



Office of Justice Programs Web-based Budget

Job Aid Reference Guide



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Introduction and Overview



How to Use this Guide

This JARG utilizes a Table of Contents with links to each chapter. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon to return to the Table of Contents.

IMPORTANT

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

OJP Web-based Budget Overview

When a funding opportunity requires a web-based budget, Application Submitters will be prompted to enter amounts and descriptions by budget category in JustGrants. This Guide demonstrates the web-based budget process step-by-step.

Additional Resources

Three additional resources may be helpful when creating a budget:

- The **Notice of Funding Opportunity (NOFO)** will include information about program-specific allowable costs and activities.
- The [OJP Grant Application Resource Guide](#) provides additional budget-related guidance.
- The [DOJ Grants Financial Guide](#) provides overarching financial and administrative guidance.

NOTES:

Use the **Save** button to ensure work is saved. Always save and logout before taking a break.

Use the **Continue** button to proceed to the next section. Continue executes a validation check, which is not performed when using the navigation menu.



Office of Justice Programs (OJP) Web-based Budget



OJP Web-based Budget

Documentation

Documentation

When a notice of funding opportunity (NOFO) requires a web-based budget, the system displays a list of budget categories in the right navigation menu.

Prompts guide the applicant through the required information. Only enter costs in allowable categories (i.e., described in the NOFO).

Use the additional narrative text field to provide more information about the proposed expenses.

NOTE: This is a sample budget. Budget categories may vary based on the NOFO.

The screenshot displays the 'JUSTgrants' Justice Grants System interface. The top navigation bar includes 'Home', 'Entity Profile', 'Entity Users', 'Entity Documents', 'Applications', and 'Federal Forms'. The main content area is titled 'Grant Package () PENDING-DRAFT'. It features a 'Conference Costs' section with a prompt: '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)'. Below this is a 'Rich Text Editor' with a 'Keyboard' icon and a text area for a brief description of the conference. The right sidebar shows the 'Notice of Funding Opportunity Instructions' and a list of budget categories: 'Standard Applicant Information', 'Proposal Abstract', 'Data Requested with Application', 'Proposal Narrative', and 'Budget and Associated Documentation'. The 'Budget and Associated Documentation' section is expanded, showing 'Conference Costs' as the selected category. The bottom of the interface includes a progress bar with steps: 'INITIATE', 'COMPLETE AND SUBMIT', 'REVIEW', 'BUDGET REVIEW', and 'AWARD/PACKAGE READY'. The 'COMPLETE AND SUBMIT' step is currently active. The bottom left corner has links for 'Training Resources' and 'Privacy Policy'. The bottom right corner has 'Save' and 'Continue' buttons.



Office of Justice Programs (OJP) Web-based Budget - Conference Costs

OJP Web-based Budget (Conference Costs)

Steps 1 – 3

Conference Costs

- 1) Select the **Budget and Associated Documentation** caret to expand and view the categories.
- 2) Select **Conference Costs**.
- 3) Select **Yes** or **No** in response to the **Conference Costs** question.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

Grant Package () **PENDING-DRAFT**

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Information Grant Package Application Versions

OpportunityID O-BJA-2024-195045-STG	NOFO ID SI-195045	Funding Opportunity Title FY24FormulaTemplate
Application Case ID A-616411	Application Group Case ID AG-147345	SF424_2_1

[Training Resources](#)
[Privacy Policy](#)

[Back](#)

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
 - Proposal Abstract
- ✓ Data Requested with Application
 - 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
 - Budget / Financial Attachments
 - MOUs and Other Supportive Documents
 - Additional Application Comments

[Save](#) [Continue](#)

OJP Web-based Budget (Conference Costs)

Steps 4 – 5

Conference Costs

If **Yes** is selected:

- 4) Enter a brief description of the conference-related activities in the text field.
- 5) Select **Continue** to proceed to the next category.

NOTE: Guidance on conference costs is found in the [DOJ Grants Financial Guide 2024](#). A link to the **DOJ Financial Guide** is located at the top of the page for quick reference.

