



Application Submission

Job Aid Reference Guide



JUSTgrants JUSTICE GRANTS SYSTEM

Performance Management Repository GP

Question Sets Question Pages Questions

Report Questions Export Questions Copy Questions

Edit	Name	Question type	Last update	Last updated by
	Additional Attachments	File upload	08/10/2024	Performance Management
	Employee Court - Adversarial Failure	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure Contract	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure Contract	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure Contract	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure Contract	Text box	07/02/2024	Custom Repository Manager
	Employee Court - Adversarial Failure	Text box	07/02/2024	Custom Repository Manager

Recents

See all

New

BUA FY 20 Innovation #30

BUA FY 20 Innovation #07

BUA FY 20 Innovation #30

New

Table of Contents

<u>3</u>	<u>Welcome</u>
<u>7</u>	<u>Application Submission</u>
<u>14</u>	<u>Locate an Application: Single Application Submitter</u>
<u>18</u>	<u>Locate an Application: Multiple Application Submitters</u>
<u>26</u>	<u>Handling Duplicate Submissions</u>
<u>29</u>	<u>Cancel an Application</u>
<u>36</u>	<u>Complete Application Data Entry</u>
<u>37</u>	<u>Navigate the Application</u>
<u>43</u>	<u>Edit Application: Multiple Application Submitters</u>
<u>48</u>	<u>Standard Applicant Information</u>
<u>51</u>	<u>Confirm Authorized Representative</u>
<u>56</u>	<u>Verify Legal Name and Address</u>
<u>58</u>	<u>Proposal Abstract</u>
<u>61</u>	<u>Proposal Narrative</u>
<u>76</u>	<u>Budget and Associated Documentation Attachment</u>
<u>81</u>	<u>Budget and Associated Documentation Web-based Form</u>
<u>96</u>	<u>MOUs and Other Supportive Documentation</u>
<u>101</u>	<u>Additional Components</u>
<u>105</u>	<u>Disclosures and Assurances</u>
<u>113</u>	<u>Other</u>
<u>115</u>	<u>Application Submission</u>
<u>123</u>	<u>Recall Application</u>
<u>130</u>	<u>Appendix</u>



Welcome

Overview



Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management software.

JustGrants provides tremendous transparency and an improved user experience to applicants and grantees throughout the entire grants management process.

JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly
- Improved data accuracy and access to that data through data validation and reporting tools
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

Overview (cont.)

JustGrants is the tool for all grants management work.



This software is a living product that evolves and improves over time. DOJ continues to enhance the software's functionality and expand benefits for all users.

This Job Aid Reference Guide will help the user navigate the software and move through JustGrants grants management functions, including:



- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- New feature summaries

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).

Overview: Be Aware

CONFIRMATION MESSAGE

In JustGrants, be aware:

- The system **does not** “auto save” the user’s work
- A warning message appears after 10 minutes of inactivity (per security requirements)
- The user will be automatically logged out 15 minutes of inactivity (per security requirements)
- **Unsaved work will not be saved at logout**



Application Submission

Application Submission Overview

Welcome to *Application Submission*. This is the beginning of the journey.

The Application Submission process involves completing and submitting web-based forms and attachments that are required by the published solicitation.

Applicants have two application submission deadlines:

- One deadline for [Grants.gov](https://www.grants.gov)
- One deadline for [JustGrants](https://www.justgrants.gov)

JustGrants provides a streamlined pathway for applicant submitted information. Aside from forms SF-424 and SF-LLL which are completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The SF-424 data fields marked as mandatory must be fully completed in Grants.gov to complete part one of this two-step application process. **The submission of preliminary estimations or responses in Grants.gov is acceptable.**

Application Submission Overview (cont.)

Data transferred to JustGrants from SF-424 can be edited in JustGrants during part two of DOJ's application process. However, there are two exceptions to these edits:

- **Entity identifiers (UEI, TIN, ORI, etc.):** These can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (**Authorized Representative** and **Application Submitter**) listed in SF-424 on Grants.gov are imported into JustGrants. **Any changes related to these two contacts must be made by the organization's Entity Administrator (EA) in the DIAMD secure user management system.**

Printing

Printing the application before it is submitted is recommended. Note that the Application Submitter (discussed on the following page) can print the application at any time.



For more information about printing an application, refer to the [*Printing an Application in JustGrants*](#) Quick Reference Guide (QRG) located on the JusticeGrants.usdoj.gov resources website.

Overview: Application Submitter

Just Grants also provides:

- The ability to use a web-based Budget Detail Worksheet to establish a shared structure and narrative
- A streamlined validation process to clear budgets more quickly
- A JustGrants Entity Administrator (EA) role responsible for managing Entity-level information as well as Entity User Roles and Assignments
- An Application Submitter (AS) role in JustGrants with specific application abilities and responsibilities
- **Up to three Application Submitters can now be added to each Application!**

Application Submitter Abilities and Responsibilities

- ✓ *Identify the forms needed to submit an application in JustGrants*
- ✓ *Complete a web-based budget form*
- ✓ *Complete an application on behalf of an entity, including certifying the information*
- ✓ *Submit the application in JustGrants*



Begin by locating an application.

Application Status Codes

Application has been assigned

Pending - New

Application has been opened and work has begun

Pending - Draft

Application has been submitted to DOJ for review

Submitted

Grant manager has returned the application for additional changes

Pending-Change Requested

Application has been returned to the Application Submitter for financial changes

Pending-Financial Change Requested

Overview: Single vs. Multiple Submitters

JustGrants allows up to three Application Submitters to edit or submit a single application.

A **single** Application Submitter will:

- Locate the application in the **My Worklist** section of the Home Page
- Open the application directly for editing
- Enter all data in the application and submit

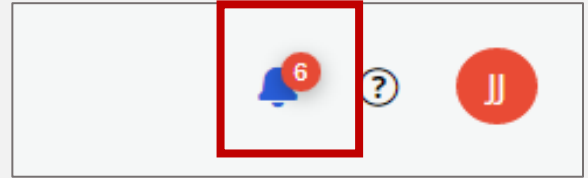


Multiple Application Submitters will:

- Open the application from **My Worklist** or the **Applications menu** depending on which Application Submitter is controlling the application
- Self-assign ownership of the application
- Not be able to open an application if another submitter has it open
- Be notified if another Application Submitter is actively working in the application



Application Notifications



Bell Notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Notifications regarding multiple application submitters are created when:

- One of the Application Submitters is editing the application
- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from the application
- The application has been submitted



Email Notifications are sent to all Application Submitters on an application when:

- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from an application
- Deadline approaching (5 days prior)
- The application has been submitted
- The application has been recalled



**Locate an Application:
Single Application
Submitter**

Single Submitter Application

Steps 1 - 2

My Worklist

- 1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.
- 2) Select the **Application** link on the left to open a list of applications for the user's entity.

NOTE: Applications may also be referred to as **Grant Packages** in JustGrants.

The screenshot displays the JUSTgrants web application interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The 'Home' link is highlighted with a green box, and a red circle with the number '1' is placed over it. The 'Applications' link is also highlighted with a green box, and a red circle with the number '2' is placed over it. The main content area shows the 'My Worklist' section with a table of 173 results. The table has the following columns: Case ID, Due Date, Case Type, Award, and Solicitation Title. The first few rows of the table are as follows:

Case ID	Due Date	Case Type	Award	Solicitation Title
A:134226	10/22/2020	Grant Package		
A:134225	10/22/2020	Grant Package		
A:134224	10/22/2020	Grant Package		
A:133267	10/22/2020	Grant Package		
A:133272	11/04/2020	Grant Package		
A:136223	11/04/2020	Grant Package		
A:143218	11/15/2020	Grant Package		
A:133239	11/30/2020	Grant Package		
A:133241	11/30/2020	Grant Package		
A:133245	11/30/2020	Grant Package		

Single Submitter Application

Step 3

Select Application

3) Select the application to open.

The **Assignments** screen displays if the application was opened from the **Applications** menu. Select the **Begin** link for the **Standard Application Screen Flow Display**, and the Application screen should appear.

If the application was opened from the **My Worklist** section of the **Home** screen, it will open automatically in edit mode and this screen will not appear.

The screenshot displays the JUSTgrants interface. The main content area shows the 'Assignments' section for a 'Grant Package (00774386) PENDING-DRAFT'. A table lists tasks, with one task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' assigned to 'justgrants024.applicationsubmitter jgltsext'. The number '3' is circled in green, and the 'Begin' button is highlighted with a green box. Below the table, there is an 'Information' section with a table of application details.

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-COPS-2022-170953-STG		SI-170953
SolicitationID		Solicitation Title
		COPS SVPP Short Titl
Application Case ID	Application Group Case ID	SF424_2_1
A-396553	AG-128027	
Grant Manager		

Single Submitter Application

Step 4

Subheader

4) The application is open and ready for data entry.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00769149) **PENDING-DRAFT** Due March 31, 2024 3:57:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for.	10/1/2022	12/31/2024

Solicitation Instructions

- Standard Applicant Information
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit

Participants (5)

- BC Bethany Case Entity Administrator

Cancel Save Continue



Locate an Application: Multiple Application Submitters

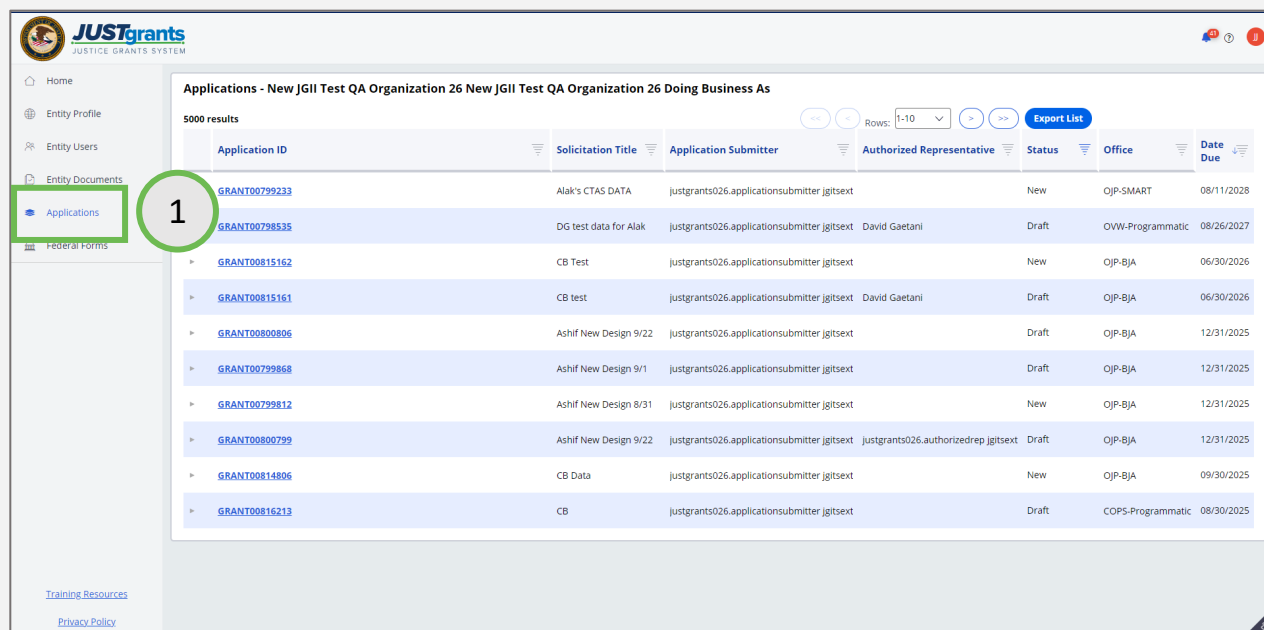
Multiple Submitter Application

Step 1

Locate Application

1) From the JustGrants Home page, select the **Applications** menu.

NOTE: If there are multiple Application Submitters assigned to an application, the Application Submitter with current control of the application will be able to locate the application in their worklist. The other Application Submitter(s) will locate the application from the **Applications** menu.



The screenshot displays the JustGrants Justice Grants System interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted with a green box and a circled '1'), and Federal Forms. The main content area shows a table titled "Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As" with 5000 results. The table columns are Application ID, Solicitation Title, Application Submitter, Authorized Representative, Status, Office, and Date Due. The first row is highlighted in blue.

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00799233	Alak's CTAS DATA	justgrants026.applicationsubmitter.jgitsext		New	OJP-SMART	08/11/2028
GRANT00798535	DG test data for Alak	justgrants026.applicationsubmitter.jgitsext	David Gaetani	Draft	OOW-Programmatic	08/26/2027
GRANT00815162	CB Test	justgrants026.applicationsubmitter.jgitsext		New	OJP-BJA	06/30/2026
GRANT00815161	CB test	justgrants026.applicationsubmitter.jgitsext	David Gaetani	Draft	OJP-BJA	06/30/2026
GRANT00800806	Ashif New Design 9/22	justgrants026.applicationsubmitter.jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799868	Ashif New Design 9/1	justgrants026.applicationsubmitter.jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799812	Ashif New Design 8/31	justgrants026.applicationsubmitter.jgitsext		New	OJP-BJA	12/31/2025
GRANT00800799	Ashif New Design 9/22	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Draft	OJP-BJA	12/31/2025
GRANT00814806	CB Data	justgrants026.applicationsubmitter.jgitsext		New	OJP-BJA	09/30/2025
GRANT00816213	CB	justgrants026.applicationsubmitter.jgitsext		Draft	COPS-Programmatic	08/30/2025

Multiple Submitter Application

Step 2

Sort and Filter

- 2) Use the sort and filter feature in the list header to locate the application.

The screenshot displays the JUSTgrants application interface. The main content area shows a table of applications with columns for Application ID, Solicitation Title, Application Submitter, Authorized Representative, Status, Office, and Date Due. A filter dialog box is open, showing a search text field and a list of application IDs with checkboxes. The number '2' is circled in green, indicating the step to use the sort and filter feature.

