Grant Award Acceptance

Job Aid Reference Guide

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Introduction and Overview

How to Use this Guide

This Job Aid Reference Guide's (JARG) purpose is to demonstrate the two-part process that must be taken to accept or decline an award.

This JARG is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the <u>JustGrants Training and Resources</u> page.
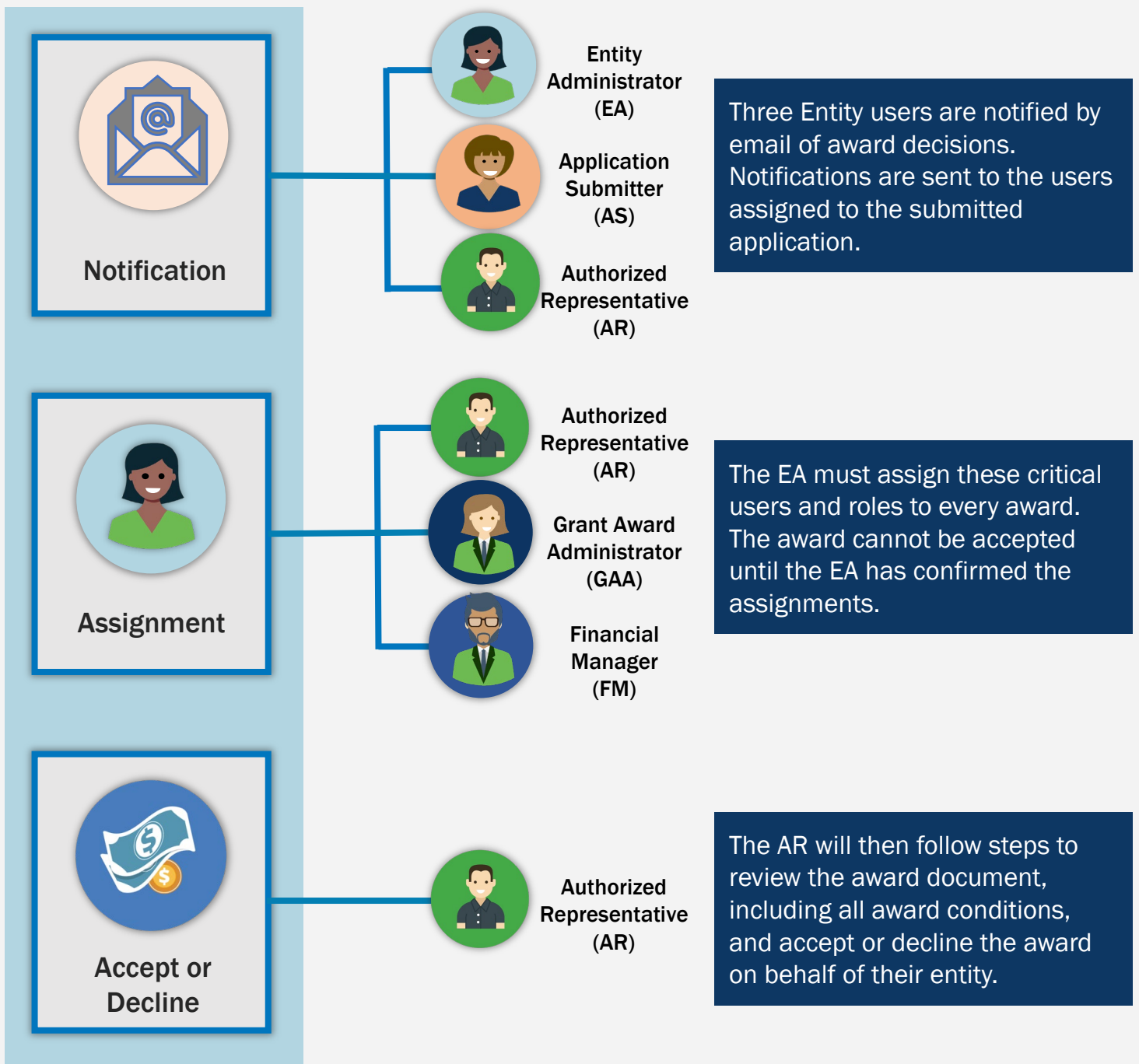
Linked Content

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Home

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents by using the **Home** icon. is located at the bottom of the page.