The screenshot displays the OJP Web-based Budget interface. On the left is a navigation menu with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package () PENDING-DRAFT". Below this, the "Conference Costs" section asks, "Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?". The "Yes" radio button is selected, and a link to "(DOJ Financial Guide, Section 3.10)" is provided. Below the question is a "Rich Text Editor" with a toolbar and a text area containing the prompt "Enter a brief description of the conference, including purpose, duration, location, and number of attendees." A green circle with the number "4" is placed next to the text editor. On the right, a sidebar titled "Notice of Funding Opportunity Instructions" lists various sections, with "Conference Costs" highlighted under the "Budget and Associated Documentation" category. A green circle with the number "5" is placed next to the "Continue" button at the bottom right. At the bottom of the main content area, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. Below the progress bar are tabs for Information, Grant Package, and Application Versions, and a "Back" button.

OJP Web-based Budget (Multi-Year)

Steps 1 – 3

Multi-year Budgets

When a project spans multiple years, costs will be broken down by year. The system will display Year 1. Applicants are encouraged to follow this process to add and delete years.

- 1) Complete all budget category entries for Year 1.
- 2) Select **Add Year**. The action will create a new year and offer the option to copy content from the previous year into the new year. Once copied, the content can be edited.
- 3) If needed, select **Delete Year** to delete a selected year.

NOTE: Adding a year in any budget category will add a year to all categories. Deleting a year in any category will delete the year in all categories.

The screenshot displays the OJP Web-based Budget interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package (00800799) PENDING-DRAFT' and shows the 'Personnel' category selected. A table with columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt, Federal Amount, and Errors is visible. A green box highlights the table, with a callout '1' pointing to the 'Add Item' button. Another green box highlights the 'Add Year' button, with a callout '2'. A third green box highlights the 'Delete Year' button, with a callout '3'. The right sidebar shows a list of budget categories, with 'Personnel' highlighted. The bottom of the page includes a 'Back' button and a 'Save' button.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00800799) PENDING-DRAFT Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Actions

2 Add Year

3 Delete Year

1

Year 1

Instructions

Personnel

+ Add Item x 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	Errors
No Items									

Personnel Total Cost \$0 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo Keyboard

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Back

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Proposal Abstract
- Data Requested with Application
 - Proposal Narrative
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 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Construction
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Consolidated Category Summary
 - Budget / Financial Attachments
 - MOUs and Other Supportive Documents

Save Continue

OJP Web-based Budget (Personnel)

Steps 1 – 6

Personnel

- 1) Select the **Personnel** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** and create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Name
 - Position
 - Salary
 - Rate
 - Time Worked
 - Percentage of Time
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

Personnel

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	Errors
1 Jane Doe	Financial Manager	\$ 5,769.23	Hourly	240	1.00	% \$13,846.15	\$ 0.00	\$13,846.15	
2 John Smith	Project Manager	\$ 50,000.00	Yearly	1	100.00	% \$50,000.00	\$ 0.00	\$50,000.00	

Personnel Total Cost: \$63,846
Total Non-Federal Amt (Match or Prog Inc): \$0
Total Federal Amount: \$63,846

Additional Narrative

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Example:
John Smith will be the full time Project Manager. He will manage all programmatic aspects of the project, including assuring adherence to the timeline, collecting performance measures, submitting reports, coordinating with consultant/contract resources, and ensuring services are delivered to the target population.
Jane Doe's annual salary is \$50,000 and she will spend 20 hours per month supporting the financial aspects of the project. She will work with John to ensure the approved budget is followed, that procedures align to the entity's established financial policies, that expenses are submitted and paid, and that the project is on financial track. Jane will also drawdown project funds in ASAP and submit quarterly financial reports.

Participants (4)

JohnElectronicBusinessPoc Doe

Continue

OJP Web-based Budget (Fringe Benefits)

Steps 1 – 6

Fringe Benefits

- 1) Select the **Fringe Benefits** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Name
 - Base
 - Rate
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category .

