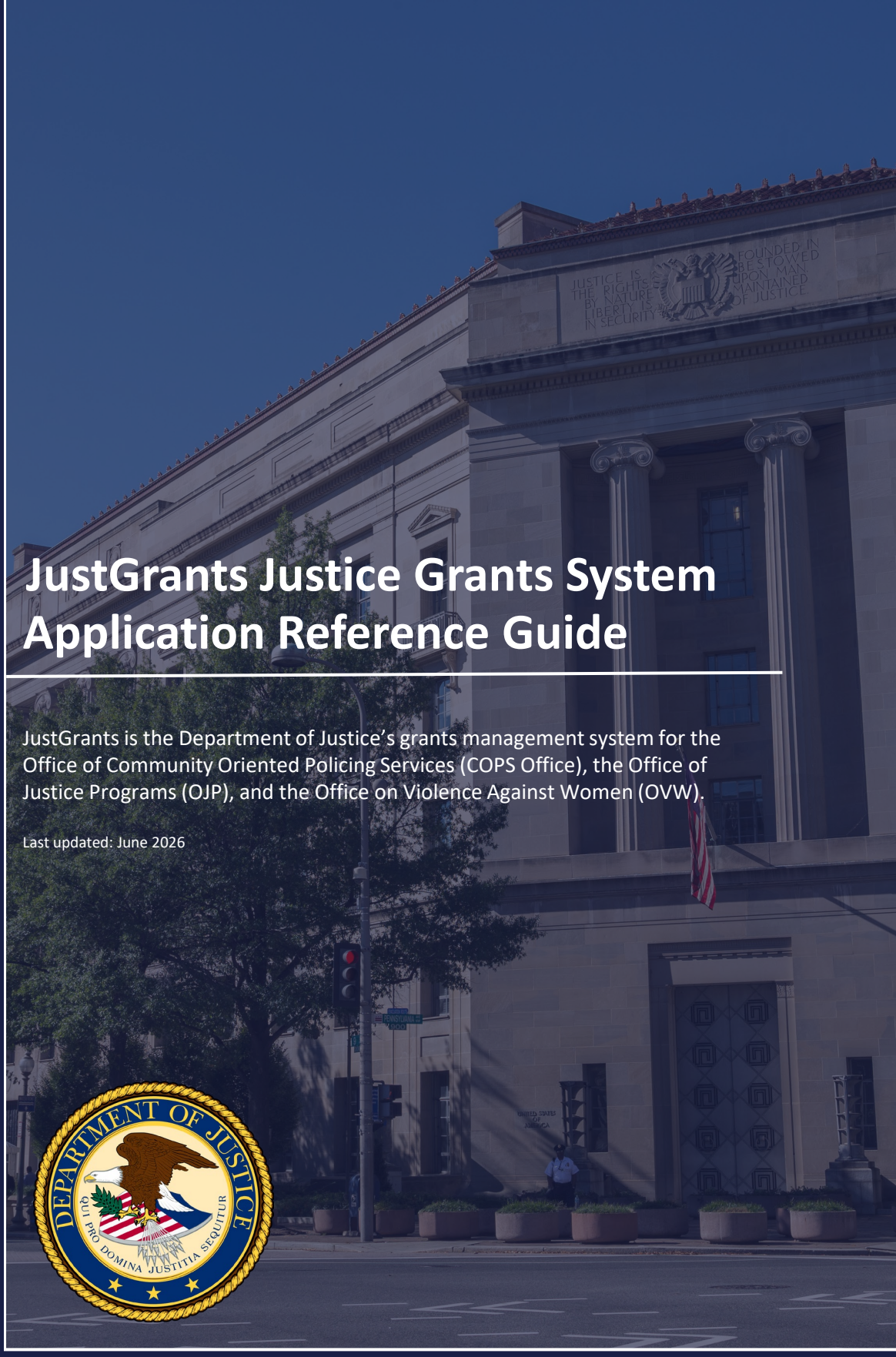


JustGrants Justice Grants System Application Reference Guide

JustGrants is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW).

Last updated: June 2026

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Last updated June 2026

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Introduction

JustGrants (Justice Grants System) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW).

This portal is a "one-stop shop" where DOJ grant applications are submitted, and awarded grants are administered and managed.

When you look at deadlines for any COPS, OVW, and OJP grants, you will notice TWO application deadlines. The first date is for the grants.gov submission; the second is for the JustGrants submission. *If you miss the first deadline, the second deadline is moot.