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00799233	Alak's CTAS DATA	justgrants026.applicationsubmitter jgitsext		New	OJP-SMART	08/11/2028
GRANT00798535	DG test data for Alak	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OOW-Programmatic	08/26/2027
GRANT00815162	CB Test	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	06/30/2026
GRANT00815161	CB test	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP-BJA	06/30/2026
GRANT00800806	Ashif New Design 9/22	justgrants026.applicationsubmitter jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799868	Ashif New Design 9/1	justgrants026.applicationsubmitter jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799812	Ashif New Design 8/31	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	12/31/2025
GRANT00800799	Ashif New Design 9/22	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Draft	OJP-BJA	12/31/2025
GRANT00814806	CB Data	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	09/30/2025
GRANT00816213	CB	justgrants026.applicationsubmitter jgitsext		Draft	COPS-Programmatic	08/30/2025

Multiple Submitter Application

Step 3

View Application Users

- 3) Select the caret to the left of the Case ID to view all entity users associated with the application, including all Application Submitters.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity D, Application, and Federal Forms. The 'Entity Users' option is highlighted with a green circle containing the number '3'. The main content area shows a table titled 'Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As' with 5000 results. The table has columns for Application ID, Solicitation Title, Application Submitter, Authorized Representative, Status, Office, and Date Due. The first row is highlighted, showing Application ID 'GRANT00774846'. A green square highlights the caret icon to the left of this ID. The table content includes: Ashif story 195671- 6/21/22, justgrants026.applicationsubmitter.jgitsext, justgrants026.authorizedrep.jgitsext justgrants026.multipleroles.jgitsext, Pending- FinancialChangeRequest, COPS-Programmatic, and 12/31/2023. At the bottom left, there are links for Training Resources and Privacy Policy.

Multiple Submitter Application

Step 4

View Multiple Submitters

- 4) Application Submitter, Application Submitter 2, and Application Submitter 3 are all able to open, edit, and submit the application, however, the following circumstances apply:
- Only one Application Submitter can edit an application at a time.
 - If another Application Submitter is currently working in the application, a message will display.
 - Application Submitters can reassign ownership to themselves.
 - Only the Application Submitter currently assigned will locate the application in their worklist – the others will only find it in the Applications menu.

The screenshot displays the JUSTgrants system interface. The main content area shows 'Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As' with 5000 results. A table lists application details for 'GRANT0074846'. Below this, an 'Application Details' section provides metadata like 'Project Title', 'Total Estimated Funding', and 'Proposed Project Start/End Dates'. A table below that lists roles and their assignments. A green box highlights the 'Assigned To' and 'Name' columns in this table.

Role	Assigned To	Name	Pending Assignments	Assigned to	Status
Application Submitter	justgrants026.applicationsu...	justgrants026.applicationsubmitter.jgitsex	Award Package Ready	AwardPackageReady/COPS	Submitted
Authorized Representative	justgrants026.authorizedre...	justgrants026.authorizedrep.jgitsex			
AuthorizedRepresentative2	justgrants026.multipleroles...	justgrants026.multipleroles.jgitsex			
Entity Administrator	justgrants026@gmail.com	JohnElectronicBusinessPoc Doe			

Multiple Submitter Application

Step 5

Open the Application

5) Select the **Case ID** to open the application.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As" with 5000 results. The table has columns for Application ID, Solicitation Title, Application Submitter, Authorized Representative, Status, Office, and Date Due. The first row of data is highlighted, and the Application ID "GRANT00774846" is enclosed in a green box. A green circle with the number "5" is overlaid on the table row, indicating the step to select this ID.

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00774846	Ashif story 195671- 6/21/22	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext justgrants026.multipleroles.jgitsext	Pending- FinancialChangeRequest	COPS-Programmatic	12/31/2023

Multiple Submitter Application

Step 6

Select the **Begin** Link

- When opening an application for editing from the **Applications** menu, select the **Begin** link to initiate edit mode. If the **Begin** link is not selected in this screen, the application remains in read-only mode.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00774386)' in 'PENDING-DRAFT' status. Under the 'Assignments' section, a task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' is assigned to 'justgrants024.applicationsubmitter jgiltext'. A 'Begin' link is highlighted with a green box and circled with a '6'. Below this, there is a table with the following data:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-COPS-2022-170953-STG	SolicitationID SI-170953	Solicitation Title COPS SVPP Short Titl
Application Case ID A-396553	Application Group Case ID AG-128027	SF424_2_1
Grant Manager		

On the right side, there are sections for 'Recent documents (0)' and 'Participants (3)'. The participants list includes 'JohnElectronicBusinessPoc Doe Entity Administrator', 'justgrants024.authorizedrep jgiltext Authorized Representative', and 'justgrants024.applicationsubmitter jgiltext Application Submitter'.

Multiple Submitter Application

Step 7

Data Entry

7) The application is open and ready for data entry.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00769149) **PENDING-DRAFT** Due March 31, 2024 3:57:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...	10/1/2022	12/31/2024

Solicitation Instructions

- Standard Applicant Information
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit

Participants (5)

- BC Bethany Case Entity Administrator

Cancel Save Continue



Handling Duplicate Submissions



Duplicate Application Submissions

Overview

JustGrants supports the creation of multiple applications for unique projects under the solicitation (when allowed by the specific solicitation).

On this screen, JustGrants presents what it identifies as possible duplicates received from Grants.gov based solely on the entity identifier and solicitation title. The application submitter is asked to determine if these are intentional (unique projects) that should move forward for continued work/submission or unintentional (multiple system or human submissions received from Grants.gov) that should be withdrawn to prevent confusion and/or abandoned cases.

The screenshot displays the 'Check for Duplicate Applications' screen in the JustGrants system. The interface includes a navigation sidebar on the left with options like Home, Entity Profile, and Applications. The main content area features a table of applications with columns for Case ID, Application Number, Created on, and Case Status. Below the table, there are radio buttons to 'Remove this application' or 'Continue with this application'. A right-hand sidebar lists participants, including JohnElectronicBusinessPoc Doe, MD Kamal, Emre Eren, and Lucia Turck-Gamble. A red banner at the top states 'The deadline for this application has passed'.

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Duplicate Application Submissions

Step 1

Review All Applications

- 1) Review each application on the list to determine if it should be completed or removed. Select the **Case ID** link to review the application details.
 - The option **Remove this application** resolves the duplicate application and changes the status to **Resolved Duplicate**.
 - The option **Continue with the application** creates a new case in JustGrants to be completed and submitted as a separate application.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00772033) NEW Due April 30, 2022 3:04:00 PM EDT Actions

▲ The deadline for this application has passed
1 day 17 hours from now

Check for Duplicate Applications
DUE IN 8 DAYS FROM NOW

Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV.
Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Select an option for TC-564-499952819566658 GRANT00772033 •

Remove this application Continue with this application

Cancel Save Submit

Recent documents (0)
No documents

Participants (5)

- JD** JohnElectronicBusinessPoc Doe
Entity Administrator
- JJ** MD Kamal
AuthorizedRepresentative
- JJ** Emre Eren
AuthorizedRepresentative2
- JJ** Lucia Turck-Gamble
Application Submitter

ApplicationInfo GrantSubmissionHeader OpportunityID SolicitationID Solicitation Title
O-COPS-2022-309592-DEV

Privacy Policy



Cancel an Application

Cancel the Application

Steps 1 – 2

List of Applications

If you initiated an application but no longer intend to submit, you have the option to cancel the application. This is an optional process and should be understood that canceling an application must be done cautiously, as once it is canceled, it cannot be restored.

1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the **My Worklist** header,

OR

2) Select the **Application** link on the left and a list of the applications for the entity is displayed.

The screenshot shows the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The 'Home' link is highlighted with a red box and a red circle containing the number '1'. The 'Applications' link is highlighted with a red box and a red circle containing the number '2'. The main content area shows the 'Worklist' section with a table of 173 results. The table has columns for Case ID, Due Date, Case Type, Award, and Solicitation Title. The first few rows of the table are visible, showing Case IDs such as A-134226, A-134225, A-134224, A-133267, A-133272, A-136223, A-143218, A-133239, A-133241, A-133252, and A-133245, all with a Due Date of 10/22/2020 or 11/30/2020 and Case Type of Grant Package.

Case ID	Due Date	Case Type	Award	Solicitation Title
A-134226	10/22/2020	Grant Package		
A-134225	10/22/2020	Grant Package		
A-134224	10/22/2020	Grant Package		
A-133267	10/22/2020	Grant Package		
A-133272	11/04/2020	Grant Package		
A-136223	11/04/2020	Grant Package		
A-143218	11/15/2020	Grant Package		
A-133239	11/30/2020	Grant Package		
A-133241	11/30/2020	Grant Package		
A-133252	11/30/2020	Grant Package		
A-133245	11/30/2020	Grant Package		

Cancel the Application

Step 3

Actions Menu

3) Select the Actions Menu.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' header with a 'PENDING-DRAFT' status and a due date of 'September 22, 2023 10:39:00 PM EDT'. A sidebar on the left lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, and Training Resources. The main content area is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains a table with the following data:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office on Violence Against Women	O-OVW-2023-184100-STG	New Redesign
Competition Identification Number	Competition Identification Title	Due Date
—	—	September 22, 2023 10:39:00 PM EDT

The 'CFDA Information' section shows:

CFDA Number	CFDA Program Title
16.016	Culturally and Linguistically Specific Services Program

The 'Project Information' section contains input fields for:

Project Title	Proposed Project Start Date	Proposed Project End Date
Test	9/1/2023	9/30/2023

At the bottom left, there is a 'Privacy Policy' link and a 'Cancel' button. At the bottom right, there are 'Save' and 'Continue' buttons. On the right side of the interface, a 'Solicitation Instructions' sidebar is visible, with a 'Standard Applicant Information' section expanded. A red circle with the number '3' highlights the 'Actions' dropdown menu in the top right corner of the main content area.

Cancel the Application

Step 4

Cancel Application

4) Select the **Cancel Application** option.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' status of 'PENDING-DRAFT' with a due date of 'September 22, 2023 10:39:00 PM EDT'. The main content area is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains a table with the following data:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office on Violence Against Women	O-OVW-2023-184100-STG	New Redesign
Competition Identification Number	Competition Identification Title	Due Date
		September 22, 2023 10:39:00 PM EDT

The 'CFDA Information' section shows:

CFDA Number	CFDA Program Title
16.016	Culturally and Linguistically Specific Services Program

The 'Project Information' section includes input fields for 'Project Title' (Test), 'Proposed Project Start Date' (9/1/2023), and 'Proposed Project End Date' (9/30/2023). On the right side, an 'Actions' dropdown menu is open, with the 'Cancel Application' option highlighted in a green box and a green circle containing the number '4' next to it. Other options in the menu include 'Refresh', 'Close', and 'Cancel Application' (repeated). The bottom of the page shows a URL and a 'Cancel' button.

Cancel the Application

Step 5

Enter Reason

- 5) Enter the reason for cancelling the application. This is a required field.

NOTE: It should be noted that canceling an application is an operation that is not reversible. Once an application is canceled, it may not be reopened by an applicant.

To submit an application on a solicitation once it has been canceled, it will be necessary to begin a new application in Grants.gov.

The screenshot displays the JUSTgrants interface for a 'Grant Package (00800725)' in a 'PENDING-DRAFT' state. The 'Case Resolve Status' is 'Resolved-Cancelled'. A large text area for 'Comments' is highlighted with a green border and a circled '5'. Below the comments area is a green confirmation message: 'By clicking on Cancel Application, you are confirming to cancel this application.' The progress bar shows the current step is 'COMPLETE AND SUBMIT'. The application details table is as follows:

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A-446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

Cancel the Application

Step 6

Select Continue

6) Select the Continue button.

Grant Package (00800725) PENDING-DRAFT ⌚ Due September 22, 2023 10:39:00 PM EDT Actions

Case Resolve Status
Resolved-Cancelled

Comments ✦
We decided not to pursue this funding.

By clicking on Cancel Application, you are confirming to cancel this application.

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A.446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

Standard Applicant Information
Confirm Authorized Representative
Verify Legal Name and Address
Proposal Abstract
Data Requested with Application
Proposal Narrative
Budget and Associated Documentation
MOUs and Other Supportive Documents
Additional Application Components
Disclosure And Assurances
Other
Certify and Submit

Participants (3)

Cancel Save **Continue**

Cancel the Application

Step 7

Application
Canceled

- 7) The status of the application is **Resolved-Canceled**. The application is no longer active and may not be restored.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows a 'Grant Package' (00800725) with a status of 'RESOLVED-CANCELLED', which is highlighted by a green box and a circled '7'. Below this, a green message states: 'Thank you! The next step in this case has been routed appropriately.' The main content is organized into tabs: 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, displaying a table with the following data:

OpportunityID	SolicitationID	Solicitation Title
O-OVW-2023-184100-STG	SI-184100	Test
Application Case ID	Application Group Case ID	SF424_2_1
A-446741	AG-136021	
Grant Manager		

On the right side, there are two panels: 'Recent documents (0)' showing 'No documents' and 'Participants (3)'. The participants listed are:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants026.multipleroles.jgitsext, AuthorizedRepresentative
- justgrants026.applicationsubmitter.jgitsext, Application Submitter

The bottom left corner of the interface features a 'Privacy Policy' link.



Complete Application Data Entry





Navigate the Application

Navigate the Application

Steps 1 - 2

List of Applications

1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the **My Worklist** header,

OR

2) Select the **Application** link on the left and a list of the applications for the entity is displayed.

The screenshot shows the JUSTgrants application interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The 'Home' and 'Applications' items are highlighted with green boxes and circled with the numbers 1 and 2, respectively. The main content area displays the 'My Worklist' header and a table of applications. The table has columns for Case ID, Due Date, Case Type, Award, and Solicitation Title. The table shows 173 results, with the first 10 rows visible. The 'Alerts (0)' section above the table indicates 'No data to display'.