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Add Year **Delete Year**

Year 1

Instructions
Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of time devoted to the project. In the narrative section, please provide a specific description for each item.

Fringe Benefits

+ Add Item **X Delete item**

Computation - Show the basis for computation

	Name	Base	Rate (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1	Jane Doe	\$ 5,769.23	20 %	\$1,153.85	\$ 0.00	\$1,153.85	
2	John Smith	\$ 50,000.00	20 %	\$10,000.00	\$ 0.00	\$10,000.00	

Fringe Benefits Total Cost \$11,154 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$11,154

Additional Narrative

Provide a specific description for each item.
Example:
The entity's established fringe rate is 20%, defined in policy. The rate supports employer contributions for: worker's compensation insurance, unemployment insurance, FICA, health insurance (medical, dental, life) and retirement.
The established rate will apply to the amount of time spent on this project (John Smith 100%, Jane Doe 240 hours).

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
 - Proposal Abstract
- ✓ Data Requested with Application
 - 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
 - Budget / Financial Attachments
 - MOUs and Other Supportive Documents
 - Additional Application Components
- > Disclosure And Assurances
 - Other

Back **Save** **Continue**

OJP Web-based Budget (Travel)

Steps 1 – 6

Travel

- 1) Select the **Travel** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Purpose of Travel
 - Location
 - Type of Expense
 - Basis
 - Cost
 - Quantity
 - Number of Staff
 - Number of Trips
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

The screenshot displays the OJP Web-based Budget interface for the Travel category. The interface includes a sidebar with navigation links (Home, Entry Profile, Entry Users, Entry Documents, Applications, Federal Forms) and a main content area. The main content area shows the Travel category selected, with instructions for itemizing travel expenses. A table for entering travel items is visible, with columns for Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt, Federal Amount, and Errors. The table contains four rows of data for DOJ Financial Manager travel. Below the table, there are summary totals for Travel Total Cost, Total Non-Federal Amt, and Total Federal Amount. An Additional Narrative text field is provided for further details. The interface also includes a right sidebar with a list of categories and a bottom navigation bar with Back, Save, and Continue buttons.

Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Year 1

Instructions

Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g. six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location/dates to be determined.") In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Travel

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 Amount	Errors
1	DOJ Financial Manager	Washington D.C.	Meals	Day	\$ 92.00	2	2.00	1.00	\$368.00	\$ 0.00	\$368.00	
2	DOJ Financial Manager	Washington D.C.	Meals	Day	\$ 69.00	2	2.00	1.00	\$276.00	\$ 0.00	\$276.00	
3	DOJ Financial Manager	Washington D.C.	Lodging	Night	\$ 275.00	3	2.00	1.00	\$1,650.00	\$ 0.00	\$1,650.00	
4	DOJ Financial Manager	Washington D.C.	Transportation	Round-Trip	\$ 500.00	1	2.00	1.00	\$1,000.00	\$ 0.00	\$1,000.00	

Travel Total Cost \$3,294 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$3,294

Additional Narrative

Provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Example:
Our entity follows the GSA Per Diem guidance.
Two people will attend the 2-day in-person DOJ Financial Management Training in DC at a total cost of \$3,294. Basis of computation: Estimated airfare \$500/each = \$1,000. Lodging (per person) 3 nights at \$275/night, \$825 each, \$1650 total. Meals and incidentals per person: 60 (first day travel), 92, 92, 69 (last day travel) = \$322 per person, \$644 total.

