JustGrants Entity and User Onboarding Checklist

JustGrants, the Department of Justice's (DOJ) grants management system, provides new ways to manage entity and user information. DOJ is committed to ensuring that all users interface with a secure and protected grants management system. The System for Award Management (SAM) is the authoritative vendor identity source. SAM registrations must be updated annually to remain current. Your entity's SAM registration provides the foundational information required for seamless onboarding into JustGrants.

Before Applying for DOJ Funding

Refer to the "DOJ Application Submission Checklist," which covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants. The checklist includes information on how to prepare to apply; completing the abbreviated application in Grants.gov; entity onboarding and JustGrants access; completing, reviewing, certifying and submitting your application in JustGrants; and helpful user tips.

First-time applicants to JustGrants should confirm that the contact information (email address) for your entity's Electronic Business Point of Contact (E-Biz POC) in SAM is accurate and up-to-date. An expired SAM registration can delay or prevent application submission in Grants.gov and JustGrants. After an application is submitted in Grants.gov, your entity's E-Biz POC will receive an email notifying them that an account has been established in JustGrants. (Note: This is an opportunity to ensure that entity profiles are up-to-date and that required roles are assigned or updated.)

The E-Biz POC will be onboarded as your Entity Administrator in JustGrants. Once onboarded, that role can be reassigned to another Entity User. If your entity is known to JustGrants, the Entity Administrator is whomever has already been assigned that role.

As an Entity Administrator, you will need to complete the following steps within 72 hours of receiving the JustGrants registration link:

1. **Review the training resources.**

   View the "Entity Management" and "Entity User Experience" self-guided eLearning videos and the supplemental job aid reference guides and infographics before you begin the entity and user onboarding process. These trainings will help all users understand the six foundational roles, each role's responsibilities and which roles Entity Users need or should have. (Note: User roles must be assigned, and applications and awards must be assigned to those users, before actions may be taken in the system.)

2. **Create an account in the Digital Identity & Access Management Directory System (DIAMD), DOJ's secure user management system.**

   For first-time applicants in JustGrants, within 24 hours AFTER receiving a confirmation email from Grants.gov, the Entity Administrator and Application Submitter will receive an email from DIAMD with instructions for JustGrants login. DIAMD is the system that authenticates users and assigns user roles for JustGrants. To ensure that you receive these emails and that they are not flagged as spam, we recommend adding **"DIAMD-NoReply@usdoj.gov"** to the trusted sender list in your email settings. (Note: Users MUST complete their registration and create their account within 72 hours of receiving their invitation link to register; otherwise, the link will expire.)

3. **Review your entity profile in JustGrants.**
   Under the "Entity Profile" tab in JustGrants, you will be able to view information about your entity that is pulled directly from SAM. Review the entity profile and complete the three editable fields within JustGrants (i.e., Law Enforcement, Faith-Based, Legal Address Designation). If other information in the entity profile is incorrect, an authorized user must correct the details in SAM. JustGrants pulls entity information directly from SAM to ensure data consistency and integrity. Data is typically updated from SAM every 24–48 hours.

4. **Review the "JustGrants User Roles Guide."**
   Review the "JustGrants User Roles Guide" to become familiar with the various JustGrants Entity User roles. Determine who will be assigned as Entity Users, which roles each user will need, and which DOJ awards each user will manage.

5. **Invite Entity Users and assign user roles.**
   Once you have reviewed your DOJ application(s), any current awards and the "JustGrants User Roles Guide," you will need to invite all Entity Users and assign their various roles. Assign the role of Authorized Representative to one or more users in DIAMD. (Note: COPS Office applications require two Authorized Representatives.)

   After an Entity User is added to JustGrants, that individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a DIAMD account. Each user must complete all steps, including successfully logging in to JustGrants, to become an "active" user. You will need to assign applications and awards to individual users after they are active.

   Be sure to assign ALL roles. You must assign and confirm the roles of Entity Administrator, Authorized Representative(s) and Application Submitter(s) before the entity can submit an application. (Note: These roles could all be held by the same Entity User, if that user is assigned those roles in DIAMD.) You may also assign post-award roles (e.g., Grant Award Administrator, Financial Manager), as appropriate.

6. **Review your entity's DOJ application(s) and awards in JustGrants.**

   Under the "Applications" and "Awards" tabs in JustGrants, you will be able to assign users and determine any additional users who you will need to invite as Entity Users.

7. **Check onboarding status often.**
   Check the "Entity Users" tab in JustGrants to ensure that the Entity Users that you invited with required JustGrants roles have completed the onboarding process. You will not be able to assign application or award tasks to these users until they log in and appear on this tab.

If you experience unforeseen technical issues:

- COPS Office and OJP applicants and recipients must report difficulties with JustGrants to JustGrants User Support.
- OVW applicants and recipients must contact OVW.JustGrantsSupport@usdoj.gov or 866–655–4482.

Visit the Justice Grants Website to learn more and to access resources and training materials.

RESOURCES

- **Justice Grants Website:** Find more information about JustGrants, including training, resources, and news and updates.
- **Entity User Experience Training and Reference Materials**
- **Entity Management Training and Reference Materials**
- **JustGrants User Roles Guide**
- **Application Submission Training and Reference Materials**
- **Financial Reporting Training and Reference Materials**