Case ID	Due Date	Case Type	Award	Solicitation Title
A:134226	10/22/2020	Grant Package		
A:134225	10/22/2020	Grant Package		
A:134224	10/22/2020	Grant Package		
A:133267	10/22/2020	Grant Package		
A:133272	11/04/2020	Grant Package		
A:136223	11/04/2020	Grant Package		
A:143218	11/15/2020	Grant Package		
A:133239	11/30/2020	Grant Package		
A:133241	11/30/2020	Grant Package		
A:133252	11/30/2020	Grant Package		
A:133245	11/30/2020	Grant Package		

Navigate the Application

Step 3

Application ID

3) Select the specific **Case ID** to begin.

NOTE: Applications in **New** or **Pending-Draft** status may be edited.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a welcome message for 'justgrants026.applicationssubmitter jgitsext' and an 'Alerts (0)' section. Below that is the 'My Worklist' section, which contains a table with 173 results. The table has columns for Case ID, Due Date, Case Type, Award, and Solicitation Title. A green box highlights the Case ID column, and a circled number 3 is placed next to it.

Case ID	Due Date	Case Type	Award	Solicitation Title
A:134226	0/22/2020	Grant Package		
A:134225	0/22/2020	Grant Package		
A:134224	0/22/2020	Grant Package		
A:133267	0/22/2020	Grant Package		
A:133272	1/04/2020	Grant Package		
A:136223	1/04/2020	Grant Package		
A:143218	1/15/2020	Grant Package		
A:133239	1/30/2020	Grant Package		
A:133241	1/30/2020	Grant Package		
A:133252	1/30/2020	Grant Package		
A:133245	1/30/2020	Grant Package		

Navigate the Application

Step 4

Navigating an Application

- 4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.

NOTE: It is best to use the **Continue** button to move to the next screen, as this button checks for any errors in the section before moving forward. If a required field (indicated by a red asterisk) is left blank, an error message displays at the top of the page.

Moving to the next screen using the navigation menu does not provide an error check.

NOTE: There is a link to the **Solicitation Instructions** directly above the Navigation menu. This link provides direct access to all solicitation requirements.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The "Standard Applicant Information" section is expanded, showing fields for "Funding Opportunity", "CFDA Information", and "Project Information". The "Continue" button is highlighted with a green box, and a green circle with the number "4" is placed over it. A green box highlights the "Solicitation Instructions" menu on the right side of the screen, which includes options like "Standard Applicant Information", "Confirm Authorized Representative", "Verify Legal Name and Address", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". The "Participants (5)" section is also visible, showing "BC Bethany Case Entity Administrator".

Navigate the Application

Step 5

Save Edits

- 5) Save edits to the application by selecting the **Save** button on the bottom right.

The screenshot displays the JUSTgrants application interface. The top left features the JUSTgrants logo and a navigation sidebar with options like Home, Entity Profile, and Applications. The main content area is titled 'Grant Package (00769149) PENDING-DRAFT' and includes sections for 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. A 'Solicitation Instructions' sidebar is visible on the right. At the bottom right, a 'Participants (5)' section shows a list of users, with the number '5' circled in green. Below this, a 'Save' button is highlighted with a green box, and a 'Continue' button is also visible.

Standard Applicant Information		
Funding Opportunity		
Federal Agency Name SMART	Funding Opportunity Number O-SMART-2022-169120-STG	Funding Opportunity Title Ashfflqbal HoldTest
Competition Identification Number ---	Competition Identification Title ---	Due Date March 31, 2024 3:57:00 PM EDT
CFDA Information		
CFDA Number 00.000	CFDA Program Title Grants.gov Applicant S2S Testing	
Project Information		
Project Title Feb0222 FY22 Adam Walsh Act \$16.750 - Support for.	Proposed Project Start Date 10/1/2022	Proposed Project End Date 12/31/2024

Navigate the Application

Steps 6 - 7

Cancel or Close

- 6) Select the **Cancel** button on the bottom left to return to the Home Page without saving any changes.
- 7) Select the **Close** option in the **Actions** menu to close the application after saving all changes made.

The screenshot displays the JUSTgrants application interface. The main content area shows the 'Grant Package' details for ID 00769149, which is in a 'PENDING-DRAFT' state. The grant details are organized into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section includes fields for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169120-STG), and Funding Opportunity Title (Ashfflqbal HoldTest). The 'CFDA Information' section shows CFDA Number 00.000 and CFDA Program Title Grants.gov Applicant S2S Testing. The 'Project Information' section includes Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). On the right side, an 'Actions' dropdown menu is open, showing options: Refresh, Cancel Application, Print, and Close. The 'Close' option is highlighted with a green box and a green circle containing the number 7. At the bottom left, a 'Cancel' button is highlighted with a green box and a green circle containing the number 6. The bottom right corner features 'Save' and 'Continue' buttons. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top right corner has a notification bell, a help icon, and a user profile icon.



**Edit Application:
Multiple Application
Submitters**

Edit Application

Steps 1 - 2

Actions Menu

Applications with multiple Application Submitters are still assigned to one Application Submitter at a time, however, the other Application Submitters assigned to the application can take ownership as long as another Application Submitter is not currently editing.

- 1) Select the **Actions Menu** in the application.
- 2) Select the **Edit Application** option. A pop-up window appears with the following message: “**Are you sure you want to edit this application?**”

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area shows a 'Grant Package' (00777580) in a 'PENDING-DRAFT' status, with a due date of December 31, 2023, at 11:03:00 PM EST. The 'Assignments' section shows a task 'BudgetWrapperOJPScreenFlow (Complete and Submit)' assigned to 'Amy Callaghan'. The 'Information' tab is active, displaying details for the Grant Package, Application Case ID (A-414904), and Grant Manager. The 'Actions' menu is open, showing options: Refresh, Edit application (highlighted with a green box and circled with a '2'), Cancel Application, Print, and Close. The 'Participants' list includes JohnElectronicBusinessPoc Doe (Entity Administrator), David Gaetani (ApplicationSubmitter2), justgrants026.applicationsubmitter (ApplicationSubmitter3), and Amy Callaghan (Application Submitter). The URL at the bottom is 'stage-justgrants.usdoj.gov/prweb/PRAAuth/app/JGITS/.../ITABTHREAD?pyActivity=%4...'.

Edit Application

Step 3

Edit Application
Message

- 3) Select **Submit** to proceed with editing the application or **Cancel** to return without saving changes.

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with options like Home, Entity Profile, and Applications. The main content area shows details for a Grant Package (00777580) in a PENDING-DRAFT state, assigned to Amy Callaghan. An 'Edit application' dialog box is open in the center, asking 'Are you sure you want to edit this application?'. The dialog has 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a green box and a green circle containing the number '3'. The background shows application details including Application Case ID (A-414904) and Grant Manager (Amy Callaghan).

Edit Application

Step 4

Select **Begin** Button

4) Select the **Begin** button to open the application in edit mode.

NOTE: The application remains assigned to the application submitter and appears only in this application submitter's Worklist until another application submitter selects the **Edit Application** option from the Actions menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00777580)' in a 'PENDING-DRAFT' status, with a due date of December 31, 2023, at 11:03:00 PM EST. Below this, there is an 'Assignments' section with a toggle for 'View all'. A table lists the task 'BudgetWrapperOJPScreenFlow (Complete and Submit)' assigned to 'justgrants026.applicationsubmitter jgltsext'. A green circle with the number '4' highlights the 'Begin' button in the 'Assigned to' column. Below the assignments is an 'Information' section with tabs for 'Grant Package' and 'Application Versions'. The 'Grant Package' tab is active, showing details for 'O-OVW-2022-173642-STG' with Solicitation ID 'SI-173642' and Solicitation Title '9.0 Grants.gov Data-'. Other details include Application Case ID 'A-414904', Application Group Case ID 'AG-129439', and Grant Manager.

Task	Assigned to
BudgetWrapperOJPScreenFlow (Complete and Submit)	justgrants026.applicationsubmitter jgltsext

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-173642-STG		SI-173642
SolicitationID		Solicitation Title
SI-173642		9.0 Grants.gov Data-
Application Case ID		Application Group Case ID
A-414904		AG-129439
Grant Manager		SF424_2_1


Edit Application Message

Multiple Submitters


Another User
Editing


NOTE: If another Application Submitter is currently working on the application, it will not be possible to transfer ownership until the current Application Submitter closes the application. In this case, an error message displays that reads: “User {Username} is currently editing the application. You cannot edit until {Username} closes the application.”


Grant Package (A-479045)



 **User** Randall Reese **is currently editing the application. You cannot edit until** Randall Reese **closes the application.**

Pulse

 **Post** ▾

 Start a conversation

No file chosen 

No posts yet



Standard Applicant Information

Standard Applicant Information

Step 1

Open Standard Applicant Section

- 1) Select the Standard Applicant Information section. See the next page for detailed field information.

NOTE: Not every application will have all fields. Required fields may change based on requirements of the solicitation.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The "Standard Applicant Information" section is highlighted with a green box and a circled "1". This section contains three sub-sections: "Funding Opportunity", "CFDA Information", and "Project Information".

Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information	
CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024

The right sidebar shows "Solicitation Instructions" with a list of sections. "Standard Applicant Information" is selected and highlighted. Below it, "Participants (5)" lists "BC Bethany Case Entity Administrator". At the bottom, there are "Cancel", "Save", and "Continue" buttons.

Standard Application Section Fields

The **Funding Opportunity** and **Assistance Listing** fields are prepopulated and not editable.

The **Project Information** section is prepopulated from SF-424 and can be edited.

The **Areas affected by project** field allows applicants to add the geographic areas impacted by the project. Select the **Add** button to include up to ten entries. Entries can be zip codes, states, precincts, or any other geographical area. If ten entries are not enough, additional areas can be added if the award is funded.

Applicant type is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.

Application Submitter Contact Information is prepopulated and cannot be edited.

Type of Applicant is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.

Executive Order and **Delinquent Debt Information** is prepopulated from SF-424 and can be edited by selecting a different radio button.

“Is the Applicant Delinquent on Federal Debt?” section is prepopulated from SF-424 can be edited by selecting a different radio button.

**Confirm Authorized
Representative**



Confirm Authorized Representative

Steps 1 - 2

OVW/OJP
Applications

- 1) Select **Confirm Authorized Representative** in the Standard Applicant Information section. Applications for funding from OVW or OJP require and display one Authorized Representative.
- 2) Select an **Authorized Representative** from the dropdown box.

Note the message at the top of this screen that reads: “Every application must have an Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.”

NOTE: Green checkmarks do **NOT** indicate a completed section, only that it has been opened.

The user will be prompted to complete all required information before submitting the application.

The screenshot displays the JUSTgrants application submission interface. A sidebar on the left contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar, there is a table with columns for Information, Grant Package, and Application Versions. The table contains application details such as ApplicationInfo, GrantSubmissionHeader, OpportunityID, SolicitationID, and Solicitation Title. A dropdown menu for 'Select Authorized Representative' is open, showing a list of representatives. A green circle with the number '2' highlights the dropdown menu. On the right side, there is a 'Solicitation Instructions' panel with a list of sections: Standard Applicant Information (checked), Confirm Authorized Representative (highlighted with a blue bar and a green circle with the number '1'), Verify Legal Name and Address, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below the instructions is a 'Participants (2)' section showing a participant named JohnElectronicBusinessPoc Doe, Entity Administrator. At the bottom right, there are 'Save' and 'Continue' buttons. A 'Back' button is located at the bottom left of the main content area.

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-NIJ-2022-173389-STG		SI-173389
		SolicitationID
		9.0 grants.gov data
		Solicitation Title
		SF424_2_1
Application Case ID	Application Group Case ID	

Confirm Authorized Representative

Step 3

OVW/OJP
Applications

- 3) Select the **Confirm** button. To close the window without confirming the Authorized Representative, select **Cancel**.

NOTE: An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Confirm the individual being selected has the authority to do so. If the person selected has delegated authority, it is the responsibility of the person listed to maintain documentation that they possessed delegated authority on the date of application submission.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog box titled "Confirm Authorized Representative" is centered on the screen, overlaid on a "Grant Package" page. The dialog contains the following text: "An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so." Below the text are two buttons: "Cancel" and "Confirm". A green circle with the number "3" is drawn around the "Confirm" button, indicating the step to be taken. The background page shows the "Grant Package" details, including the package ID "00777245", status "PENDING-DRAFT", and due date "August 8, 2023 1:00:00 PM EDT". The left sidebar contains navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The right sidebar shows "Solicitation Instructions" with a list of steps, where "Confirm Authorized Representative" is the current step. A "Participants (2)" section at the bottom right lists "JohnElectronicBusinessPoc Doe" as the Entity Administrator.

Confirm Authorized Representative

Step 4

COPS Office Applications

4) Applications from the COPS Office requires two (2) Authorized Representatives.

- Law enforcement Executive/Program Official
- Government Executive/Financial Official

A message on this page describes the role and requirements of each of these officials.

NOTE: If the dropdown box does not include the preferred **Authorized Representative**, contact the **Entity Administrator** to ensure that the **Authorized Representative** has been invited to create a JustGrants user account. An Authorized Representative will only be displayed in the dropdown box if the Authorized Representative has logged into JustGrants. The Authorized Representative's name can then be seen by accessing the Entity Users link and on the Confirmed Authorized Representative screen of the application.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774184) PENDING-DRAFT Due May 24, 2023 3:08:00 PM EDT

Confirm Authorized Representative

For COPS Office applications, two Authorized Representatives must be identified. For law enforcement agencies, the authorized officials are the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent) and the top Government Executive (e.g., mayor, board chairman, or equivalent). For non-law enforcement agencies (institutions of higher education, private organizations, etc.), the authorized officials are the highest-ranking Programmatic Official (e.g., executive director, chief executive officer, or equivalent) and the highest-ranking Financial Official (e.g., chief financial officer, treasurer, or equivalent) who has the ultimate signatory authority to sign contracts on behalf of the organization.

The Authorized Representatives identified are the officials serving as representatives of the legal applicant entity. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. If the application is awarded, these positions will ultimately be responsible for the programmatic and financial management of the award.