Participants (4)

Back Save Continue

OJP Web-based Budget (Equipment)

Steps 1 – 6

Equipment

- 1) Select the **Equipment** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Equipment Item
 - Number of Items
 - Cost
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

The screenshot displays the 'Grant Package (00800799)' interface in 'PENDING-DRAFT' status. The left sidebar shows navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Equipment' and includes an 'Add Year' button and a 'Delete Year' button. Below these, the 'Instructions' section is expanded, showing detailed guidelines for equipment purchases. The 'Equipment' table is visible, with columns for 'Equipment Item', '# of Items', 'Cost', 'Total Cost', 'Non-Federal Amt (Match or Prog Inc)', 'Federal Amount', and 'Errors'. A row is added with the following values: 'Enter Equipment Item', 'Enter # of Items', '\$ Enter Cost', '\$ Enter Non-Federal Amount', and empty fields for 'Total Cost', 'Federal Amount', and 'Errors'. Below the table, the 'Additional Narrative' section is shown with a text area and a rich text editor toolbar. The right sidebar contains the 'Notice of Funding Opportunity Instructions' with a list of categories: Standard Applicant Information, Data Requested with Application, Budget and Associated Documentation, and Disclosure And Assurances. The 'Equipment' category is selected, and the 'Continue' button is highlighted. Numbered callouts 1 through 6 are placed over the interface to guide the user through the steps: 1 points to the 'Equipment' category in the right sidebar; 2 points to the 'Instructions' caret; 3 points to the '+ Add Item' button; 4 points to the 'Equipment' table; 5 points to the 'Additional Narrative' text area; and 6 points to the 'Continue' button.

Grant Package (00800799) PENDING-DRAFT Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Equipment

Instructions

Equipment

Equipment Item # of Items Cost Total Cost Non-Federal Amt (Match or Prog Inc) Federal Amount Errors

1 Enter Equipment Item Enter # of Items \$ Enter Cost \$ Enter Non-Federal Amount

Equipment Total Cost Total Non-Federal Amt Total Federal Amount

Additional Narrative

Font Size B I U X Y Image Link Unlink Bold Italic Underline Text Color Background Color

Standard Applicant Information Proposal Abstract Data Requested with Application 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 Budget / Financial Attachments MOUs and Other Supportive Documents Additional Application Components Disclosure And Assurances Other

Continue

Steps 1 – 6

- 1) Select the **Supplies** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Purpose of Supply Items
 - Number of Items
 - Unit Cost
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.



Home

OJP Web-based Budget (Construction)

Steps 1 – 6

Construction

- 1) Select the **Construction** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Purpose of Construction
 - Description of Work
 - Number of Items
 - Cost
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

The screenshot displays the 'Grant Package (00800799)' interface in a 'PENDING-DRAFT' state. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Construction' and includes an 'Add Year' button, a 'Delete Year' button, and an 'Instructions' section. The 'Instructions' section is expanded, showing a green-bordered box with text: 'As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.' Below this is a table for 'Construction' with columns: Purpose of Construction, Description of Work, # of Items, Cost, Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors. A row is added with the following values: 'Enter Purpose of Construc', 'Enter Description of Work', 'Enter # of Items', '\$ Enter Cost', and '\$ Enter Non-Federal Amount'. Below the table is a summary section with 'Construction Total Cost' (\$0), 'Total Non-Federal Amt (Match or Prog Inc)' (\$0), and 'Total Federal Amount' (\$0). Below this is an 'Additional Narrative' text field with a rich text editor toolbar. The right sidebar contains a 'Notice of Funding Opportunity Instructions' section with a list of categories: Standard Applicant Information, Data Requested with Application, Budget and Associated Documentation, Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction (highlighted), SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other. The bottom of the interface has a 'Back' button, a 'Save' button, and a 'Continue' button.

Grant Package (00800799) PENDING-DRAFT Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Year 1

Instructions

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Construction

+ Add item X Delete item

Compute the cost (the number of each item to be purchased X the cost per item)

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Enter Purpose of Construc	Enter Description of Work	Enter # of Items	\$ Enter Cost		\$ Enter Non-Federal Amount		

Construction Total Cost \$0 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$0

Additional Narrative

Font Size B I U X Y Z A- A+ [Keyboard]

Training Resources Privacy Policy

Back Save Continue

Notice of Funding Opportunity Instructions

- Standard Applicant Information
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 - Additional Application Components
- Disclosure And Assurances
- Other

OJP Web-based Budget (Subawards)

Steps 1 – 7

Subawards and Procurement Contracts

- 1) Select either the **Subaward** or **Procurement Contracts** category.
- 2) Select the **Instructions** caret to expand and view instructions for these categories.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Item
 - Description
 - Consultant
 - Country
 - State/U.S. Territory
 - City
 - Total Cost
 - Non-Federal Amount
 - Federal Amount
- 5) Select **Yes** or **No** to indicate whether **Consultant Travel** is Required. (If yes, provide travel details as prompted.)
- 6) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 7) Select **Continue** to proceed to the next category.