Aside from the SF-424 and the SF-LLL, completed in grants.gov, most of your application is entered in JustGrants. Your entity information is populated based on entries made in sam.gov and used in grants.gov.

All these different portals are built upon each other, with SAM being the keystone. If your SAM information is inaccurate, your grants.gov will be inaccurate, your JustGrants will be inaccurate, and your proposal will not be successful.

This guide will touch on the first two steps, but its focus is on JustGrants. The assumption is if you've gotten as far as entering your application into JustGrants, you are a pro at SAM and grants.gov!

Always remember to read the individual grant program's application guidance to ensure you're including all required components.

Preparing to Apply for Grant Funding Online



Register with SAM

NOTE: This step typically takes 7-10 business days to process.

- Visit https://sam.gov/content/home
- SAM (System for Award Management) is an application that collects and disseminates business information about the federal government's trading partners related to contracts, grants, and electronic payment processes. Your organization must have a SAM registration to apply for federal grants.
- You can check to see if your organization already has a SAM account here.
- Ensure your entity's E-Biz POC* is accurate as listed in SAM.gov.

  * Entity Administrator (EA), aka Electronic Business Point of Contact (E-Biz POC), is the user who created your organization's SAM account. This is the individual who is designated as responsible for federal grant-related activities, such as:

  ✓ Managing entity-level information

  ✓ Inviting users to onboard into the grants.gov system and assigns their roles

  ✓ Managing user assignments for all DOJ applications and awards.

Ensure your E-Biz POC understands their new role as JustGrants Entity Administrator and is prepared to take the necessary actions!

Register with Grants.gov

- Visit https://www.grants.gov/register
- Complete the AOR (Authorized Organization Representative) profiles on grants.gov and create a username and password. An applicant entity's Unique Entity Identifier (UEI) from SAM must be used to complete this step. *NOTE:* This step typically takes up to two weeks to process.
- Complete and submit the required Standard Forms.
- Important: the budget you submit in grants.gov MUST match the budget you submit in JustGrants. So no guessing!

JustGrants Roles

Assigning Roles

Once someone from your organization submits an application in grants.gov, encourage your entity's E-Biz POC (also referred to as the JustGrants Entity Administrator) to look for an email from "DIAMD-NoReply@usdoj.gov." This email will contain registration instructions to create an account in DOJ's secure user management system—the Digital Identity and Access Management Directory (DIAMD).

Once Entity Users confirm their identity in DIAMD using a multifactor authentication process, their accounts will be created, and they will be ready to access JustGrants. They can then be assigned work or can reassign roles. Entities may have multiple JustGrants users – there is no limit!

JustGrants User Role Matrix

Entity Administrator	Grant Award Administrator	Alternate Grant Award Administrator	Application Submitter	Authorized Representative	Financial Manager
• Maintains Entity-level information in SAM.gov and Entity documents in JustGrants. • Manages Entity Users (adds and removes roles and users, maintains current assignments to all applications and awards)	Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an Entity.	Supports the Grant Award Administrator in carrying out the programmatic requirements of Awards. This role is useful if a second Grant Award Administrator may be needed on a specific grant award.	Submits complete Applications on behalf of an organization, including Entity Assurances and Certifications. Assign this role to all current Application Submitters, and any user that may perform this role in the future.	Must possess the authority to enter into a legal Agreement on behalf of the Entity and bind it to the Award terms and conditions.	Certifies and submits financial information and all federal financial reports on behalf of an Entity.
Number of Roles Allowed per Entity					
One per Entity One Entity Administrator per Entity. If this person cannot carry out the duties (temporarily or permanently), the role can be transferred to another user.	**Multiple Allowed** Assign this role to all current Grant Award Administrators, and any user that may perform this role in future.	**Multiple Allowed**	**Multiple Allowed**	**Multiple Allowed** Assign this role to any user that may be required to accept or decline an award on behalf of an Entity.	**Multiple Allowed** Assign this role to all current Financial Managers and any user that may perform this role in the future.
Number of Roles Allowed per Application or Award					
None The Entity Administrator role is overarching and not assigned to individual applications or awards. However, the user could possess other roles that would be applicable to specific Applications and Awards.	**One per Award** **Required role.** Only one Grant Award Administrator can be assigned to an individual award, but an Entity Administrator can reassign if necessary.	**One per Application** **Optional role.** Only one Alternate Grant Award Administrator can be assigned to an individual award, but an Entity Administrator can reassign if necessary.	**One per Award** **Required role.** Only one Application Submitter can be assigned to an individual application, but an Entity Administrator can reassign if necessary.	**One per Application (OVW and OJP)** **Two per Application (COPS)** **Required role.** Only one Authorized Representative can be assigned to OJP and OVW applications. Two are required for COPS applications.	**One per Award** **Required role.** Only one Financial Manager can be assigned to an individual award, but an Entity Administrator can reassign if necessary.
GMS Legacy Roles					
• None	• Point of Contact (POC)	• Alternate Point of Contact	• Point of Contact (POC)	• Authorized Representative	• Financial Point of Contact (FPOC)