Select Law Enforcement Executive/Program Official

Select Government Executive/Financial Official

INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-COPS-2022-170931-STG		SI-170931
		Solicitation Title
		MS DATA CHP

Participants (2)

Save Continue

Authorized Representative Error Messages

Message	Reason
The list of authorized representatives cannot be retrieved at this time. Please try again later.	The link between DIAMD and JustGrants is temporarily down. It will be restored in time.
Your Entity does not yet have any Authorized Representative Users. Contact your Entity Administrator to take this action.	No Authorized Representatives have been assigned for the Entity. The Entity Administrator must assign the role to an individual, and that individual must log in to JustGrants.

CONFIRMATION MESSAGE

Entity Administrator Action:

An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. **Please confirm the individual being selected has the authority to do so.**

NOTE: For more information on managing users, access the Entity Management Resources website:

<https://justicegrants.usdoj.gov/training/training-entity-management>.



Verify Legal Name and Address

Verify Legal Name and Address

Steps 1 - 3

Legal Name and Address

- 1) Select **Verify Legal Name and Address** in the Standard Applicant Information section.
- 2) Review all information in this screen for accuracy.
- 3) Check the acknowledgement check box at the bottom of the page.

NOTE: If information in this section is not correct, an authorized SAM.gov user must make changes in SAM.gov. Updated information will then be populated in JustGrants within 24 hours.

NOTE: If the red X next to **Designate Legal Address** is missing, the **Entity Administrator (EA)** must log into JustGrants and designate a legal address on the [Entity Profile](#). The **Application Submitter** cannot submit the application until the EA has completed this action.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00774490) **PENDING-DRAFT** Due July 31, 2023 4:27:00 PM EDT

Actions

Mailing Address

Street 1 111 Street Rd	Street 2 —	County/Parish —
City Washington	Country United States	Congressional District 88
State/U. S. Territory District of Columbia	Zip/Postal Code 602	

Designate as Legal Address

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Privacy Policy Back Save Continue



Proposal Abstract



Proposal Abstract

Step 1

Proposal Abstract Step 1

- 1) Select **Proposal Abstract** and the Proposal Abstract screen will be displayed.

NOTE: During the Funding Recommendation and Approval Process, DOJ staff can edit the project description. This will not replace or re-write the abstract submitted in the application. Once awarded, grantees and DOJ staff can submit a Scope Change Grant Award Modification (GAM) to initiate the modification of a project description (or title), which would update the project description in the award if/when it is approved.

The screenshot displays the JUSTgrants web application interface. The main focus is the 'Proposal Abstract' editing screen, which is highlighted with a green border. The interface includes a top navigation bar with the JUSTgrants logo and a sidebar on the left with various menu items. The central area shows a rich text editor for the proposal abstract. On the right, there is a sidebar with a '1 Instructions' section and a 'Participants (3)' section. At the bottom, there is a progress bar and navigation buttons.

Proposal Abstract

Step 2

Enter Text

- 2) Type text in the **Proposal Abstract** text box. Use the formatting options at the top of the text box to format this entry.

Do not copy and paste from Microsoft Word. Either type directly in the text box or copy and paste into Notepad, then copy and paste from Notepad into JustGrants. This removes any embedded formatting that will cause issues in the **Proposal Abstract**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The central focus is the "Proposal Abstract" form, which includes a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, list, and text color. A green circle with the number "2" is drawn around the "Monitoring" menu item in the left-hand navigation sidebar. To the right of the form, there are sections for "Solicitation Instructions" and "Participants (3)", each listing relevant information and user roles. At the bottom of the interface, a progress bar shows the current stage as "COMPLETE AND SUBMIT", with other stages including "INITIATE", "REVIEW", "BUDGET REVIEW", and "AWARDPACKAGEREADY". Navigation buttons for "Back", "Save", and "Continue" are visible at the bottom.



Proposal Narrative

Proposal Narrative

Step 1

Upload Proposal Narrative

1) Select the **Upload** button in the Proposal Narrative section.

- Note the asterisk at the end of the title. The asterisk indicates that an attachment is required before the application can be submitted.
- Upload the attachment by selecting the **Upload** button and following the directions. Use the **Proposal Narrative** attachment category.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Proposal Narrative" section is highlighted with a green circle containing the number "1", and the "Upload" button is highlighted with a green box. Below the "Upload" button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The "Goals, Objectives, Deliverables, and Timeline" section is visible, showing a "+ New Goal" button and a "Goal Statement" section with "No items". The progress bar at the bottom shows the current step as "COMPLETE AND SUBMIT". The right-hand panel includes "Solicitation Instructions" and "Participants (3)".

Proposal Narrative

Step 2

Select File

- 2) Either drag and drop the **Proposal Narrative** attachment into the white field or use the **Select file(s)** button to locate the file on the computer.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Proposal Narrative" section is active, showing a "Goals, Objectives, Deliverables, and Timeline" section with a "Goal Statement" field and a "No items" message. A modal dialog box titled "Attach file(s)" is overlaid on the page, featuring a dashed box for file drops, a paperclip icon, the text "Drag and drop files here", and a "Select file(s)" button. A large green circle with the number "2" is positioned over the "Select file(s)" button. The dialog also includes "Cancel" and "Attach" buttons. The background interface includes a sidebar with navigation options like "Home", "Entity Profile", and "Applications", and a right-hand panel with "Solicitation Instructions" and "Participants (3)".

Proposal Narrative

Steps 3 - 4

Check the
Category

- 3) The **Proposal Narrative** attachment is visible. Update the attachment name if needed.
- 4) The attachment is automatically assigned to the **Proposal Narrative** attachment category.

NOTE: DO NOT CHANGE THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the Proposal Narrative will not be visible in the Proposal Narrative section of the application.

The screenshot shows the JustGrants interface for a 'Grant Package (00774490)' in 'PENDING-DRAFT' status. A modal window titled 'Attach file(s)' is open, allowing file uploads. The modal includes a 'Drag and drop files here' area with a paperclip icon and a 'Select file(s)' button, which is circled with a green '3'. Below this is a table with columns for Name, File, and Category. The 'Category' column is highlighted with a green box and a circled '4'. The 'Attach' button is also highlighted with a green box and a circled '4'. The background shows the application's navigation menu and the 'Grant Package' details.

Proposal Narrative

Steps 5 - 6

Enter Goals and Objectives

- 5) The **Proposal Narrative** attachment is displayed within the application.
- 6) If **Goals, Objectives, Deliverables, and Timelines** are a requirement of the user's application, begin entry of goals by selecting the **+New Goal** link.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Proposal Narrative" section features an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this is a table of attachments:

Name	Category	Created by	Application Number	Date Added	
Proposal Narrative.pdf	Proposal Narrative	justgrants024.applicationsubmitte rjgilsext	---	11/22/2022	

The "Goals, Objectives, Deliverables, and Timeline" section includes a "+ New Goal" link and a "Goal Statement" field. The "Participants (3)" section lists three users: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.applicationsubmitte (Application Submitter), and jgilsext (Application Submitter). The interface also includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a bottom navigation bar with "Back", "Save", and "Continue" buttons.

Proposal Narrative

Steps 7 - 8

Goal Statement

An application may include Goals, Objectives, Deliverables, and Timeline forms. This will appear under the Proposal Narrative. The application submitter will insert the Goals, Objectives, Deliverables and Timeline directly in the form.

- 7) Enter a **Goal Statement** in the appropriate field. This is a required field.
- 8) Use the **+New Objective** link to add a new objective for this goal. It is possible to add one or multiple objectives to each goal. This is a required field, so at least one objective must be entered.

NOTE: Refer to the solicitation to review the goals and objectives requirements for the program. A link is found at the top of the screen.

Proposal Narrative

Steps 9 - 10

Enter
Objective(s)

- 9) Enter as many objectives as are needed.
- 10) Use the **+New Deliverable** link to add a new deliverable for this goal. It is possible to add one or multiple deliverables to each goal. This is a required field, at least one deliverable must be entered.

NOTE: Application submitters must indicate the projected fiscal year and quarter that the objective and/or deliverable will be completed.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The interface is divided into several sections:

- Goal Statement:** A text input field with a character count of "Remaining: 255 characters".
- Objectives:** A table with columns for "Objective", "Fiscal Year", and "Quarter". A green box highlights the first row, which contains the text "Provide after school care for up to 120 children", "2023", and "Q2". A circled "9" is placed next to this row. A "+ New Objective" link is visible to the right.
- Deliverables:** A table with columns for "Deliverable", "Fiscal Year", and "Quarter". A green box highlights the "+ New Deliverable" link. A circled "10" is placed next to this link.
- Participants (3):** A list of users with their roles: "JohnElectronicBusinessPoc Doe" (Entity Administrator), "justgrants024.applicationsubmitter" (Application Submitter), and "jgltsext" (Application Submitter).

Navigation buttons at the bottom include "Previous", "Add", "Save", "Cancel", "Back", "Save", and "Continue".

Proposal Narrative

Steps 11 - 12

Enter Deliverables

- 11) Select **Add** to add another goal, **Save**, to save all data and continue working, or **Cancel**, to close the **Goals, Objectives, Deliverables, and Timeline** section without saving any data.
- 12) Select **Continue**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The interface is divided into several sections:

- Goal Statement:** A text input field with a "Remaining: 255 characters" indicator.
- Objectives:** A table with columns for "Objective", "Fiscal Year", and "Quarter". A "+ New Objective" button is present. One objective is listed: "Provide after school care for up to 120 children" with "2023" for the fiscal year and "Q2" for the quarter. A "Remaining: 200 characters" indicator is shown.
- Deliverables:** A table with columns for "Deliverable", "Fiscal Year", and "Quarter". A "+ New Deliverable" button is present. The "Deliverable" column has a dropdown menu with "Select" as the current selection. "Fiscal Year" and "Quarter" also have dropdown menus with "Select" as the current selection. A "Remaining: 200 characters" indicator is shown.

At the bottom of the Deliverables section, a green box highlights the "Add", "Save", and "Cancel" buttons. A circled "11" is placed next to this box. At the bottom right of the page, a circled "12" is placed next to the "Continue" button.

Proposal Narrative

Steps 13 - 14

Save Goal and
Add Another

13) Select the **Save** button.

14) Select the **Add** button to continue adding goals.

NOTE: All goals added to the application appear on the left. Select the line under Goal Statement to view and edit goals that were created. Select the trash can icon to delete a goal, objective or deliverable.

The screenshot displays the JUSTgrants application interface for a 'Grant Package'. The main form area is divided into sections: 'Goal Statement', 'Objectives', and 'Deliverables'. A green box highlights a trash can icon in the Goal Statement section, and a green circle highlights the 'Add' button at the bottom. The 'Save' button is also highlighted with a green circle. The right-hand panel shows 'Participants (4)' with user profiles. The bottom navigation bar includes 'Back', 'Add', 'Save', 'Cancel', 'Save', and 'Continue' buttons.



Budget Detail Overview



Budget Detail Overview (cont.)



With most applications, proposed budget detail information is submitted in the application via a web-based form. There are *some exceptions* that may require that budgets be attachments or not submitted at all.

Budgets in JustGrants are entered in one of two ways, *based on the requirements in the solicitation*.

- **Web-based Budget** – this is the most common form of budget entry and requires that budget categories are populated line by line directly into JustGrants.
- **Attachment Budget** – this less common form of budget entry requires the budget to be uploaded as one or more files into the application.

Applicants should refer to both the solicitation instructions and the application components in the JustGrants application to determine if the web-based budget detail form is required.

For information about specific cost items, applicants should refer to solicitation instructions. There is a link to the DOJ financial guide within each section.

Budget Structures

The COPS Office, OVW, and OJP present different budget structures in their applications. Guidance for entering budget data in an application is provided within the Quick Reference Guides linked below:

- **The COPS Office:** The COPS Office only uses web-based budgets in their applications.
- **OJP:** OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, SMART) may use either a web-based budget or an attached budget. Check the solicitation to determine which type of budget is required for the application.
- **OVW:** Currently, OVW only uses an attached budget.

DOJ Office	Budget Quick Reference Guide
COPS Office Web-based Budget	COPS Office Web-based Budget
OJP Web-based Budget	OJP Web-based Budget
OJP Attached Budget	OJP Attached Budget
OVW Attached Budget	OVW Attached Budget

Web-based Budget Detail Overview



When a web-based budget is required, there are different views that applicants have when applying for an OJP, OVW, or COPS Office opportunity.

The key differences between these views include:

- **Applications to COPS Solicitations** using the web-based form includes multi-year Sworn Officer or Civilian Categories instead of the Personnel and Fringe Categories used by OJP and OVW Solicitations; COPS Office budgets do not include conference cost indicators.
- **Applications to OJP Solicitations** using the web-based form includes the ability to “add years” to track costs by year across multi-year projects. In addition, the entry of federal and non-federal split at the individual cost item level is required.
- **Applications to OVW Solicitations** using the web-based form do not include city, state, country indicators in the subawards and procurement sections. Currently, OVW typically uses an attached budget.

Web-based Budget Detail Overview (cont.)

In addition to the office differentiations, the web-based budget forms include three general parts:

- 1** **Projected line-item costs** include detailed calculations within standard budget categories. Cost calculations include the total projected cost for that line item. Non-federal match amounts may be included in these line-item costs.
- 2** **Narrative descriptions of those projected costs** within the standard budget categories. The narrative sections appear within the corresponding sections of the standard budget categories.
- 3** **Auto-calculated budget summary** or consolidated category summary provides a high-level overview of the entered costs across all categories for the entire project period.

The budget summary is the only section of the web-based budget form where applicants enter the breakdown of total project costs across any requested federal funding, match, or program income. Check the solicitation for any match requirements.

Web-based Budget Detail Comparison

The web-based budget summary totals must be identical to the information entered in the **Standard Applicant Information** section (see page 48 for additional details) of the application to be able to successfully submit the application. If the numbers do not align, an error message is displayed on the budget summary page with instructions on how to correct the discrepancy.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (Federal share)	=	Federal Funds
Applicant Estimated Funding (Non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



**Budget and Associated
Documentation
Attachment**

Upload Budget Attachment

Step 1

Attach a Budget File

- 1) In some cases, applications require the budget to be uploaded as an attachment or series of attachments. If the budget section of the application appears as in the displayed image, use the **Upload** button to upload a spreadsheet with the budget figures. Notice that there is a separate **Upload** button for each section.