IMPORTANT

- The system **does not** auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be** saved at logout.

Award Acceptance Overview

This chart shows the process, roles, and responsibilities involved in Award Acceptance.

Notification

- Entity Administrator (EA)
- Application Submitter (AS)
- Authorized Representative (AR)

Three Entity users are notified by email of award decisions. Notifications are sent to the users assigned to the submitted application.

Assignment

- Authorized Representative (AR)
- Grant Award Administrator (GAA)
- Financial Manager (FM)

The EA must assign these critical users and roles to every award. The award cannot be accepted until the EA has confirmed the assignments.

Accept or Decline

- Authorized Representative (AR)

The AR will then follow steps to review the award document, including all award conditions, and accept or decline the award on behalf of their entity.

Award Acceptance Key Points

Award Acceptance is a two-part process that must be taken in JustGrants to accept or decline an award. Award notifications are sent via JustGrants email to the users assigned to the submitted application.

1. The Entity Administrator (EA) must assign or confirm critical users (i.e., Authorized Representative[s] [AR], Financial Manager [FM], Grant Award Administrator [GAA]) for every award.

2. The assigned AR(s) must accept or decline the award.

Award Acceptance Key Points (COPS Office Awards)

For **Office of Community Oriented Policing Services (COPS)** awards:

- The EA must assign two ARs — AR 1, then AR 2. Both ARs must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on the entity's behalf. The ARs must be legally authorized to agree to the award conditions.

- The ARs must accept the awards in order; AR 1 will access the acceptance task from their worklist. Once AR 1 has completed their task AR 2 will access and complete their task.

For **Law Enforcement** agencies:

- AR 1 is the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent).

- AR 2 is the top government executive (e.g., mayor, board chairman, or equivalent).

For **Non-law Enforcement** agencies (institutes of higher education, private organizations, etc.):

- AR 1 is the programmatic official (e.g., provost, superintendent, executive director, chief executive officer, or equivalent).

- AR 2 is the financial official (e.g., chief financial officer, treasurer, or equivalent) with ultimate signatory authority to enter into contracts on the organization's behalf.

New Award

Part 1:
Confirm/Assign Participants (Entity Administrator)

Confirm/Assign Participants (Entity Administrator)
Steps 1 – 2

Select Case ID

First, the Entity Administrator (EA) must complete the **Confirm/Assign Participants** action to ensure required award assignments are in place for the new award.

1) Log into JustGrants. View assignments on **My Worklist**.

2) Select the **Case ID** for an item with a **PENDING-AWARD EXTERNALS ASSIGNEES** Case Status.

Confirm/Assign Participants (Entity Administrator)
Step 3

Assign Users

Review pre-assigned users. These users have previously been given these roles and logged into JustGrants. This section auto-populates, but sometimes it won't (such as when the role hasn't been assigned).

3)   Use the dropdown menu to assign a different user.

NOTE: Individuals assigned to the Authorized Representative (AR) role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

NOTE: The information icon at the end of each name displays more information.

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Review Assignments

4) Select one user for each role. This will assign the user as a **participant** on this award.

5) Select the **trash can** icon to remove a user from an award (only applicable for **Alternate Grant Award Administrator**).

6) Select **Save** to save the current participants and continue working on the page.

OR

Select **Submit** to finalize the assignment process once all required participants have been added to the award.

Confirm/Assign Participants (Entity Administrator)

Once the EA completes this action, the award status changes from **Pending-External Assignee** to **Pending-Award Acceptance**.

The AR will then proceed to Part 2 – Accept or Decline.