Application Submitter (AS)

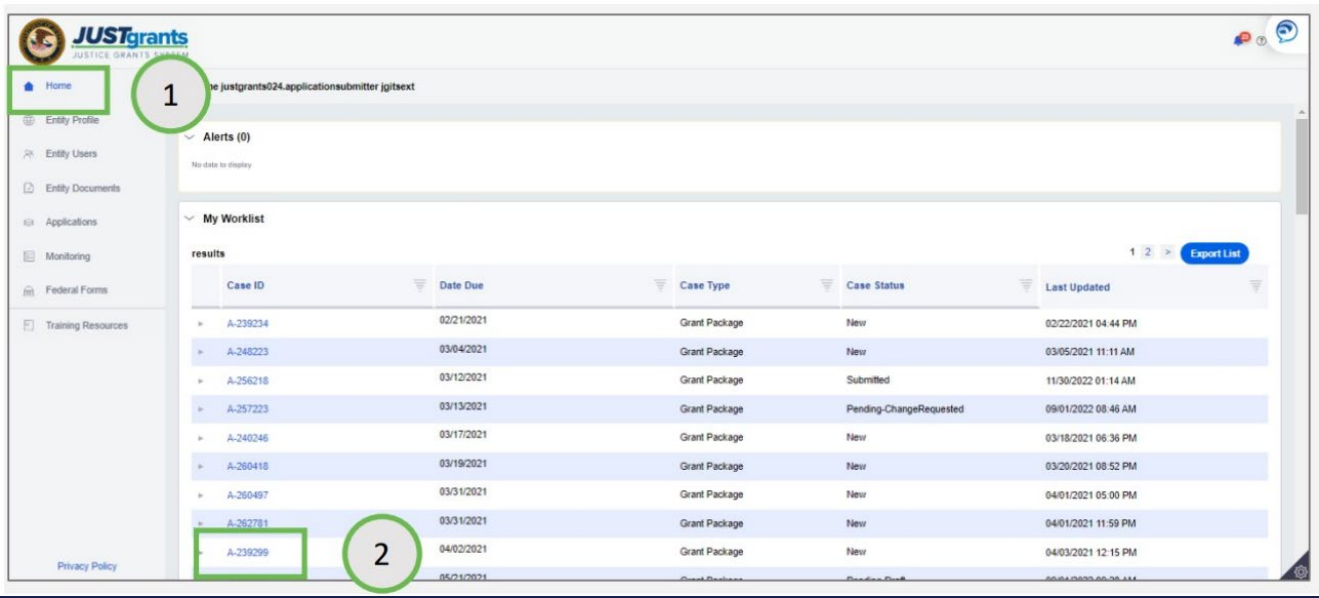
- Identifies the forms needed to submit an application in JustGrants.
- Completes a web-based budget form.
- Completes an application on behalf of an entity, including certifying the information.
- Submits the application in JustGrants.

Each Department of Justice grant program may have varying application requirements and varying JustGrants role requirements, so ensure you have read and understand the grant's application guidance (sometimes referred to as a NOFO (Notice of Funding Opportunity), RFP (Request for Proposals), or program solicitation).