NOTE: PAY ATTENTION TO THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the uploaded document will not be visible in the correct section of the application.

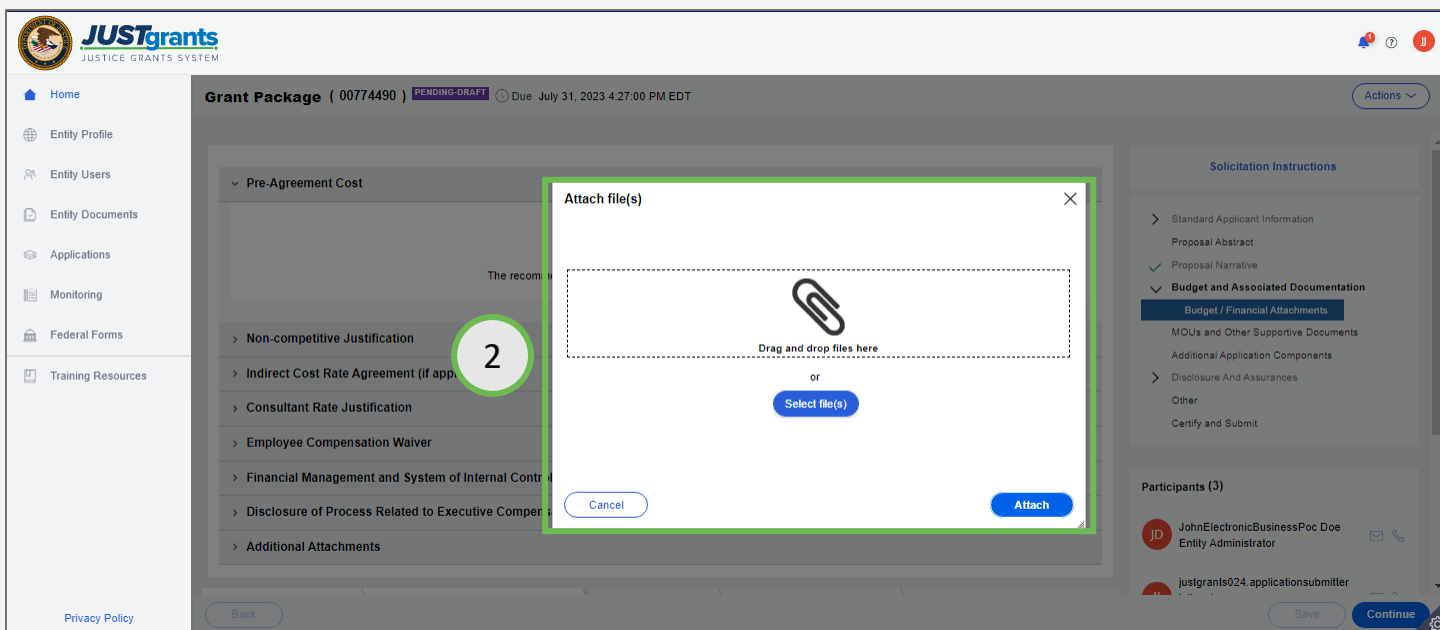
The screenshot displays the JustGrants application interface. The top navigation bar includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00774490) PENDING-DRAFT' with a due date of 'Due July 31, 2023 4:27:00 PM EDT'. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into sections: 'Pre-Agreement Cost', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate Justification', 'Employee Compensation Waiver', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Pre-Agreement Cost' section is highlighted with a green border and contains an 'Upload' button, which is circled in green with the number '1'. Below the 'Upload' button, it states 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right sidebar contains 'Solicitation Instructions' and 'Participants (3)'. The bottom of the page has a 'Privacy Policy' link, a 'Back' button, and 'Save' and 'Continue' buttons.

Upload Budget Attachment

Step 2

Select File

- 2) Drag and drop the budget file or use the **Select file(s)** button to upload the budget spreadsheet.



Upload Budget Attachment

Steps 3 - 4

Select Attach

- 3) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 4) Select Attach.

The screenshot shows the JUSTgrants application interface. A modal dialog titled "Attach file(s)" is open. The dialog has a "Drag and drop files here" area with a paperclip icon, circled with a green "3". Below this is a "Select file(s)" button. A table is displayed with the following data:

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs.docx	Pre-Agreement Cost

The "Attach" button is circled with a green "4". The background shows the application's navigation menu and a warning message: "The deadline for this application has passed".

Upload Budget Attachment

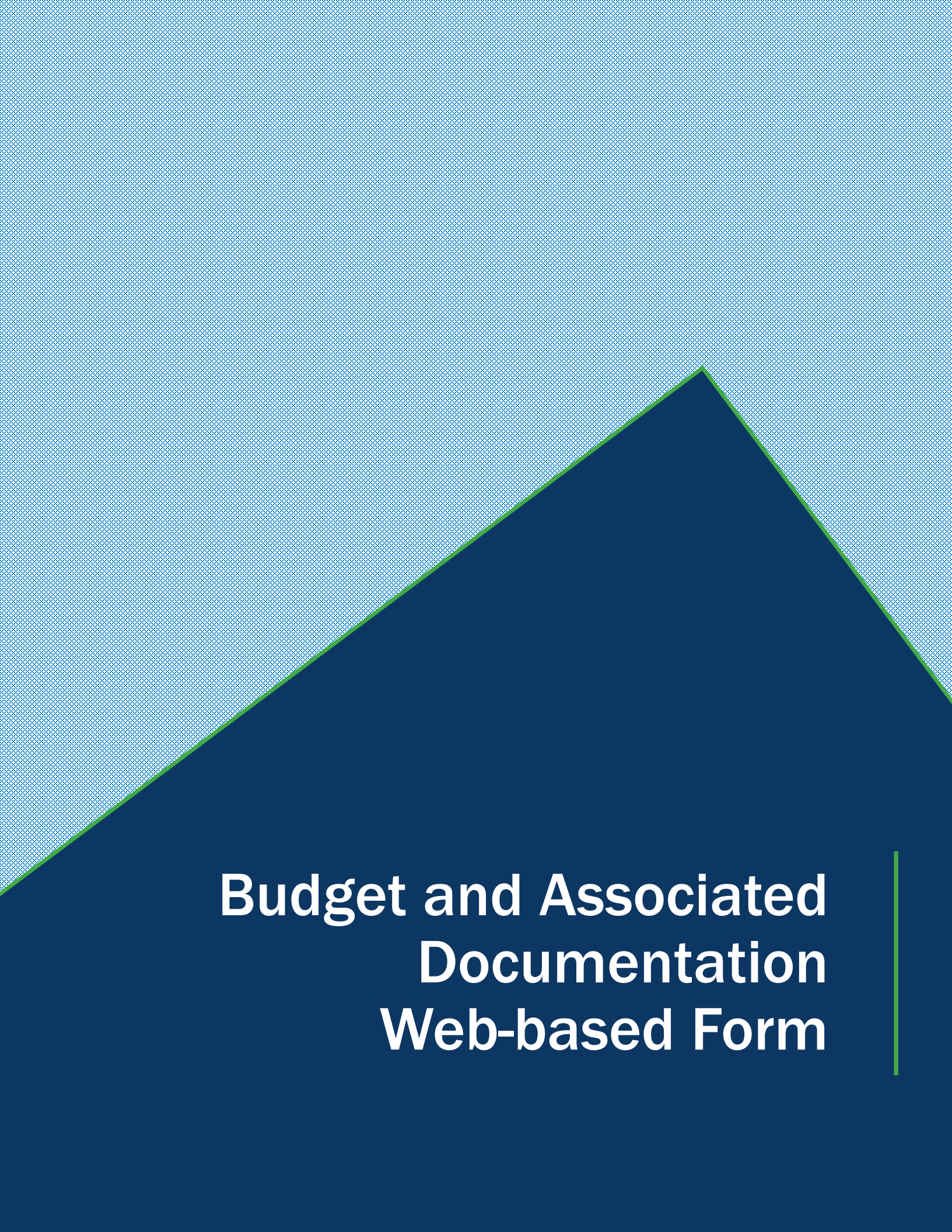
Step 5

File Attached

- 5) The file is attached in the section of the application that corresponds with the file category selected upon upload. Continue uploading all budget and financial documentation as required by the solicitation.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00749680)' and shows a 'PENDING-DRAFT' status. A red warning banner indicates 'The deadline for this application has passed'. The 'Pre-Agreement Cost' section is expanded, showing an 'Upload' button and a table of attached files. A green circle highlights the number '5' in the left sidebar and the first row of the file table. The 'Solicitation Instructions' panel on the right lists various document categories, with 'Budget and Associated Documentation' checked.

Name	Category	Created by	Application Number	Date Added	
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationsubmitter.jgiltext		11/22/2022	



**Budget and Associated
Documentation
Web-based Form**

Enter Web-based Budget

Overview

COPS, OJP

In most cases, JustGrants requires a budget to be entered using the web-based forms in the application. The categories in the application vary based on the solicitation requirements.

NOTE: Frequently use the **Save** button since JustGrants does not autosave work. Use the **Continue** button to move to the next section. The **Continue** button executes a validation check, while using the navigation menu does not.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00749680) **PENDING-DRAFT** Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

▲ The deadline for this application has passed

Conference Costs
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?
(DOJ Financial Guide, Section 3.10)

Conference Costs
 Yes
 No

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
 - Conference Costs**
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Construction
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Consolidated Category Summary

INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-SMART-2019-13143-STG		SI-113143
Application Case ID	Application Group Case ID	Solicitation Title
A-260456	AG-100067	SF424_2_1
Grant Manager		

1

Back Save Continue

Enter Web-based Budget

Steps 1 – 3: Adding Conference Costs

OJP

- 1) Navigate to the **Budget and Associated Documentation** section.
- 2) Select **Conference Costs**.
- 3) Select **Yes** or **No** if the budget contains conference costs.

NOTE: This is not the formal conference cost reporting form submission.

NOTE: There is a link to the DOJ Financial Guide at the top of the page for guidance when working within the Budget Detail Form.

The screenshot displays the JUSTgrants web application interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Grant Package (-d215-4a45-83cc-ca964156054e)' and shows a 'Conference Costs' section. This section contains a question: 'Does this budget contain conference costs which is defined broadly to include meetings, exhibits, seminars, symposia, and training activities?' with a link to '(DOJ Financial Guide, Section 3.10)'. Below the question are radio buttons for 'Yes' and 'No'. To the right is a 'Solicitation Instructions' sidebar with a tree view. The 'Budget and Associated Documentation' section is expanded, and 'Conference Costs' is selected. The page also features a progress bar with steps: INITIATE, COMPLETE AND SUB., REV., BUDGET REV., and AWARD/PACKAGE AREA. At the bottom, there are 'Back', 'Screenshot', 'Save', and 'Confirm' buttons.

Enter Web-based Budget

Steps 4 – 5: Adding Personnel

OJP

- 4) Select **Personnel**, then select **+Add Item** to add names for personnel and costs.
- 5) Enter narrative description for the costs.

NOTE: OJP applications require a breakout of the Federal and Non-Federal portions of the project budget by individual cost item. After adding line-item costs, applicants enter the Non-Federal amount, and the Federal amount is calculated as the difference between the cost of the line item minus the Non-Federal amount. This applies to all budget categories.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00756901) PENDING-DRAFT Due June 29, 2021 11:48:00 PM EDT

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Year 1
Add Year Delete Year

Instructions

Personnel
+ Add Item Delete item

Computation - Show annual salary & amount of time devoted to the project for each name/position

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
		\$	Yearly		%	\$0.00	\$	\$0.00

Personnel Total Cost: \$0.00
Total Non-Federal Amt (Match or Prog Inc): \$0.00
Total Federal Amount: \$0.00

Additional Narrative

Font Size B I U X [Rich Text Editor Icons]

Privacy Policy Back Save Continue

Enter Web-based Budget

Steps 6 – 7: Adding Fringe

OJP

- 6) Select **Fringe** and then select **+Add Item** to add names and costs for fringe.
- 7) Enter a narrative description for the fringe costs.

The screenshot displays the JUSTgrants web-based budget entry interface. The main content area shows the 'Fringe Benefits' section with a table for adding items. A green circle labeled '6' highlights the '+ Add item' button. Below the table, a text area for 'Additional Narrative' is highlighted with a green box and a green circle labeled '7'. The right sidebar shows a navigation menu with 'Fringe Benefits' selected. The top navigation bar includes 'Home', 'Entity Profile', 'Entity Users', 'Entity Documents', 'Applications', 'Monitoring', 'Federal Forms', and 'Privacy Policy'. The bottom navigation bar includes 'Home', 'Application Submission | 86', and 'Continue'.

Enter Web-based Budget

Steps 8 – 9: Adding Sworn Officer

COPS Office

- 8) Select **Sworn Officer** and enter the position information and number of officers requested. Then enter per officer information for salary and any applicable fringe benefits for each year of the program. Fringe benefits can be entered as a percentage of salary (fixed rate) or a fixed dollar amount per year (fixed amount).
- 9) Verify the total salary and benefits – including cost per year, total per officer, and total for all officers.

NOTE: Many COPS programs limit the allowable costs to certain categories (e.g., the CHP program only allowing Sworn Officer costs). Therefore, not all category pages will be available to applicants, depending on the solicitation. Please refer to the solicitation guidelines regarding allowable costs for the respective programs.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Application Monitoring Federal Funding Privacy Policy

Grant Package (00748976) **PENDING-DRAFT** Due March 19, 2021 12:12:00 PM EDT

Actions Print

> Instructions
Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position
Position Title Position Description
Sworn Officer

> Salary
> Fringe Benefits
> Summary Totals
Total Salary and Benefits

Sworn Officer Positions
Civilian Personnel
Travel
Equipment
Supplies
SubAwards (Subgrants)
Procurement Contracts
Other Costs
Indirect Costs
Budget Summary
Budget / Financial Attachments
MOUs and Other Supportive Documents
Additional Application Components
> Disclosure And Assurances
Other

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information	Audit	Grant Package
ApplicationInfo GrantsSubmissionHeader OpportunityID O-COPS-2021-61256-QA	SolicitationID SI-61256	Solicitation Title DWA2
Application Case ID A-110490	Application Group Case ID AG-56162	SF424_2_1

Back Save Continue

Enter Web-based Budget

Steps 10 – 12: Adding Civilian Personnel

COPS Office

- 10) Select **Civilian Personnel** and enter the position information, salary, and fringe benefits.
- 11) Add/copy the position, as appropriate.
- 12) Verify the total salary and benefits—including proposed years.