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Part 2:
Accept or Decline
(Authorized Representative)

Accept or Decline (Authorized Representative)
Steps 1 – 2

The assigned **Authorized Representative(s) (AR)** must accept or decline awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

1) Log into JustGrants and view assignments on **My Worklist.**

2) Select the **Case ID** for an item with a **Pending-Award Acceptance** case status.

Expand Sections

3) To accept the award, the **Authorized Representative** must expand each section caret of the award package and certify that they have read and understood the information in each section.

Accept or Decline (Authorized Representative)
Step 4

4) Expand the **Award Letter** caret to display the award letter.

5) Expand and review the **Award Information** section.

6) Select the certification check box to confirm the information has been read and understood.

Accept or Decline (Authorized Representative)
Steps 7 – 8

7) Expand and review the **Project Information** section.

8) Select the certification check box to confirm the information has been read and understood.

Accept or Decline (Authorized Representative)
Steps 9 – 11

9) Expand and review the **Financial Information** section.

10) Select the certification check box to confirm the information has been read and understood.

11) Expand and review the **Other Award Documents** section. Documents included when the application was submitted or added during the Application Review process are listed here as links.

Accept or Decline (Authorized Representative)
Steps 12 – 13

12) Expand each award condition caret to open and review **all** award conditions.

13) Select the certification check box confirming all award conditions presented in the section have been read and understood.

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Accept or Decline (Authorized Representative)
Steps 14 – 15

14) Select the **Declaration and Certification** box after selecting all award acceptance boxes.

15) Select **Decline** or **Accept**.

NOTE: After selecting the **Declaration and Certification** checkbox, the AR's name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile, the user will be prompted to update their user profile information before continuing with acceptance.

If the entity accepts the award, a confirmation page will appear.

16) Select **Confirm** to confirm award acceptance.

Accept or Decline (Authorized Representative)
Steps 17 – 18

17) After confirming the award acceptance, a message displays reading, **"Thank you! The next step in this case has been routed appropriately."**

18) Select **Close** from the **Actions** dropdown menu to close the award and return to **My Worklist.**

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Accept or Decline (Authorized Representative)
Steps 19 – 21

If the entity declines the award, a justification page will appear.

19) Enter a justification for declining the funded award in the **Justification** text box.

20) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.

21) Select **Submit.**

Supplemental Award

Part 1:
Verify and Confirm Authorized Representative (Entity Administrator)

Select Case ID

Supplemental awards, such as the new funded award, require the EA to ensure required award assignments are in place for the supplemental award.

1) Log into JustGrants and view assignments on **My Worklist.** Select the **Supplemental Award Case ID.**

	Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
▶	FAW-379383	——	Funded Award	15PSMA-24-GG-01699-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
▶	FAW-370828	——	Funded Award	15PBJA-24-GG-01632-AWAX	Test jrm 3-29	OJP-BJA	Pending-Award External Assignee
▶	FAWS-58223	——	SupplementalAward	15JOVW-24-GG-01667-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Submitted
▶	FAWS-58061	——	SupplementalAward	15JOVW-22-GG-03302-STOP	FY22 OVW Solicitation	OVW	Submitted
▶	FAW-358546	——	Funded Award	15JCOPS-24-GG-01624-METH	FY24 COPS Template New Design	COPS	Submitted
▶	FAW-354941	——	Funded Award	15PBJA-24-GG-01607-AWAX	FY24 Formula Template (New Redesign)	OJP-BJA	Pending-Award External Assignee
▶	FAW-350650	——	Funded Award	15JCOPS-24-GG-01584-METH	Test Solicitation	COPS	Pending-Award External Assignee
▶	FAW-350175	——	Funded Award	15PSMA-24-GG-01578-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
▶	FAWS-56868	——	SupplementalAward	15JOVW-22-GG-02971-STOP	FY22 OVW Solicitation	OVW	Submitted
▶	FAW-341896	——	Funded Award	15PBJA-24-GG-01550-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
▶	FAW-341895	——	Funded Award	15PBJA-24-GG-01548-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
▶	FAWS-54401	——	SupplementalAward	15PBJS-20-GG-00771-AWAX	PROJECT: BJS Solicitation Sanity Testing	OJP-BJS	Submitted
▶	FAW-322678	——	Funded Award	15JOVW-24-GG-00171-STOP	FY24FormulaNewDesign	OVW	Pending-Award External Assignee