The screenshot shows the 'Grant Package' page for '00800799' in 'PENDING-DRAFT' status. The main section is titled 'Procurement Contracts'. It includes an 'Add Year' button and a 'Delete Year' button. Below this is a table with columns: Item, Description, Consultant, Country, State/U.S. Territory, City, Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors. A row is added with 'Enter Item', 'Enter Description', 'No', 'United States', 'Alabama', 'Enter City', '\$ Enter Total Cost', '\$ Enter Non-Federal Amount', and '\$0.00'. To the right of the table is a summary section with 'Procurement Cost', 'Total Non-Federal Amt (Match or Prog Inc)', and 'Total Federal Amount', all showing '\$0'. Below the table is a section for 'Consultant Travel Required' with a 'No' button. At the bottom is an 'Additional Narrative' text area. On the right sidebar, the 'Procurement Contracts' category is selected, and the 'SubAwards (Subgrants)' category is also visible. The bottom right corner shows 'Participants (4)' and a 'Continue' button.

OJP Web-based Budget (Other Costs)

Steps 1 – 6

Other Costs

- 1) Select the **Other Costs** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Description
 - Quantity
 - Basis
 - Costs
 - Length of Time
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Other Costs

Year 1

Instructions

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Other Costs

+ Add Item **X Delete Item**

Computation - Show the basis for computation

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Conference Registration F	1.00	One Time Expense	\$ 500.00	1.00	\$500.00	\$ 0.00	\$500.00	

Other Costs Total Cost \$500 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$500

Additional Narrative

Provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Example:
This is a one-time conference registration fee for John Smith, full-time project manager, to attend a project topic-specific conference.

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Proposal Abstract
- Data Requested with Application
 - 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
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
 - Other
- Certify and Submit

Participants (4)

- JD JohnElectronicBusinessPoc Doe Entity Administrator

Back **Save** **Continue**

OJP Web-based Budget (Indirect Costs)

Steps 1 – 6

Indirect Costs

- 1) Select the **Indirect Costs** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
 - Description
 - Base
 - Indirect Cost Rate
 - Total Cost (System Calculated)
 - Non-Federal Amount
 - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

NOTE: Attach the approved Indirect Cost Rate Agreement into the Budget/Financial Attachments section.

Instructions

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to 2 C.F.R. Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to 2 C.F.R. Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen, then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

Indirect Costs

+ Add Item X Delete Item

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	Errors
1 De Minimis cost rate	\$ 82,694.00	15.00	% \$12,404.10	\$ 0.00	\$12,404.10	

Indirect Costs Total Cost \$12,404 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$12,404

Additional Narrative

Example:
We elect to use the minimum de minimis rate of 15%. We do not have an active federally negotiated rate and receive less than \$35 million per year.

Participants (4)

JohnElectronicBusinessPoc Doe

Back Continue

OJP Web-based Budget (Consolidated Category Summary)

Steps 1 – 2

Multi-year Consolidated
Category Summary

- 1) Select the **Consolidated Category Summary**.
- 2) When reviewing a typical multi-year consolidated budget, first review the **Total Project Costs**.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00800799)' in a 'PENDING-DRAFT' status, with a due date of December 31, 2025. A table lists budget categories and their costs for Year 1 and Total. The 'Total Project Costs' are highlighted with a green box and a circled '2'. The right sidebar contains a 'Notice of Funding Opportunity Instructions' section with a list of items, including 'Consolidated Category Summary', which is highlighted with a green box and a circled '1'. The bottom of the interface includes a 'Back' button and a 'Continue' button.