The screenshot displays the JUSTgrants web application interface. The main content area shows the 'Grant Package (00748976)' details, including the status 'PENDING-DRAFT' and the due date '2021 12:12:00 PM EDT'. The 'Civilian Personnel' section is highlighted with a red circle (10). The 'Add Position' button is highlighted with a red circle (11). The 'Number of Positions' input field is highlighted with a red circle (12).

	Year 1	Year 2	Year 3
Benefits	\$0.00	\$0.00	\$0.00
Salary	—	—	—
Total	\$0.00	\$0.00	\$0.00
Civilian Position 1			
Number of Positions	1		
Total Salary and Benefits	\$0.00		

Enter Web-based Budget

Step 13: Travel Category

COPS, OJP

13) Many of the budget categories work in a similar manner. As mentioned before, the categories are determined by the solicitation requirements. The **Travel** category displays different fields from the **Personnel** category, but the data entry process is the same in both cases.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00749680) **PENDING-DRAFT** Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

▲ The deadline for this application has passed

Add Year **Delete Year**

Year 1 Year 2 Year 3

Instructions

Travel

+ Add item × Delete item Compute the cost of each type of expense X the number of people traveling.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal
1		Select...		\$					\$	

Travel Total Cost \$0.00 Total Non-Federal Amt (Match or Prog Inc) \$0.00 Total Federal Amount \$0.00

Back Save Continue

Enter Web-based Budget

Steps 14 – 15: Additional Narrative

COPS, OJP

- 14) As line items are entered, JustGrants tracks the total amount entered for the budget category below the line entries. This allows an application submitter to review and check totals against a spreadsheet, if desired.
- 15) The **Additional Narrative** field is not required; however, the expectation is that clear and specific explanations related to the entries in each category will be provided.

The screenshot displays the JustGrants web interface for a grant package. The header shows the JustGrants logo and system name. The main content area is titled "Grant Package (00749680)" and includes a "PENDING-DRAFT" status, a "Comp # (C-SMART-2019-00001-STG)", and a "Due" date of "May 21, 2021 11:59:00 PM EDT". A red warning banner states "The deadline for this application has passed". Below this, there is a table for entering budget items with columns: Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal. A summary table below the main table shows: Travel Total Cost: \$0.00, Total Non-Federal Amt (Match or Prog Inc): \$0.00, and Total Federal Amount: \$0.00. A large text area for "Additional Narrative" is highlighted with a green box and labeled "15". A "14" is also present near the summary table. The interface includes a left sidebar with navigation options like Home, Entity Profile, and Applications, and a bottom navigation bar with "Back", "Save", and "Continue" buttons.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal
1		Select...		\$					\$	

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$0.00	\$0.00	\$0.00

Enter Web-based Budget

Step 16: Indirect Cost Category

COPS, OJP

16) The Indirect Cost category is common to many solicitations. To enter indirect cost line items, enter the description, the rate, and the indirect cost rate for each line. JustGrants multiplies the rate by the indirect cost rate to achieve a total.

NOTES:

1) Questions regarding specific instructions on a category should be addressed by reviewing the solicitation for guidance, or by consulting the [DOJ Grants Financial Guide](#).

2) If the Entity Administrator has added the indirect cost rate agreement to the Entity library, use the upload feature to search the library for the agreement.

Grant Package (00749680) **PENDING-DRAFT** Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

▲ The deadline for this application has passed

Indirect Costs

Compute the indirect costs for those portions of the program which allow such costs.

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	\$	%	%	\$	

Indirect Costs Total Cost: \$0.00
Total Non-Federal Amt (Match or Prog Inc): \$0.00
Total Federal Amount: \$0.00

Budget Summary

COPS

Summary
Screens

For COPS Office applications, review the total project cost in the summary.

- 1) Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**
- 2) Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

Verify that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application.

NOTE: Some COPS solicitations have automatically calculated match percentage costs.

Budget Category	Total Cost
Sworn Officer Positions	\$0.00
Civilian or Non-Sworn Personnel	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
SubAwards	\$0.00
Procurement Contracts	\$0.00
Other Costs	\$0.00
Indirect Costs	\$0.00
Total Project Costs	\$0.00
Federal Funds:	\$0.00 100.00%
Match Amount:	\$0.00 0.00%
Program Income:	\$0.00 0.00%

Budget Summary

Steps 1 – 2: OJP Multi-Year Consolidated Category Summary

Summary Screens

- 1) When reviewing the typical multi-year consolidated budget for OJP, first review the total project cost summary.
- 2) In the Budget Totals section, the Federal and Non-Federal breakout will automatically calculate based in the itemized entries. The user must identify what portion, if any, of the Non-Federal is Program Income by entering a value in that field. The default is that all Non-Federal is attributable to Match. **When entering a value for Program Income, the Match portion will automatically recalculate to not exceed 100% of Non-Federal costs.**

Typical

Equipment	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	
Construction	\$0	\$0	\$0	
SubAwards	\$0	\$0	\$0	
Procurement Contracts	\$0	\$0	\$0	
Other Costs	\$0	\$0	\$0	
Total Direct Costs	\$67,876	\$58,075	\$125,951	
Indirect Costs	\$0	\$0	\$0	
Total Project Costs	\$67,876	\$58,075	\$125,951	1
Federal	\$67,796	\$58,028	\$125,824	

2

Budget Totals		
	Total	Percentage
Total Project Cost	\$125,951	
Federal Funds	\$125,824 ▲	99.90%
Non-Federal Amount	\$127	0.10%
Match Amount	\$127 ▲	0.10%
Program Income	<input type="text" value="\$"/>	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Budget Summary

Step 3: OJP Multi-Year Consolidated Category Summary

Summary
Screens

- 3) Verify that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application. If the values do not align, an error icon will display next to the value(s) with the discrepancy. By hovering over the error icon, a message will display. Click on that message for further instructions and option to update the Standard Application Information section with the Budget Totals values.

Typical

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Budget/Financial Attachments

Step 1: Budget/Financial Attachments

Budget/ Financial Attachments

- 1) In the **Budget and Financial Attachments** section, upload any documents that are required or requested to be added based on solicitation requirements. As with all attachments in the application, use the correct attachment category when uploading.

NOTE: Whether there is a web-based form, applicants can select **Budget/Financial Attachments** to add documents such as the indirect cost rate agreement.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Grant Package (00749680)' status as 'PENDING-DRAFT' with a due date of 'May 21, 2021 11:59:00 PM EDT'. A red banner at the top states 'The deadline for this application has passed'. The 'Budget and Associated Documentation' section is expanded, showing a table with one entry: 'Pre-Agreement Costs.docx' under the 'Pre-Agreement Cost' category, created by 'justgrants024.applicationsubmitter@jgilsent'. An 'Upload' button is visible above the table. The right sidebar shows 'Solicitation Instructions' with a checklist of items, including 'Budget and Associated Documentation' which is checked. A '1' in a green circle is placed over the 'Applications' menu item in the sidebar.

Name	Category	Created by	Application Number	Date Added
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationsubmitter@jgilsent		11/22/2022



MOUs and Other Supportive Documents

MOUs and Other Supportive Documents

Steps 1 - 2

MOUs

- 1) Select Memoranda of Understanding (MOUs) and Other Supportive Documents.
- 2) Select the **Upload** button and follow the prompts to upload a document.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features an "Upload" button highlighted with a green box and a "2" in a circle. Below the upload area is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (highlighted with a "2" in a circle), BUDGET REVIEW, and AWARDPACKAGEREVIEW. The "MOUs and Other Supportive Documents" option in the "Solicitation Instructions" sidebar is highlighted with a green box and a "1" in a circle. The sidebar also lists other options like Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. The "Participants (4)" section lists users: justgrants024.multipleroles.igjitsex (AuthorizedRepresentative) and Amy Callaghan (Entity Administrator). The "Back" button is at the bottom left, and "Save" and "Continue" buttons are at the bottom right.

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-SMART-2019-13143-STG			SI-113143	
Application Case ID		Application Group Case ID		SF424_2_1
A-260456		AG-100067		
Grant Manager				

MOUs and Other Supportive Documents

Step 3

Upload a File

- 3) Drag and drop the file or use the **Select file(s)** button to upload the document.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a 'Grant Package (00774490)' in a 'PENDING-DRAFT' state, with a due date of July 31, 2023, at 4:27:00 PM EDT. The interface is divided into several sections: a left sidebar with navigation options like 'Home', 'Entity Profile', and 'Applications'; a central main area with a list of document categories such as 'Pre-Agreement Cost', 'Non-competitive Justification', and 'Indirect Cost Rate Agreement'; and a right sidebar with 'Solicitation Instructions' and 'Participants (3)'. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a dashed box for file placement, a paperclip icon, the text 'Drag and drop files here', and a 'Select file(s)' button. The dialog also includes 'Cancel' and 'Attach' buttons at the bottom. A green circle with the number '3' is overlaid on the 'Indirect Cost Rate Agreement' category in the main area, indicating the current step in the process.

MOUs and Other Supportive Documents

Steps 4 - 5

Verify the
Category

- 4) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 5) Select **Attach**.

The screenshot shows the JUSTgrants application interface. A modal dialog titled "Attach file(s)" is open. The dialog contains a "Drag and drop files here" area with a paperclip icon, circled with a green "4". Below this is a "Select file(s)" button. A table is displayed with the following columns: "Name", "File", and "Category". The "Category" column is highlighted with a green box, circled with a green "5". The table contains one row with the following data:

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs.docx	Pre-Agreement Cost

At the bottom of the dialog, there are "Cancel" and "Attach" buttons. The "Attach" button is circled with a green "5".

MOUs and Other Supportive Documents

Steps 6 - 7

[View the File](#)

- 6) The file is attached in the section of the application that corresponds with the file category selected upon upload.
- 7) Continue uploading all MOUs and Other Supporting Documents as required by the solicitation.

Grant Package (00749680) PENDING-DRAFT Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

▲ The deadline for this application has passed

Memoranda of Understanding (MOUs) and Other Supportive Documents

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

6

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-SMART-2019-13143-STG			SI-113143	
Application Case ID		Application Group Case ID		SF424_2_1
A-260456		AG-100067		
Grant Manager				

Participants (4)

- justgrants024.multipleroles.igjitsex AuthorizedRepresentative
- AC Amy Callaghan Entity Administrator

Back Save Continue



Additional Components

Additional Components

Steps 1 - 4

Additional Components

- 1) Select **Additional Application Components**.
- 2) Select the subsection. **NOTE:** the subsections are customized for each solicitation. These are sections that are marked as critical components in the solicitation.
- 3) Most additional components display an **Upload** button. This allows the Application Submitter to upload a document from their computer.
- 4) In some cases, the relevant document may be saved in the Entity Documents library. Use the **Profile** button to locate an Entity Document.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a 'Grant Package' (00774779) in a 'PENDING-DRAFT' status, with a due date of July 30, 2023, at 12:31:00 PM EDT. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources.
- Main Content Area:** Displays the 'Grant Package' details and a list of subsections. A green box highlights the 'Proof of 501(c)(3) Status (Nonprofit Organization Only)' subsection, which includes an 'Upload' button (3) and a 'Profile' button (4). Below this, there are sections for 'Confidentiality Notice Form' and 'Additional Attachments'. A progress bar at the bottom indicates the current step is 'COMPLETE AND SUBMIT'.
- Right Panel:** Contains 'Solicitation Instructions' and 'Participants (3)'. The 'Solicitation Instructions' panel shows a list of instructions, with 'Additional Application Components' selected (1). The 'Participants' panel shows three participants: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.authorizedrep jigitsext (Authorized Representative), and another participant.
- Bottom:** Includes a 'Back' button and 'Save' and 'Continue' buttons.

Additional Components

Steps 5 - 6

Upload Entity Document

- 5) Select the check box corresponding to the Entity Document(s) to attach to the application.
- 6) Select the **Attach** button.

The screenshot displays the JUSTgrants application interface. A modal dialog titled "Select a file from my Entity Profile" is open, showing a table of files. The table has columns for Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. The files listed are:

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Job Aid - Creating and Using Bookmarks_comments.docx	LegacyAttachments					4/20/22	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test Data 1.pdf	LegacyAttachments			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test Data.xlsx	Budget Indirect Cost Rate Agreement			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test data 02.pdf	Budget Financial Management Questionnaire			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Email Template 1 JustGrants.pdf	File					11/4/20	tae song

At the bottom of the dialog, there is a "Cancel" button on the left and an "Attach" button on the right. A green circle highlights the number "5" in the top left corner of the dialog, and another green circle highlights the number "6" in the bottom right corner, next to the "Attach" button.

Additional Components

Steps 7 - 8

Upload Files

7) For this solicitation, the applicant may need to complete additional sections. Select each caret to expand the section.

- Tribal Authorizing Resolution
- Letters of Support
- Letter of Non-supporting
- Proof of 501 (c) Status (Nonprofit Organization Only)
- Confidentiality Notice Form
- Additional Attachments

8) Select **Upload** and follow the prompts to attach a document.

NOTE: There may be customized subsections added in the solicitation.

The screenshot displays the JUSTgrants application submission interface. The main content area shows the 'Tribal Authorizing Resolution' section, which includes an 'Upload' button (circled in green) and a table of attachments. The table lists the following information:

Name	Category	Created by	Application Number	Date Added
Supporting Documentation.docx	Tribal Authorizing Resolution	justgrants024.applicationsubmitte r.jgitsext	---	11/25/2022

The 'Upload' button and the number '8' in the table are circled in green, indicating the steps to follow. The interface also includes a sidebar with navigation options, a progress bar at the bottom, and a 'Solicitation Instructions' panel on the right.



