# Award Acceptance in JustGrants
## For Department of Justice (DOJ) grants

Each Authorized Representative (Commissioner/person accepting award), ApplicationSubmitter, and OrgainzationAdministrator will receive an email notification to accept their award. So, there will be multiple eyes on this.
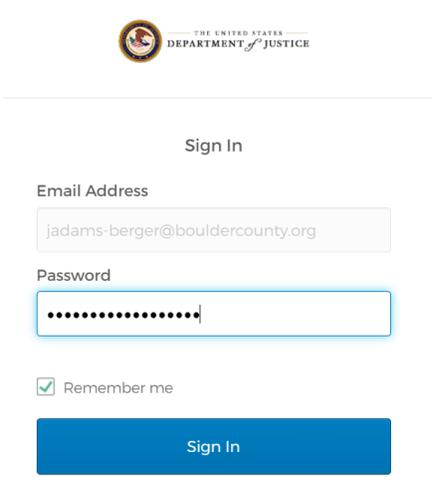
**Log-in to the DOJ site where the JustGrants app is found:**

JustGrants Resources | U.S. Department of Justice (usdoj.gov)

Enter Email Address and Password for your account. OFM will have set up your account and you would have received a notification with a temporary password. Let us know if you need help with that step.
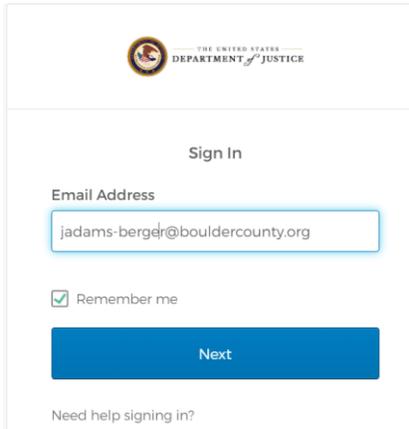
Next, request a verification code that will be sent to your device – this should also be set up for you in your profile - enter code once received
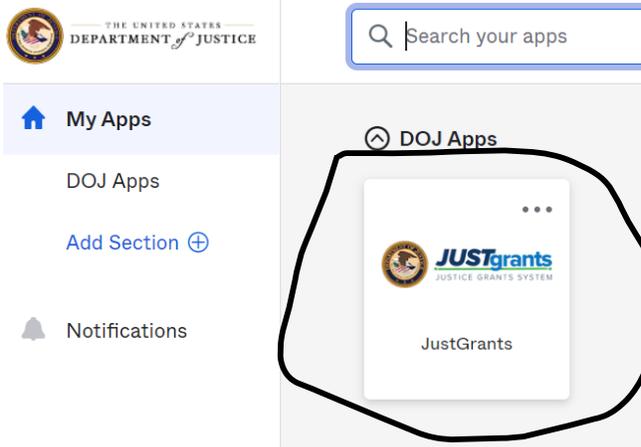
**SMS Authentication**

(+1 XXX-XXX-8212)

⚠ Haven't received an SMS? To try again, click **Re-send code**.
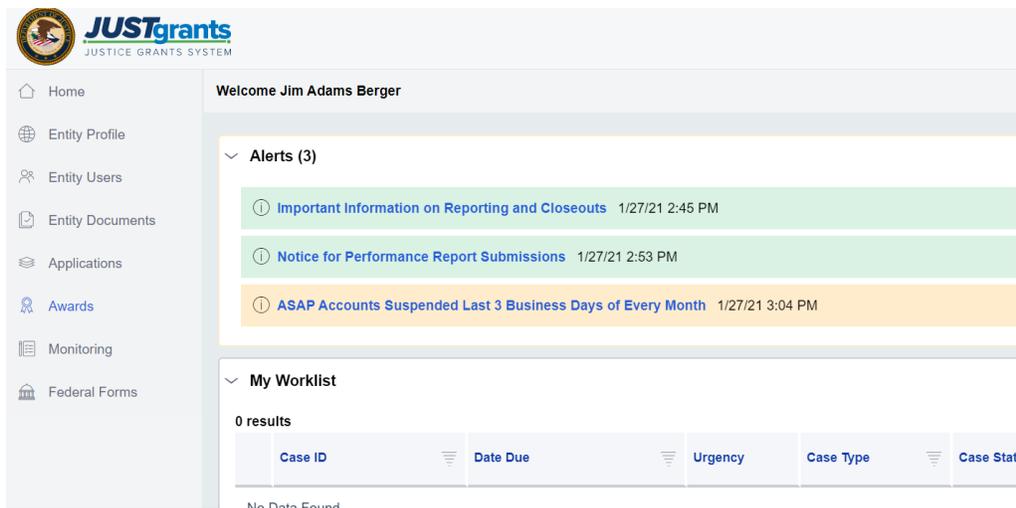
**Enter Code**