Starting the Application in JustGrants

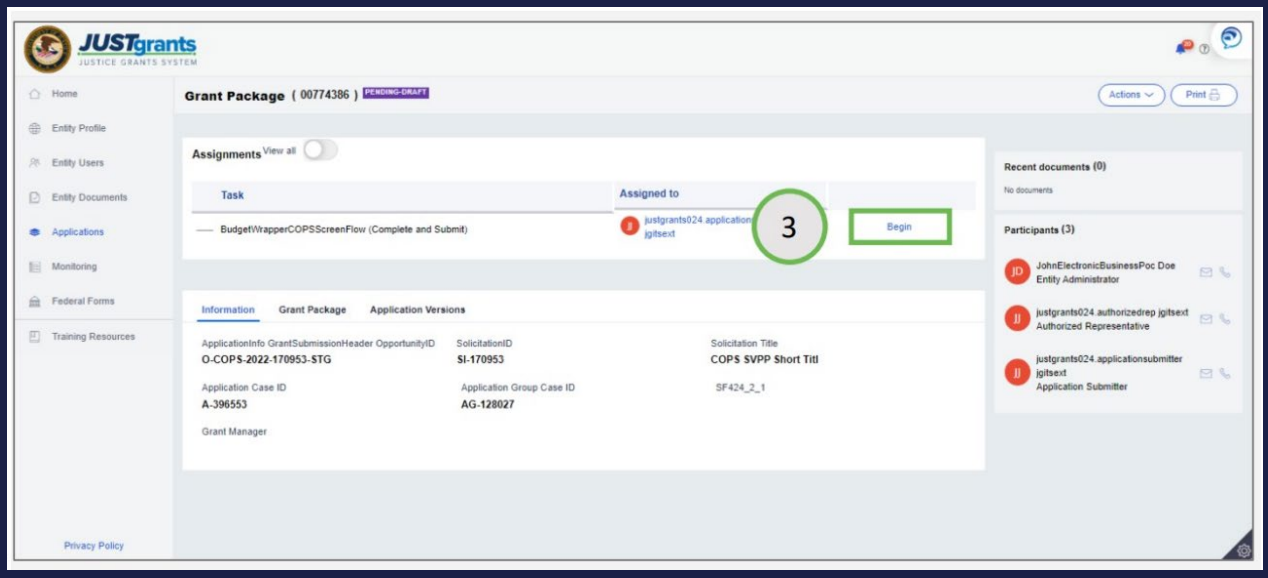
Application information from your grants.gov submission will be transferred to JustGrants.

The application will appear in "My Worklist" or "Applications" on the left sidebar.

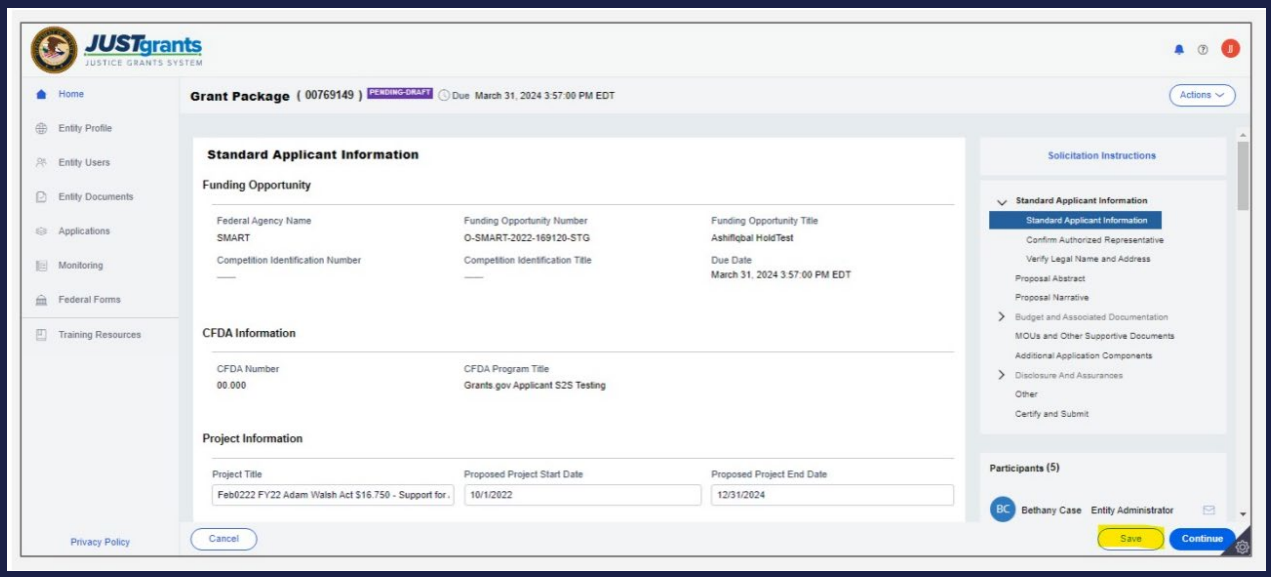


Source: https://justicegrants.usdoj.gov/training/application-submission-guide.pdf

Select the application to open. Then select “Begin” to start the new application.



