

Date of circulation: October 14, 2021

Subject: Learn How to Accept an Award in JustGrants

NEWS AND UPDATES



JUSTgrants
JUSTICE GRANTS SYSTEM

On October 15, 2020, the Department of Justice (DOJ) grant making components — the [Office of Community Oriented Policing Services \(COPS Office\)](#), the [Office of Justice Programs \(OJP\)](#), and the [Office on Violence Against Women \(OVW\)](#) — transitioned to one grants management system (JustGrants) for all three grant making components and a new payment management system (ASAP).

This e-newsletter provides updates and shares information to assist everyone with the transition to these new systems.



ANNOUNCEMENTS

Do You Have Questions About JustGrants? Register to Attend a Virtual Q&A Session

The JustGrants team is offering real-time technical assistance and support on how to use JustGrants. If you have questions or simply want to learn more, register to attend one of the sessions on Entity Management, Post-Award Management or Award Acceptance for DOJ award recipients. Recurring weekly sessions include —

- **Post-Award Management:** Mondays, 1:00–2:30 p.m. ET
- **Entity Management:** Tuesdays, 2:00–3:30 p.m. ET
- **(NEW) Award Acceptance:** Thursdays, 2:00–3:00 p.m. ET

You may also review [previous Virtual Q&A session recordings and materials](#).

[Register for a Session](#)

Accepting Fiscal Year 2021 Awards in JustGrants

As awards are being made, this is a reminder that when successful applicants are notified of their awards, the Authorized Representative, Application Submitter, and Entity Administrator will receive an email notification that there is an award to accept. The entire process of reviewing and accepting FY 2021 awards will be completed within JustGrants.

To accept the award, your Authorized Representative will accept or decline the award electronically in JustGrants. With the new system, you do not need to print and sign a PDF.

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A few important points to note are listed below:

- Entities must set up their JustGrants account and enroll in ASAP to accept and manage their awards.
- Prior to accepting an award, the Entity Administrator must assign a Financial Manager and a Grant Award Administrator. The Entity Administrator should also review the Authorized Representative assignment made at the time of application to ensure the assignment is correct. Review the [JustGrants Roles](#) overview for more information.
- COPS Office grantees will have two Authorized Representatives, and both must accept the award.

To **accept** an award in JustGrants, the Authorized Representative will —

1. sign in to [JustGrants](#).
2. select an award from My Worklist.
3. open and accept the information for each tab of the Award Package page.
4. click Accept. (After the Authorized Representative clicks Accept, the system will display a banner indicating that the award has been accepted.)

To **decline** an award, the Authorized Representative will —

1. select the Decline button and enter an explanation.

Learn more about accepting awards in JustGrants by viewing this [training video](#) and [reference guide](#).

[Award Acceptance Resources](#)

Wondering About Your FY 2021 Award Status?

Please refer to the September 9, 2021, [FY 2021 Department of Justice Grants Award Timeline and JustGrants Processing](#) communication regarding the Department's timeline for awards.

The three grant making components will update their websites as FY 2021 awards are made. Please check the following links for award updates:

- [COPS Office Award Announcements](#)
 - [OJP Award Data](#)
 - [OVW Awards by State and Program](#)
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Do you know someone else who could use this information? They can subscribe to email updates regarding JustGrants at

https://public.govdelivery.com/accounts/USDOJOJP/subscriber/new?topic_id=USDOJOJP_586.

You received this email because you are a current or previous grantee or applicant of one or more of the Department of Justice grant making components. Share [this link](#) with your colleagues and encourage them to sign up to receive future updates from Justice Grants.

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