

# JustGrants Roles

*There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.*

## Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

## Application Submitter



Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

## Authorized Representative



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants and cooperative agreements with the federal government on behalf of the Entity.



## Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

### Alternate



## Grant Award Administrator

Supports the Grant Award Administrator. Can initiate and submit programmatic-related award requirements, including Performance Reports and GAMs.



## Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

**Multiple roles can be assigned to a single user.**