Required sections are on the right panel under the Solicitation Instructions.



*The JustGrants system does **not** autosave! Save often. You will be logged out after 15 minutes of inactivity, and unsaved work will not be saved!

Application Components

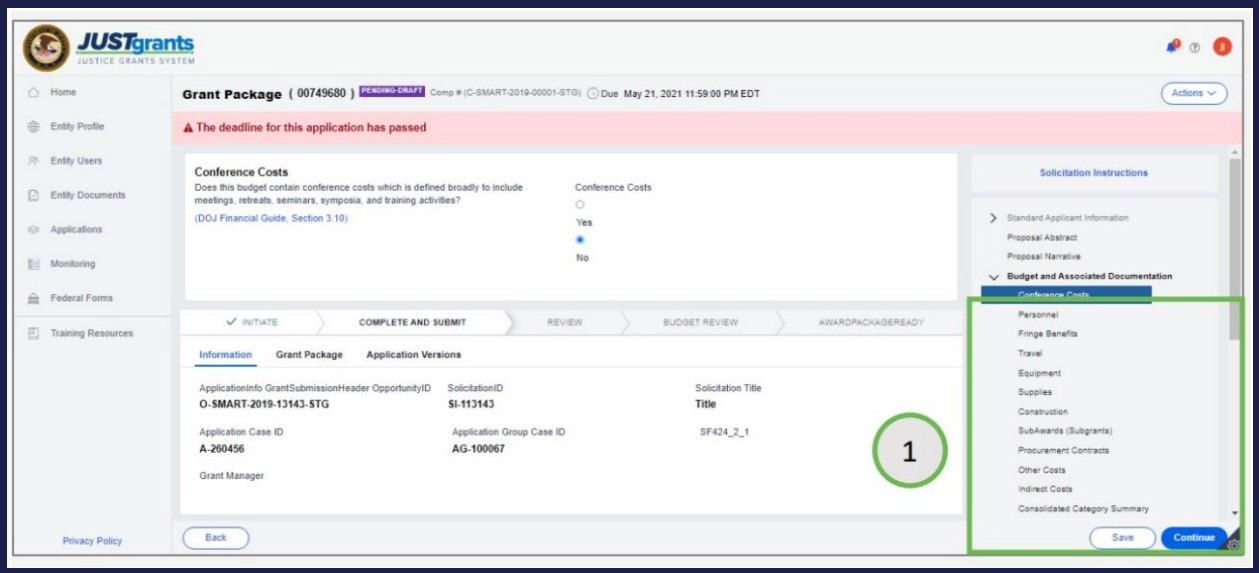
While each grant program may have individual application requirements, some components are universal.

PROPOSAL ABSTRACT
A proposal abstract summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and sub-recipients (if known).

PROPOSAL NARRATIVE
Each grant program has differing requirements, including subheadings, length of narrative, font size/style, etc. Most narratives include:

- A need statement/description of the issue
- Project design and implementation
- Timeline for deployment
- Performance measures/deliverables

