sections to ensure Users are properly assigned and take action to reassign