Budget Category	Year 1	Total
Personnel	\$63,846	\$63,846
Fringe Benefits	\$11,154	\$11,154
Travel	\$3,294	\$3,294
Equipment	\$0	\$0
Supplies	\$3,900	\$3,900
Construction	\$0	\$0
SubAwards	\$0	\$0
Procurement Contracts	\$0	\$0
Other Costs	\$500	\$500
Total Direct Costs	\$82,694	\$82,694
Indirect Costs	\$12,404	\$12,404
Total Project Costs	\$95,098	\$95,098

OJP Web-based Budget (Consolidated Category Summary)

Steps 3 – 5

Multi-year Consolidated
Category Summary

- 3) Scroll to the **Budget Detail Summary View**.
- 4) Select the carets to expand and view **Budget Categories**.
- 5) Select **Continue**.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

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Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Budget Detail Summary View

Budget Category

Personnel

Budget Year

Year 1

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Jane Doe	Financial Manager	\$5,769.23	H	240.00	1.00%	\$13,846.15	\$0.00	\$13,846.15
2	John Smith	Project Manager	\$50,000.00	Y	1.00	100.00%	\$50,000.00	\$0.00	\$50,000.00

Personnel Total Cost \$63,846 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$63,846

Additional Narrative

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application:

Example:

John Smith will be the full time Project Manager. He will manage all programmatic aspects of the project, including assuring adherence to the timeline, collecting performance measures, submitting reports, coordinating with consultants/contract resources, and ensuring services are delivered to the target population.

Jane Doe's annual salary is \$50,000 and she will spend 20 hours per month supporting the financial aspects of the project. She will work with John to ensure the approved budget is followed, that procedures align to the entity's established financial policies, that expenses are submitted and paid, and that the project is on financial track. Jane will also drawdown project funds in ASAP and submit quarterly financial reports.

Fringe Benefits

Travel

Equipment

Supplies

Construction

Back

Save

Continue

OJP Web-based Budget (Consolidated Category Summary)

Steps 6 – 7

Multi-year Consolidated
Category Summary

When the **Continue** button is selected, the system checks for budget errors. Budget errors are displayed in a banner at the top of the page. Additionally, corresponding red-alert indicators are displayed within the page. If red-alert indicators appear next to value(s), hover over the indicator to review further instructions.

- 6) Correct all errors.
- 7) Select **Continue** to proceed.

NOTE: Red-alerts appearing next to values in the **Budget Category** section indicate a data entry mismatch. Hover over the red-alert indicator to reveal the specific error.

Grant Package (00800799) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Budget Totals

	Total	Percentage
Total Project Cost	\$95,098	
Federal Funds	\$95,098	100.00%
Non-Federal Amount	\$0	
Match Amount	\$0	
Program Income	\$0	0.00%

6

FederalFunds: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.

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

7

Continue

OJP Web-based Budget (Consolidated Category Summary)

Step 8

Multi-year Consolidated Category Summary

- 8) Select the red-alert indicator to open a new window displaying the **Inconsistent Budget Summary And Standard Application Information** table.
- Select **Yes** to automatically update the **Standard Applicant Information** section to match the **Budget Summary**, or
 - Select **No** to locate the Budget Category Line Item(s) that must be corrected to match the **Standard Applicant Information**.

The screenshot displays the OJP Web-based Budget application interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00800799)' in a 'PENDING-DRAFT' status, with a due date of December 31, 2025. A 'Budget Totals' table is visible, showing a Total Project Cost of \$95,098 and Federal Funds of \$95,098. A modal window titled 'Inconsistent Budget Summary and Standard Application Information' is open, displaying a comparison table between the Budget Summary and Standard Applicant Information. The table shows discrepancies in Total Project Cost, Federal Funds, Match Amount, and Program Income. Below the table, a message asks if the user wants to update the Standard Applicant Information with the values from the Budget Summary. Two buttons, 'No' and 'Yes', are provided for selection. A green circle with the number '8' is overlaid on the 'Yes' button, and a green arrow points from the 'No' button to the 'Yes' button. The bottom of the screen features a 'Back' button and a 'Continue' button.