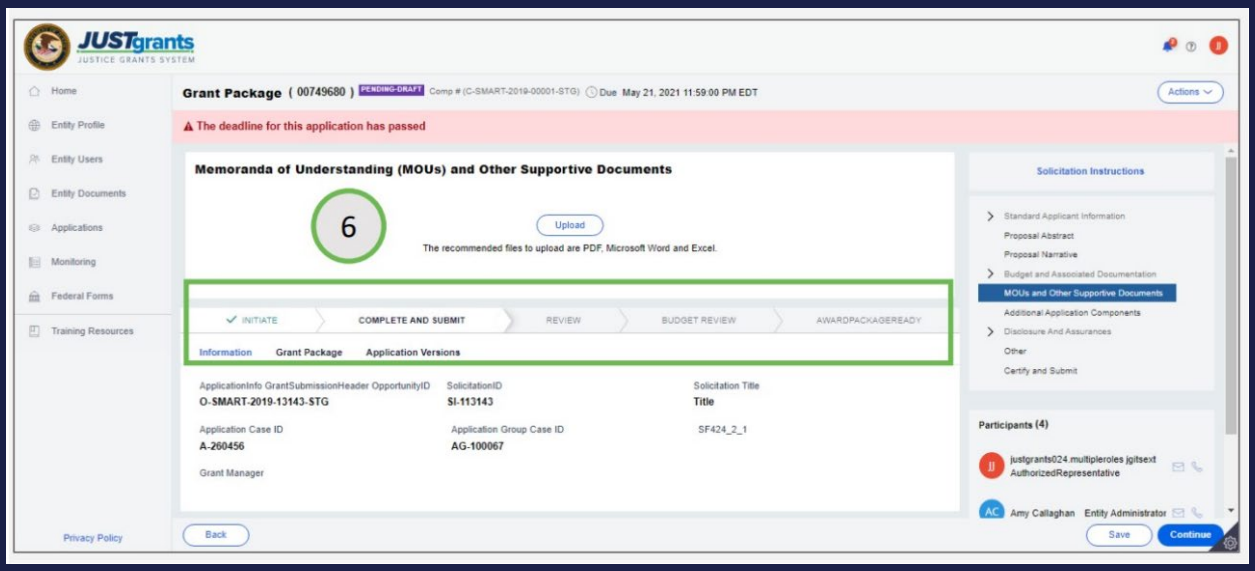
BUDGET
In most cases, a budget worksheet and budget narrative are completed directly in the JustGrants web-based form. Individual budget categories may vary by grant program.



*Remember, your final budget in JustGrants MUST match the budget you submitted in grants.gov! If the numbers don't match, you will get an error message and cannot submit. The federal amount can be changed in the Project Information Section of the Standard Applicant Information.

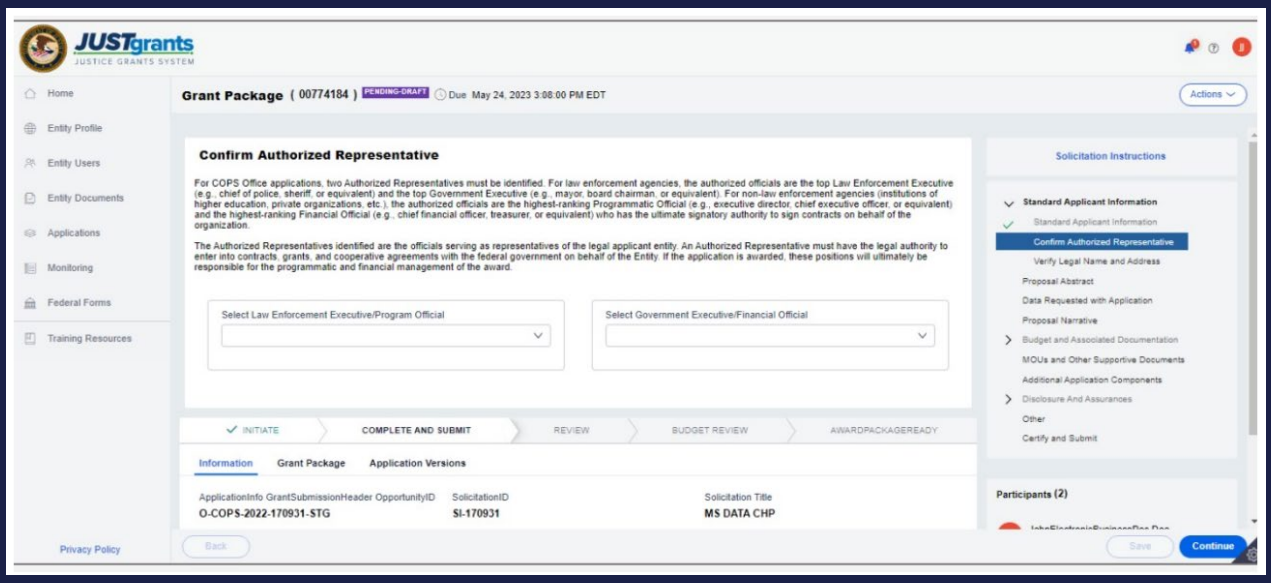
MOUs AND OTHER SUPPORTIVE DOCUMENTS

Grant programs may require MOUs (Memoranda of Understanding), letters of support, or other supportive documents. They are uploaded to the portal under the "MOUs and Other Supportive Documents" and "Additional Application Components" subcategories



