

## What is JustGrants?

The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Justice Programs (OJP).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#) and find answers to [frequently asked questions](#).

Users can also [log in to JustGrants](#) through the site.

The JustGrants system allows grantees to:

- ▶ Enter data directly into the OJP system using enhanced forms
- ▶ Access data through reporting tools
- ▶ Track their DOJ grant applications and awards in one place
- ▶ Integrate their award data with SAM.gov and Grants.gov to reduce duplicative data entry

## What does an organization need to do to make the transition to JustGrants?

First, make sure the organization's [SAM.gov](#) registration is up-to-date.<sup>1</sup> Payment requests will be made from the Department of Treasury's [Automated Standard Application for Payments \(ASAP\)](#) system. Finally, become familiar with all the training resources available for the JustGrants system.

## Where can organizations receive training for JustGrants?

OJP offers online training to help grantees access and understand the JustGrants system. The online training can be found on the [JustGrants Training Resources](#) hub.

The online training is broken into ten categories. For each category, there are training materials including self-guided eLearning videos and job aid reference guides. For some categories, there are also visual guides to explain specific parts of the system or unique processes. Each JustGrants training category is listed below and linked to the online resources.

- ▶ [Entity Management](#) – managing entity profiles, user, and documents

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<sup>1</sup> Unless the recipient of an award is exempted from the requirement under 2 CFR 25.110, the recipient must maintain the currency of its information in SAM until the recipient submits the final financial report required under their award or receives the final payment, whichever is later. This requires that the recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in the recipient's information or by another award condition.



- ▶ [Entity User Experience](#) – navigating the JustGrants landing page and accessing information on the home page
- ▶ [Application Submission](#) – processing and completing applications including budget forms
- ▶ [Grant Award Acceptance](#) – accepting or declining an award
- ▶ [Award Management](#) – managing funded awards
- ▶ [Grant Award Modifications](#) – creating programmatic, financial and project period extension GAMs
- ▶ [Financial Reporting](#) – submitting quarterly federal financial reports (FFRs)
- ▶ [Performance Reporting](#) – submitting required performance measurement reports
- ▶ [Monitoring](#) – accessing information on monitoring visits
- ▶ [Closeout](#) – initiating award closeouts

## How do grantees register in JustGrants?

For new grantees and applicants, the JustGrants registration is part of the application process. The person identified in the organizations's SAM.gov registration as responsible for federal grant-related activities will become a designated “Electronic Business Point of Contact (E-Biz POC)” and then transferred into JustGrants as the Entity Administrator.

There are six roles in JustGrants to help ensure the authority and ability to carry out required tasks, as described on the [JustGrant roles infographic](#).

## Where can I find assistance with JustGrants?

There is [Self-Service Support](#) with links to answers for some of the most common user questions. For technical support, email [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or telephone 833-872-5175, Monday through Friday, between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET); and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

## Resources

- ▶ [ASAP Registration Checklist](#)
- ▶ [DOJ Grants Financial Guide](#)
- ▶ [JustGrants Resources Website](#)
- ▶ [JustGrants Training Overview](#)
- ▶ [JustGrants Frequently Asked Questions](#)
- ▶ [SAM.gov](#)

The **Office for Victims of Crime Financial Management Resource Center (OVC FMRC)** offers culturally humble, trauma-informed training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.

**OVC FMRC**

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