

NEWS AND UPDATES



JUSTgrants
JUSTICE GRANTS SYSTEM

Updates, information, and resources to assist U.S. Department of Justice grant applicants and award recipients.

RESOURCES

How To Accept Supplemental Awards

Department of Justice (DOJ) supplemental award recipients must complete the process of reviewing and accepting (or declining) an award in JustGrants.

To accept a supplemental award in JustGrants, the **Entity Administrator** first must—

1. Navigate to the “Awards” tab and open the funded award in JustGrants.
2. Locate the “VerifyAndConfirmAuthorizeRep” task on the funded award screen and select “Begin.”
3. View the contact details for the currently assigned **Authorized Representative** and determine if a re-assignment is needed.
 - If re-assigning, the “Assign To” drop-down menu will display all current entity users with the Authorized Representative role.
4. Select “Submit.”

After these steps are completed, the **Authorized Representative(s)** then receives an action item to accept or decline the award.

Review [resources](#) and frequently asked questions (FAQs) related to accepting a DOJ award on the [Award Acceptance](#) website.

You received this email because you are a current or previous Department of Justice grant applicant or award recipient.

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