AUTHORIZED REPRESENTATIVES

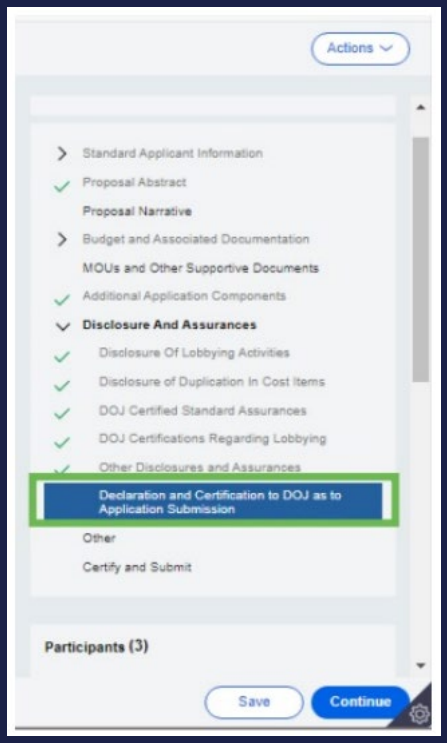
Each grant program requires at least one Authorized Representative (*COPS Office grant applications require two). An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of your organization.



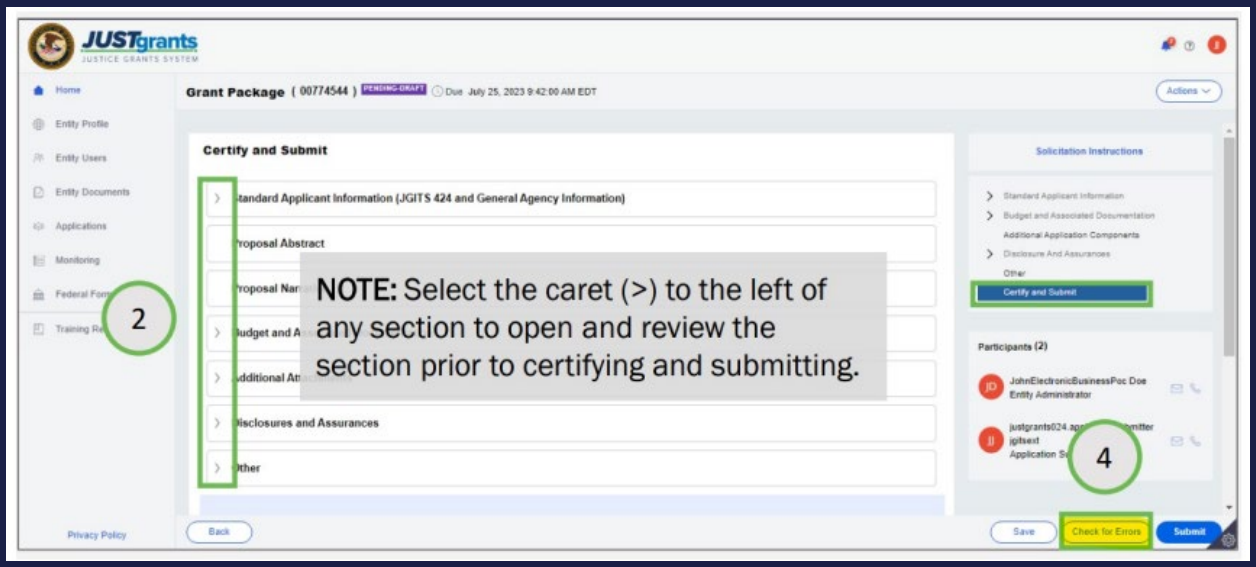
These are the roles your E-Biz POC assigned you when you first started. If the roles are not assigned, the dropdown menu will be blank, and you cannot submit!

CERTIFY and SUBMIT!