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Welcome Serena Francesca

Entity Administrator: Alak Dutta

Alerts (2)

My Worklist

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Re-assign AR

The supplemental award opens and displays the **Verify and Confirm Authorized Representative** section at the top of the page. The currently assigned **Authorized Representative** is also displayed.

2)   Answer **Yes** or **No** to the question: **Do you want to re-assign new Authorized Representative?**

NOTE: Individuals assigned to the AR role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 3 – 4

3) Select **No** if the new **Authorized Representative** is not being reassigned..

4) Select **Submit**.

Status Change

After the Entity Administrator submits a **No** response:

5) The following message displays to the EA: **Thank you! The next step in this case has been routed appropriately.**

6) The Supplemental Award status changes to PENDING-AWARD ACCEPTANCE.

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Verify and Confirm Authorized Representative (Entity Administrator)
Steps 7 – 8

7) Select **Yes** if re-assigning the Supplemental Award to a new **Authorized Representative**.

8) Select a new **Authorized Representative** from the **Choose User** dropdown menu.

Review New AR

9) Review the **Assigned To: Authorized Representative** information.

10) Select **Submit.**

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Status Change

After the EA submits a **Yes** response,

11) The following message displays to the EA: **Thank you! The next step in this case has been routed appropriately.**

12) The Supplemental Award status changes to **PENDING-AWARD ACCEPTANCE.**

Part 2:
Accept or Decline
(Authorized Representative)

Accept or Decline Supplement Award (Authorized Representative)

Steps 1 – 2

The assigned **AR(s)** must accept or decline supplemental awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

1) Log into JustGrants and view assignments on **My Worklist.**

2) Select the **Case Id** for a case type of **Supplement Award Package** (FAWS) with a case status of **Pending-Award Acceptance.**

Accept or Decline Supplemental Award (Authorized Representative)
Step 3

The Supplemental Award Package opens, and the **Supplement Number** and **Case Status** (PENDING-AWARD ACCEPTANCE) are displayed at the top of the page.

3) To accept the award, the AR must **expand** each section caret of the award package and certify that they have read and understood the information in each section.

View Award Letter

4) Expand the **Award Letter** caret to display the award letter.

Review All Section Checkboxes

5) Expand each award condition caret and review **all** the award conditions. Select **each** award section's checkbox indicating all information presented in that section has been read and understood.

Accept or Decline Accept

6) Select the **Declaration and Certification** box after reviewing all the award acceptance boxes.

7) Select **Decline** or **Accept**.

NOTE: After selecting the **Declaration and Certification** checkbox, the AR name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile. The user will be prompted to update their user profile information before continuing with acceptance.

NOTE: **Accept** will not function until all award conditions and the **Declaration and Certification** checkboxes are selected.

Accept or Decline Supplemental Award (Authorized Representative)
Step 8

If the entity accepts the award, a confirmation page will appear.

8)   Select **Confirm** to confirm award acceptance.

Accept or Decline Supplemental Award (Authorized Representative)
Step 9

9) After confirming the award acceptance, a message displays which states, **"Thank you! The next step in this case has been routed appropriately."** The case status changes to **Resolved-SupplementAwardAccepted**.

Accept or Decline Supplemental Award (Authorized Representative)
Steps 10 – 12

If the entity declines the award, a justification page will appear.

10) Enter a justification for declining the funded award in the **Justification** text box.

11) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.

12) Select **Submit.**

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