Disclosures and Assurances

Disclosures and Assurances

Steps 1 - 3

Lobbying Disclosure

- 1) Select Disclosures and Assurances.
- 2) Select Disclosure of Lobbying Activities.
- 3) Click on the attachment. The attachment is the SF-LLL form submitted in Grants.gov.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Monitoring | Federal Forms | Toggle Management | Training Resources

Grant Package (00774544) PENDING-DRAFT Due July 25, 2023 9:42:00 AM EDT

Disclosure of Lobbying Activities *

Name	Category	Created by	Application Number	Date Added
Form SFLLL_2_0-V2_0.pdf	LobbyingActivitiesDisclosure			06/08/2022

1/2

3

1

2

INFORMATION | Grant Package | Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171178-STG			SI-171178	FY2022

Application Case ID	Application Group Case ID	SF424_2_1
A-398382	AG-128093	

Grant Manager

Back

Save Continue

Solicitation Instructions

- Standard Applicant Information
- Budget and Associated Documentation
- Additional Application Components
 - Disclosure And Assurances
 - Disclosure Of Lobbying Activities
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying
- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission
- Other
- Certify and Submit

Participants (2)

JohnElectronicBusinessPoc

Disclosures and Assurances

Step 4

Duplication Disclosure

- 4) Select **Disclosure of Duplication In Cost Items**. In OJP, this is formerly known as a disclosure of pending applications. Review current awards that are covered for federal assistance. This is where it is necessary to disclose if there are any pending applications active in the past 12 months.

NOTE: The applicant will check **Yes** or **No** if this has occurred in the past 12 months. If **Yes**, add items to a chart to state the federal or state funding agency, and solicitation name/project name.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The central focus is the "Disclosure of Duplication in Cost Items" section, which contains two radio button options:

- No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.
- Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Below the options is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREA. The "COMPLETE AND SUBMIT" step is highlighted with a green circle containing the number "4".

On the right side, there is a "Solicitation Instructions" panel with a list of sections. The "Disclosure of Duplication in Cost Items" section is highlighted with a green box. Other sections include: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Disclosure Of Lobbying Activities, DOJ Certified Standard Assurances, DOJ Certifications Regarding Lobbying, Other Disclosures and Assurances, Declaration and Certification to DOJ as to Application Submission, Other, and Certify and Submit.

At the bottom of the interface, there are "Back", "Save", and "Continue" buttons. A "Privacy Policy" link is also visible in the bottom left corner.

Disclosures and Assurances

Step 5

Cost Items Disclosure

5) If **Yes**, add the duplication in cost item by selecting **Add Item** and inserting the following:

- Federal or State Funding Agency
- Solicitation Name/Project Name
- Grantor POC Name
- Grantor POC Phone
- Grantor POC Email

To delete items or rows, highlight the row and select **Delete**.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of July 30, 2023, 12:31:00 PM EDT. The "Disclosure of Duplication in Cost Items" section has two radio button options: "No" (unselected) and "Yes" (selected). Below the options is a table with the following headers: "Federal or State Funding Agency", "Solicitation Name/Project Name", "Grantor POC Name", "Grantor POC Phone", and "Grantor POC Email". A green circle highlights the "+ Add Item" button, and a green box highlights the table headers. The "Solicitation Instructions" sidebar on the right shows a list of instructions, with "Disclosure of Duplication in Cost Items" highlighted in green. The bottom of the interface shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "Back" button is highlighted with a green circle, and the "Save" and "Continue" buttons are visible at the bottom right.

Disclosures and Assurances

Step 6

Standard Assurances

- 6) Select DOJ Certified Standard Assurances.
 - a) Select the **Acknowledge** box.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00774779) PENDING-DRAFT' with a due date of 'Due July 30, 2023 12:31:00 PM EDT'. The page contains several paragraphs of text, including a disclaimer and a certification statement. A green circle with the number '6' highlights a blue 'Acknowledge' button. Below the text, there are fields for 'SignerID', 'Signing Date / Time', and 'Save' and 'Continue' buttons.

Home

Entity Profile

Entity Users

Entity Documents

Applications

Monitoring

Federal Forms

Training Resources

Grant Package (00774779) PENDING-DRAFT Due July 30, 2023 12:31:00 PM EDT

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

6 I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID

Signing Date / Time

Privacy Policy

Back

Save

Continue

Disclosures and Assurances

Step 7

Lobbying Certifications

- 7) Select DOJ Certifications Regarding Lobbying.
 - a) Select the Acknowledge box.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Monitoring | Federal Forms | Training Resources

Grant Package (00774779) PENDING-DRAFT | Due July 30, 2023 12:31:00 PM EDT

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID

Signing Date / Time

Privacy Policy | Back | Save | Continue

Disclosures and Assurances

Steps 8 - 9

Disclosures & Assurances

- 8) Select **Other Disclosures and Assurances**. Use this section to upload any additional disclosures and assurances per the directions outlined in the solicitation.
- 9) Select the **Upload** button and follow the prompt.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Other Disclosures and Assurances" and contains an "Upload" button, which is circled in green and labeled with the number 9. Below the button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface includes a progress bar with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides application details:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-171485-STG		SI-171485
SolicitationID		Solicitation Title
SI-171485		FY2022
Application Case ID	Application Group Case ID	SF424_2_1
A-400391	AG-128247	
Grant Manager		

The right sidebar, titled "Solicitation Instructions", lists various requirements, with "Other Disclosures and Assurances" highlighted in green and labeled with the number 8. Other items in the list include Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure Of Lobbying Activities, Disclosure of Duplication in Cost Items, DOJ Certified Standard Assurances, and DOJ Certifications Regarding Lobbying. At the bottom of the sidebar, there are buttons for "Save" and "Continue".

Disclosures and Assurances

Steps 10 - 11

Declaration & Certification

10) Select Declaration and Certification to DOJ as to Application Submission.

11) Select the Acknowledge box.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The section is "Declaration and Certification to the U.S. Department of Justice as to this Application Submission".

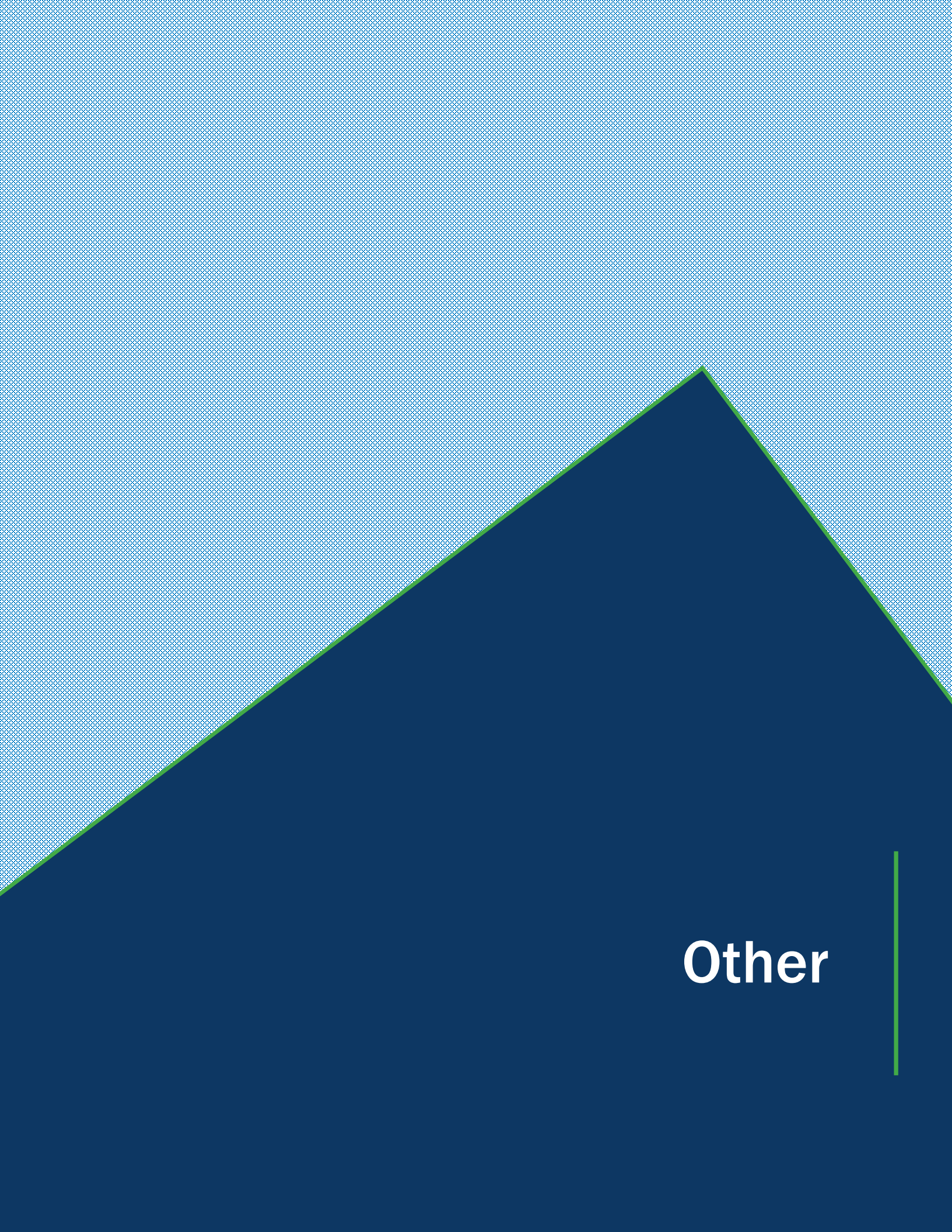
The text reads: "By [taking this action], I --"

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.
2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

At the bottom of the text area, there is a checkbox labeled "I agree with the above statements." with a "11" in a green circle next to it. Below the checkbox is a "SignerID" field.

The right sidebar shows a list of application components, with "Declaration and Certification to DOJ as to Application Submission" highlighted in blue. Other components include Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Disclosure Of Lobbying Activities, Disclosure of Duplication In Cost Items, DOJ Certified Standard Assurances, DOJ Certifications Regarding Lobbying, Other Disclosures and Assurances, Other, and Certify and Submit.

At the bottom right, there is a "Participants (3)" section and "Save" and "Continue" buttons.



Other

Other Attachments

Steps 1 - 2

Other Attachments

- 1) Select **Other**.
- 2) Select the **Upload** button and follow the prompts to upload a document from the computer.

NOTE: Other attachments are files that are not required in other sections of the application. For example, a proposal narrative should be found in the Proposal Narrative section, not Other Attachments.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The "Other" section is highlighted with a green box and a "2" in a circle, containing an "Upload" button. Below this, a progress bar shows the current step as "COMPLETE AND SUBMIT". The "Solicitation Instructions" sidebar on the right has the "Other" option highlighted with a green box and a "1" in a circle. The sidebar also lists other sections like "Standard Applicant Information", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", and "Disclosure And Assurances". The "Participants (3)" section lists "JohnElectronicBusinessPoc Doe" and "justgrants024.authorizedrep jgitsext".

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022

Application Case ID	Application Group Case ID	SF424_2_1
A-400391	AG-128247	

Grant Manager



Application Submission

Application Submission

Steps 1 - 4

Certify and Submit

- 1) Select **Certify and Submit**.
- 2) Review the application by selecting the carets to the left of the application section accordion file.
- 3) Items that are marked with a red asterisk are required components. It is not possible to submit the application until the section is complete, or an attachment is included.
- 4) Select the **Check for Errors** button.

NOTE: Select the caret (>) to the left of any section to open and review the section prior to certifying and submitting.

Application Submission

Steps 5 - 6

Check for Errors

- 5) Open the caret next to the error message at the top of the page to list all application errors.
- 6) Open all accordion files with a red triangle error indicator to view specific errors.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a 'Check for Errors' button. The main content area shows a 'Grant Package (00774544)' in 'PENDING-DRAFT' status, due on July 25, 2023. A red banner at the top of the main content area contains a caret icon and the text 'Expand to view errors', which is circled with a green '5'. Below this banner, the 'Certify and Submit' section is visible, featuring several accordion items. The first item, 'Standard Applicant Information (JGITS 424 and General Agency Information)', has a red triangle error indicator and is circled with a green '6'. Other accordion items include 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', and 'Additional Attachments'. On the right side, there are sections for 'Solicitation Instructions' and 'Participants (2)'. At the bottom, there are buttons for 'Back', 'Save', 'Check for Errors', and 'Submit'.

Application Submission

Step 7

Read Error Message

- 7) Read through the error messages to understand all required corrections. The details to locate errors in the application are found in the corresponding accordion files.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows a 'Grant Package (00774544)' in a 'PENDING-DRAFT' status, with a due date of July 25, 2023, at 9:42:00 AM EDT. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring (highlighted with a green circle and the number 7), Federal Forms, and Training Resources. The main content area features a 'Certify and Submit' section with input fields for 'Standard Applicant Information (JGITS 424 and General Agency Information)', 'Proposal Abstract', and 'Proposal Narrative'. A red error message is displayed in a pink box, stating: 'Expand to view errors' followed by a list of instructions: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.' A 'Solicitation Instructions' panel on the right lists: Standard Applicant Information, Budget and Associated Documentation, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. The bottom of the interface includes a 'Back' button, a 'Privacy Policy' link, and 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Steps 8 - 9

Open Subsections

- 8) Within a section, there may be errors within the subsections, which are indicated by a triangular red error indicator.
- 9) Select an error indicator to view the fields that require correction.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00774544) PENDING-DRAFT' with a due date of 'Due July 25, 2023 9:42:00 AM EDT'. A red banner indicates an error: 'Expand to view errors'. The error message reads: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.' Below this, the 'Certify and Submit' section is visible, with a red error indicator next to 'Standard Applicant Information (JGITS 424 and General Agency Information)'. A green box highlights the 'Authorized Representative' subsection, which has a red error indicator and a link to 'Edit application'. A circled '9' is placed next to this subsection. The bottom of the page features a 'Privacy Policy' link, a 'Back' button, and 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Steps 10 - 11

Correct Errors

10) The error will be explained in a message at the top of the page next to the warning icon.