| 721038 | Re-send code |

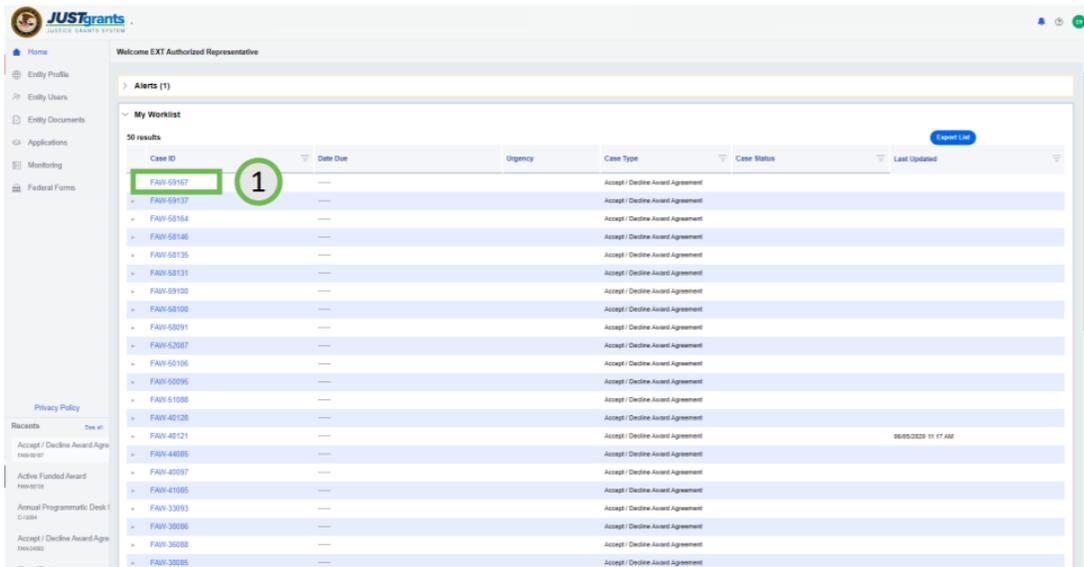☐ Do not challenge me on this device for the next 60 minutes

**Verify**

Once in, select the JustGrants App



Once in JustGrants, your screen should look something like this:

The "Home" item – upper left – is also considered the "Worklist." Here you will find all pending awards. Select the relevant award:



Next, to accept the award, you need to open and accept the information for each tab of the Award Details page. Once updated, the notification column will read: "notification scheduled". It is also

important to review all of the award conditions at this stage, which should probably be done in collaboration with the relevant grant manager.
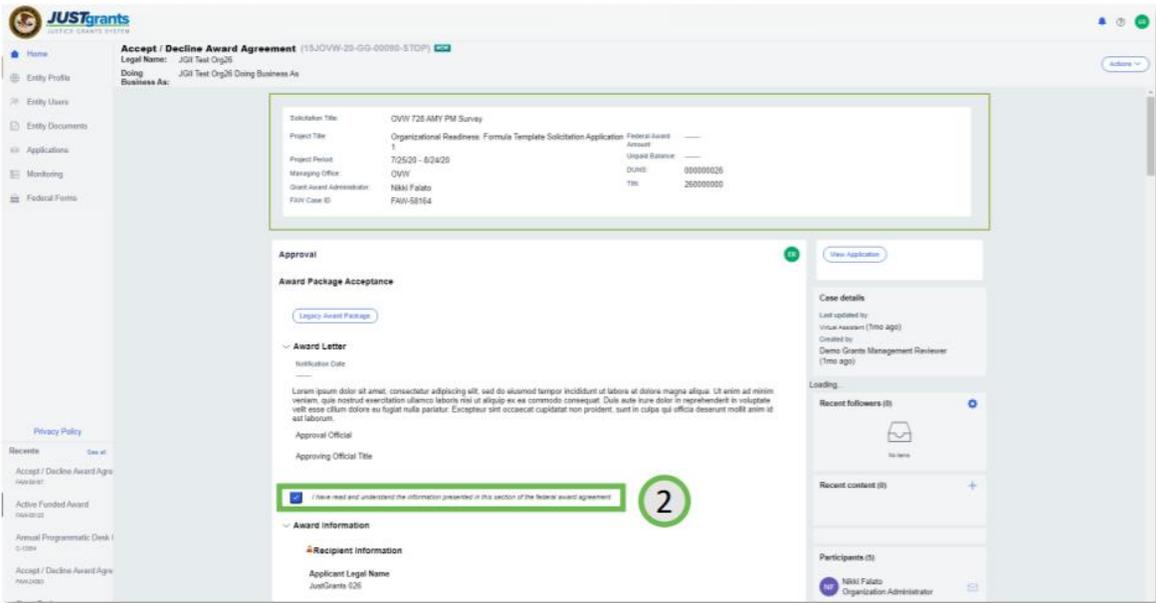


Finally, the Authorized Representative title, the contact information, and the day/date automatically populate the Acceptance tab. Once all acceptance boxes in each tab have been selected, click Accept to proceed. After accepting, the system will display a banner indicating that the award has been accepted.



**Note:** If a user fails to complete a section, the **Accept** button will not function.