	Budget Summary	Standard Applicant Information
Total Project Cost	95098.00	100.0
Federal Funds	95098.00	100.0
Match Amount	0.00	0.0
Program Income	0.00	0.0

Would you like to update the Standard Applicant Information section with the values from the Budget Summary?



Office of Justice Programs (OJP) Budget Summary



OJP Budget Summary

Steps 1 – 2

Budget/Financial Attachments

Some applications require additional financial attachments. Notice there are various categories for attachments and an **Upload** button within each section.

- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** to locate a file to attach in the indicated file category.

NOTE: Refer to the notice of funding opportunity (NOFO) for information on required budget/financial attachments.

The screenshot displays the JUSTgrants web-based budget interface. The main content area shows the 'Grant Package () PENDING-DRAFT' section. Under the 'Pre-agreement Costs (also known as Pre-award Costs)' category, there is an 'Upload' button highlighted with a green circle and the number 2. Below this, a list of categories for attachments is shown, including 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', '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 right sidebar contains the 'Notice of Funding Opportunity Instructions' section, where the 'Budget / Financial Attachments' link is highlighted with a green circle and the number 1. The bottom of the interface shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. Below the progress bar, there is a table with information about the grant package, including Opportunity ID, NOFO ID, and Funding Opportunity Title.

Information	Grant Package	Application Versions
OpportunityID O-BJA-2024-195045-STG	NOFO ID SI-195045	Funding Opportunity Title FY24FormulaTemplate
Application Cost ID	Application Cost ID	Application Cost ID

OJP Budget Summary

Step 3

Budget/Financial Attachments

- 3) Either drag and drop the file into the large text box or use the **Select file(s)** button to attach the document.

The screenshot displays the JUSTgrants web-based budget interface. A modal dialog box titled "Attach file(s)" is centered on the screen, featuring a large dashed box for dragging and dropping files, a paperclip icon, and a "Select file(s)" button. The dialog also includes "Cancel" and "Attach" buttons. In the background, the "Grant Package" page is visible, showing a list of sections under "Pre-agreement Costs (also known as Pre-award Costs)" and a sidebar with "Notice of Funding Opportunity Instructions". The interface includes a navigation menu on the left with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The top right corner shows a user profile icon and a notification bell. The bottom of the screen features a "Home" button and a "Privacy Policy" link.

OJP Budget Summary

Step 4

Budget/Financial Attachments

4) Locate the file on the user's workstation or shared drive.

The screenshot displays the JUSTgrants web-based budget interface. On the left, a sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. A large green circle with the number '4' is overlaid on the sidebar. The main content area shows the 'Grant Package ()' section, which is currently in 'PENDING-DRAFT' status. Below this, the 'Pre-agreement Costs (also known as Pre-award Costs)' section is visible. A file explorer window is open, showing the 'Downloads' folder. The file explorer displays a list of files, including 'Financial_Monitoring_1st_Review_20241126T20814.60...' and several copies of 'Individual_SF424B-V1.1'. The 'Attach' button is visible in the bottom right corner of the file explorer window. On the right side of the interface, there is a 'Notice of Funding Opportunity Instructions' section with a list of items: Standard Applicant Information, Proposal Abstract, Data Requested with Application, 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, Budget / Financial Attachments, MOUs and Other Supportive Documents, and Additional Applicant Comments. The 'Budget / Financial Attachments' item is highlighted. At the bottom of the interface, there are buttons for 'Back', 'Save', and 'Continue'.

OJP Budget Summary

Steps 5 – 6

Budget/Financial
Attachments

- 5) Update the **Name**, if needed.
- 6) Select **Attach**.