11) The section with the error will display and show the error.

The screenshot displays the JUSTgrants application submission interface. At the top left, the JUSTgrants logo and 'JUSTICE GRANTS SYSTEM' are visible. The main header shows 'Grant Package (00774544)' with a 'PENDING-DRAFT' status and a due date of 'July 25, 2023 9:42:00 AM EDT'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A red warning icon and message are highlighted with a green box and labeled '10'. The message reads: 'Authorized Representative Operator ID: The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user.' Below this, the 'Confirm Authorized Representative' section is highlighted with a green box and labeled '11'. It contains a dropdown menu for 'Select Authorized Representative' with options: '(Select One)', 'justgrants024.multipleroles.jgitsext', and 'justgrants024.authorizedrep.jgitsext'. A progress bar at the bottom shows the current step as 'COMPLETE AND SUBMIT'. On the right, there are sections for 'Solicitation Instructions' and 'Participants (2)'. The bottom right corner features 'Save' and 'Continue' buttons.

Application Submission

Step 12

Submit

12) Once all errors have been corrected, select the **Submit** button on the bottom right. Upon submitting, a notification in the “bell” alerts indicates that the application has been submitted.

NOTE: It is recommended to print the application before submitting it. However, the Application Submitter can print an application at any time. Refer to the *Printing an Application in JustGrants* Quick Reference Guide (QRG) for further details.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a notification bell icon with a red dot and the number 12. The main content area is titled "Grant Package (00774544) PENDING-DRAFT" and shows a due date of July 25, 2023. The "Certify and Submit" section contains several expandable fields: "Standard Applicant Information (JGITS 424 and General Agency Information)", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", and "Additional Attachments". A "Solicitation Instructions" sidebar is visible on the right, listing the same sections and a "Certify and Submit" button. At the bottom right, a "Submit" button is highlighted with a green box. A "Back" button is located at the bottom left of the main content area. A "Participants (2)" section shows a user named "JohnElectronicBusinessPoc.Doe" as the "Entity Administrator".

Application Submission

Step 13

Validation Checks

13) JustGrants validates the following to successfully route the application:

- In the Budget worksheet, the federal amount needs to match the federal amount on the standard information screen or SF-424. If it does not, there will be an error. The federal amount can be changed in the Project Information Section of the Standard Applicant Information.
- All required items have been submitted.
- All certifications have been submitted.

NOTE: Once the application is submitted, the Application Submitter(s), Authorized Representative, and Entity Administrator receive an email confirming the application was submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. A green box highlights a confirmation message at the top of the page: "Thank you! The next step in this case has been routed appropriately." The number "13" is circled in the left sidebar. The main content area shows details for a "Grant Package (00774387)" with a status of "SUBMITTED". A note is overlaid on the screen: "NOTE: In the event of successful validations, a confirmation notification appears at the top of the page." The right sidebar lists participants, including the Entity Administrator, Authorized Representative, and Application Submitter.




Recall Application

Recall Application

Step 1

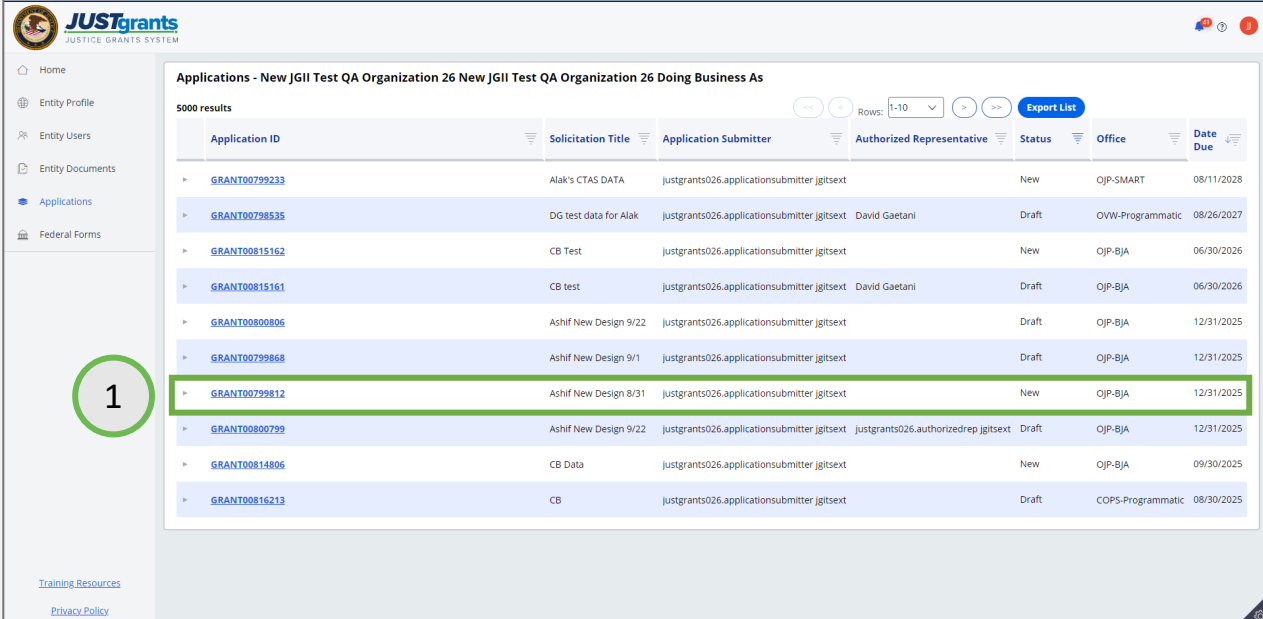
Locate Submitted Application

An application can be recalled PRIOR TO THE JUSTGRANTS DEADLINE for further work if it has been submitted prematurely.

 A recalled application **MUST BE RESUBMITTED** prior to the JustGrants deadline.

1) Select the **Application ID** for the application to recall.

NOTE: Only the assigned Application Submitter can recall a submitted application.



Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00799233	Alak's CTAS DATA	justgrants026.applicationsubmitter jgitsext		New	OJP-SMART	08/11/2028
GRANT00798535	DG test data for Alak	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OWW-Programmatic	08/26/2027
GRANT00815162	CB Test	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	06/30/2026
GRANT00815161	CB test	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP-BJA	06/30/2026
GRANT00800806	Ashif New Design 9/22	justgrants026.applicationsubmitter jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799868	Ashif New Design 9/1	justgrants026.applicationsubmitter jgitsext		Draft	OJP-BJA	12/31/2025
GRANT00799812	Ashif New Design 8/31	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	12/31/2025
GRANT00800799	Ashif New Design 9/22	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Draft	OJP-BJA	12/31/2025
GRANT00814806	CB Data	justgrants026.applicationsubmitter jgitsext		New	OJP-BJA	09/30/2025
GRANT00816213	CB	justgrants026.applicationsubmitter jgitsext		Draft	COPS-Programmatic	08/30/2025

Recall Application

Step 2

Select Recall Application

2) Select Recall Application from the Actions Menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00770034)' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. Below this, there is a table with the following data:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader OpportunityID	SolicitationID
O-OVW-2022-169635-STG		SI-169635
Solicitation Title		Ashif Print Preview
Application Case ID	Application Group Case ID	SF424_2_1
A-399756	AG-127665	
Grant Manager		

An 'Actions' menu is open on the right side of the page, with the 'Recall Application' option highlighted. A green circle with the number '2' is placed over the 'Recall Application' option. The menu also includes options like 'Refresh', 'Fix Correspondence', 'Resend Correspondence', 'Reject Selected Correspond...', 'Transfer assignment', 'Save', 'Print', and 'Close'. The 'Close' option is further expanded to show 'Program Manager Application Submitter' and 'jgitsxt Application Submitter'.

Recall Application

Steps 3 - 4

Enter Reason for Recall

- 3) Type a reason for the recall in the Recall Application Confirmation pop-up window
- 4) Select **Submit**.

NOTE: All information regarding the recall of a submitted application is captured in the audit trail.

NOTE: The assigned application submitter, Authorized Representative, and Entity Administrator will receive an email notification that the application was recalled and is no longer considered to be submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. A 'Recall Application Confirmation' pop-up window is centered on the screen. The window contains the following text: 'If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline. If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.' Below this text is a text input field labeled 'Reason *' with a red asterisk indicating it is required. The input field is highlighted with a green border and a circled '3'. Below the input field is a red error message: 'Value cannot be blank'. At the bottom of the window are 'Cancel' and 'Submit' buttons. The background interface shows the 'Grant Package (00770034)' details, including the status 'SUBMITTED' and the due date 'March 20, 2024 3:30:00 PM EDT'. The left sidebar contains navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The right sidebar shows 'Recent documents (0)' and 'Participants (3)'.

Recall Application

Step 5

Use Begin Button to Open

- 5) Select the **Begin** button in the **Assignments** screen to begin editing the recalled application.

NOTE: While the application is in a **Recalled** state, the application will appear in the assigned user's **My Worklist**.

Once the recalled application has been resubmitted, it will no longer appear in the Worklist, but will be found in the **Applications** menu.

The **Recalled Flag** displays while the application is in Pending-Draft status or if the deadline passes and the application was not submitted.

Once an application is submitted, the **Recalled** flag will no longer appear.

NOTE: A Recalled indicator appears in the application header.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package (00770034) PENDING-DRAFT" and includes a "RECALLED" indicator in a red box. Below this, the "Assignments" section shows a table with tasks and assigned users. A green circle with the number "5" highlights the "Begin" button in the "Assigned to" column. The "Information" section at the bottom provides details about the application, including the Grant Package ID, Solicitation ID, and Application Case ID. The right sidebar shows "Recent documents (0)" and "Participants (4)".

Task	Assigned to
Standard Applicant Information Screen Flow (Complete and Submit)	justgrants024.applicationsubmitter jgltsext
Fix Correspondence	Administrator
Fix Correspondence	Administrator
Fix Correspondence	Administrator

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-169635-STG	SI-169635	SolicitationID
Application Case ID	Application Group Case ID	Solicitation Title
A-399756	AG-127665	Ashif Print Preview
Grant Manager		SF424_2_1

Recall Application

Step 6

Edit the Application

- 6) Use the **Continue** button to navigate to any section of the application that needs modification and make all edits.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00770034) PENDING-DRAFT Due March 20, 2024 3:30:00 PM EDT RECALLED Actions

Standard Applicant Information

Funding Opportunity

Federal Agency Name Office on Violence Against Women	Funding Opportunity Number O-OVW-2022-169635-STG	Funding Opportunity Title Ashif Print Preview
Competition Identification Number	Competition Identification Title	Due Date March 20, 2024 3:30:00 PM EDT

CFDA Information

CFDA Number 00.000	CFDA Program Title Grants.gov Applicant S2S Testing
-----------------------	--

Project Information

Project Title Ashif Iqbal Peer Review Print Preview Test	Proposed Project Start Date 10/1/2020	Proposed Project End Date 9/30/2022
---	--	--

Solicitation Instructions

- Standard Applicant Information
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit

Participants (4)

JD JohnElectronicBusinessPoc B Entity Administrator

Cancel Save Continue

Recall Application

Steps 7 - 10

Re-Submit the Application

- 7) Use the **Check for Errors** button to verify the completeness of the application.
- 8) Correct any errors that are returned.
- 9) Select the **Save** button to save any edits without submitting the application.
- 10) Select the **Submit** button to resubmit the application.

NOTE: A recalled application **MUST** be resubmitted prior to the JustGrants deadline.

The screenshot shows the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Grant Package (00770034)' and shows a 'PENDING-DRAFT' status with a 'RECALLED' label. The 'Certify and Submit' section contains a list of application components: Standard Applicant Information (JGITS 424 and General Agency Information), Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Attachments, Disclosures and Assurances, and Other. A 'Solicitation Instructions' sidebar is visible on the right, listing the same components. Below the instructions, there is a 'Participants (4)' section showing a participant named JohnElectronicB Doe with a '10' rating. At the bottom of the interface, there are three buttons: 'Save', 'Check for Errors', and 'Submit'. A green box highlights these buttons.



Appendix



Attachments



Application Attachments

Application Submitters can attach these items to applications.

Attach the following items as required to award deliverables for DOJ review.

Attachments	
Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	Budget Other
Budget Pre-Agreement Cost	Budget Sole Source Justification
Budget Worksheet	Confidentiality Notice Forms
Correspondence	Curriculum Vitae or Resumes
Delinquent Debt Explanation	Disclosure of Process related to Executive Compensation
Disclosures and Assurances	File
Human Subjects Protection	Letter of Non-supplanting
Letters of Support	List of individuals in the Application
Lobbying Activities Disclosure	MOU Document
Opportunity Zone	Other Attachment
Other Project Period GAM Attachment	Privacy Certificate
Program/Project Congressional Districts	Project Timeline
Proof 501 (C) Status (Nonprofits only)	Proposal Narrative
Request to Use Incentives or Stipends	Tool, Instruments, Questionnaires, Tables, Maps
Tribal Authorizing Resolution	



**SAM.gov and
Grants.gov**

What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added/updated in SAM.gov generally appears in JustGrants the following day. due to changes in 2022, entity validation for first time registrations AND renewals may take longer than it did in the past. **START EARLY!** Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and must be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is reactivated.

4

For more information

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

5

Grants.gov is a website for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov is a central website where federal agencies can post discretionary funding opportunities for grantees to easily find and submit applications.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

- 1 Helps the grant community learn about available opportunities.
- 2 Facilitates interaction with the Federal Government.
- 3 Simplifies grant application, saving money, time, and hassle.
- 4 Makes researching and finding federal grants easier.
- 5 Makes electronic grant application processing easier.
- 6 Provides a secure, reliable source to apply for federal grants.

July 2024
Version 3.6



JUSTgrants
JUSTICE GRANTS SYSTEM