

JustGrants Entity Administrator's Checklist

Every entity must have a designated Entity Administrator, who has three responsibilities: manage entity users, keep the entity profile up to date, and maintain entity documents.

The following checklist provides quick tips to complete these Entity Administrator tasks. Refer to the full [Entity Management Job Aid Reference Guide](#) for more detailed instructions.



Manage Entity Users



Confirm Entity Profile Info



Maintain Entity Documents



Manage Entity Users



View current users in the Entity Users tab in **JustGrants**



Determine whether users are assigned to the correct roles in **JustGrants**

- If changes are needed, select the “Manage Users” button to make updates to user roles in **DIAMD**
- Invite or remove users in **DIAMD**
- Re-invite users who have forgotten their password or have an “Inactive” status in **DIAMD**
- Add or remove roles from existing entity users in **DIAMD**



View current application-related role assignments in the Applications tab in **JustGrants**

- Check for required role assignments in **JustGrants**: Application Submitter, Authorized Representative
- Assign or re-assign roles for current and pending applications, as appropriate



View current award-related role assignments in the Awards tab in **JustGrants**

- Check for required role assignments in **JustGrants**: Grant Award Administrator, Financial Manager, Authorized Representative
- Assign or re-assign roles for current and pending awards, as appropriate



JUSTgrants
JUSTICE GRANTS SYSTEM

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Confirm Entity Profile Information

- ✓ Review the information under the Entity Profile tab in **JustGrants** to ensure it is accurate
- ✓ If the entity information is not accurate, the **SAM.gov** Entity Administrator must make corrections in **SAM.gov**; updates made in **SAM.gov** will be reflected in JustGrants within 1-5 days
- ✓ Make appropriate selections for your entity in **JustGrants**:
 - Law Enforcement (“No” or “Yes”)
 - Faith Based (“No” or “Yes”)
 - Legal Address Designation (physical or mailing address)
- ✓ Select “Submit” to save changes



Maintain Entity Documents

- ✓ Review the documents contained in the Entity Documents tab in **JustGrants**
- ✓ Upload new documents relevant to applications and awards
- ✓ Delete outdated documents that no longer apply to the entity

Tips

- **Create a routine:** Schedule periodic JustGrants reviews (e.g., monthly, quarterly, semi-annually) on your calendar to ensure your entity’s information is always up to date
- **Identify potential backups:** Ensure multiple backups are prepared to fill in for entity users when needed, including a backup Entity Administrator
- **Check in with entity users:** Your entity’s needs change over time—assess whether current user roles and assignments meet your needs and proactively reach out to all users on a regular basis

Entity Administrator’s Tools

SAM.gov

[System for Award Management](#)

Maintain up to date entity information

DIAMD

[Digital Identity and Access Management Directory](#)

Invite and manage entity users

JustGrants

[Justice Grants System](#)

Manage Department of Justice grant applications and awards