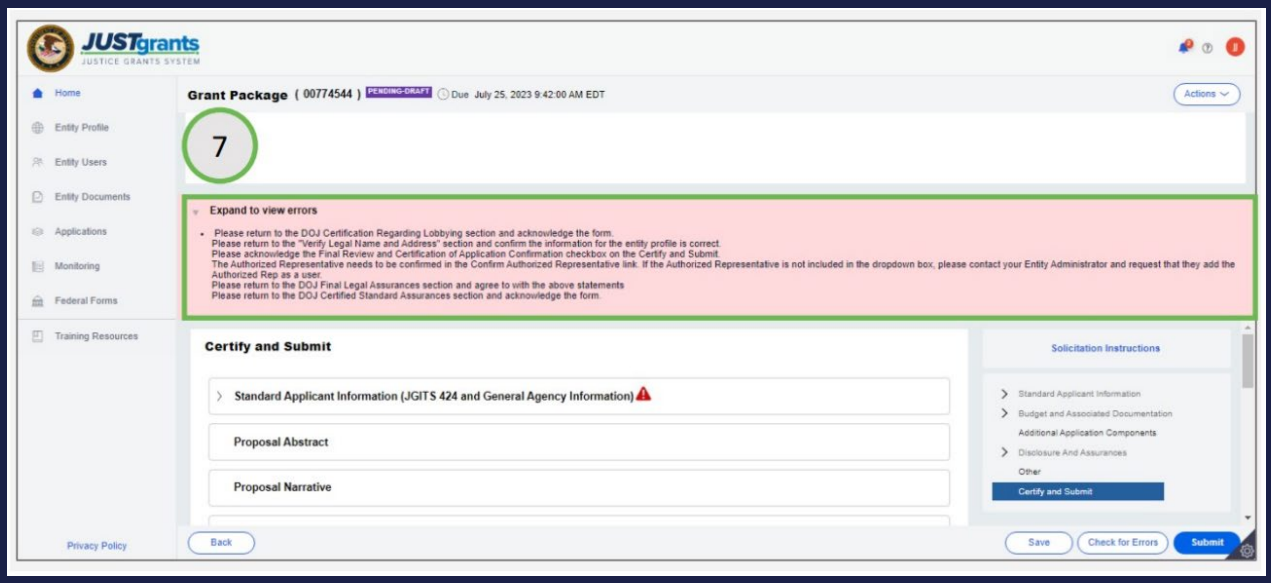
After completing all required sections, including Disclosures and Assurances, you're ready to submit. Your subcategories on the right should look something like this:



When you Certify and Submit, click "Check for Errors" first.

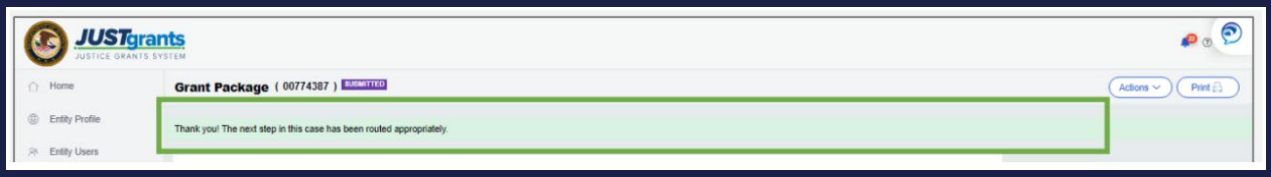


If you get error messages, find and correct them.



Congratulations!

You have successfully submitted your grant proposal!
You should be proud of yourself – it's not an easy feat.





Questions?

SAM.gov Support
1-866-606-8220
IAEOutreach@gsa.gov

Grants.gov Support
1-800-518-4726
support@grants.gov

JustGrants Support
OJP Support
1-833-872-5175
JustGrants.Support@usdoj.gov

OVW Support
1-866-655-4482
OVW.JustGrantsSupport@usdoj.gov

COPS Office Support
1-800-421-6770
askcopsrc@usdoj.gov

More Information

For more information, you can view the complete Department of Justice JustGrants Application Submission Job Aid Reference Guide here,

OR

Contact Grants Office today!



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This free resource was created by the grants intelligence team at Grants Office, LLC.

Who is Grants Office?

Grants Office is the leading provider of strategic grant development services for **governments, nonprofit organizations, educational institutions, healthcare providers, and for-profit industries**.

Since 2000, Grants Office's focus has been on a collaborative approach to grantseeking with open communication to ensure successful outcomes.

Grants Office Services:

- Research and Consultation: Identify best-fit grants for upcoming projects and provide next steps.
- Project Building: Advise on project development and material gathering with a particular grant in mind.
- Grant Proposal Writing & Review: Write a competitive and engaging proposal or provide feedback on application materials, ensuring compliance with submission requirements
- Grants Office Communities: Our grant-search and collaboration platform, designed to streamline your organization's grantseeking efforts