The screenshot displays the JUSTgrants web-based budget interface. The main header shows the JUSTgrants logo and navigation links. The left sidebar contains a menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package ()' and shows a 'PENDING-DRAFT' status. A modal dialog box titled 'Attach file(s)' is open, showing a file upload area with a paperclip icon and a 'Drag and drop files here' instruction. Below this, there is a table with columns 'Name*', 'File', and 'Category'. The table contains one row with the file name 'Individual_SF424B-V1.1 - Copy (2).docx' and the category 'Pre-agreement Costs (also known as Pre-award Costs)'. The 'Name' column is highlighted with a green box and a circled '5'. The 'Attach' button at the bottom right of the dialog is highlighted with a green box and a circled '6'. The background interface shows various sections like 'Pre-agreement Costs (also known as Pre-award Costs)', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', 'Employee Compensation Waiver', 'Financial Management and System of Accounting', 'Disclosure of Process Related to Execution', and 'Additional Attachments'. The bottom of the screen shows a footer with 'Training Resources', 'Privacy Policy', and 'Home' links.

JUSTgrants
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Grant Package () PENDING-DRAFT

Attach file(s)

Drag and drop files here

OR
Select file(s)

Name*	File	Category
Individual_SF424B-V1.1 - Copy (2).docx	Individual_SF424B-V1.1 - Copy (2).docx	Pre-agreement Costs (also known as Pre-award Costs)

Cancel Attach

Information Grant Package Application Versions

OpportunityID
O-BJA-2024-195045-STG

NOFO ID
SI-195045

Funding Opportunity Title
FY24FormulaTemplate

Back Continue

Standard Applicant Information
Proposal Abstract
Data Requested with Application
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
Budget / Financial Attachments
MOUs and Other Supportive Documents
Additional Application Comments

Save Continue

OJP Budget Summary

Step 7

Budget/Financial Attachments

7) Once uploaded, files will be displayed within the category.

The screenshot displays the JUSTgrants web-based budget interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package () PENDING-DRAFT'. It features a section for 'Pre-agreement Costs (also known as Pre-award Costs)' with an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this, a table lists the uploaded file:

Name	Category	Created by	Date Added
Individual SF424B-V1.1 - Copy \$282\$29.docx	Pre-agreement Costs (also known as Pre-award Costs)	justgrants025.applicationssubmitter jgitsext	12/12/2024

A green circle with the number '7' is overlaid on the table. Below the table, a list of categories is shown: Non-competitive Justification, Indirect Cost Rate Agreement (if applicable), Consultant Rate, 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 bottom of the interface includes a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active. On the right, a sidebar titled 'Notice of Funding Opportunity Instructions' lists various document types, with 'Budget / Financial Attachments' highlighted. At the bottom right, there are 'Save' and 'Continue' buttons.

OJP Budget Summary

Step 8

Budget/Financial Attachments

Some documents are stored in JustGrants by the **Entity Administrator**. Typically, these documents are shared by multiple applications and awards such as an **Indirect Cost Agreement**.

- 8) Select **Profile** to upload a document from the **Entity Documents** section in JustGrants.

The screenshot displays the JustGrants web application interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package ()' with a 'PENDING-DRAFT' status. It contains a list of sections for document upload, including 'Pre-agreement Costs', 'Non-competitive Justification', 'Indirect Cost Rate Agreement', 'Consultant Rate', 'Employee Compensation Waiver', 'Financial Management and System of Internal Controls Questionnaire', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. A large text box in the center of the 'Indirect Cost Rate Agreement' section contains an 'Upload' button and a 'Profile' button. The 'Profile' button is highlighted with a green circle and the number 8. Below this section is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. At the bottom, there is a table with columns for Opportunity ID, NOFO ID, and Funding Opportunity Title. The right sidebar shows a 'Notice of Funding Opportunity Instructions' with a list of items, including 'Budget and Associated Documentation' which is highlighted with a green box. At the bottom right, there are 'Save' and 'Continue' buttons.

OJP Budget Summary

Steps 9 – 10

Budget/Financial
Attachments

- 9) Select the checkbox(es) to the left of the **Name** column to select the document(s) to upload. Select the top box to select all boxes.
- 10) Select **Attach**.

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JUSTICE GRANTS SYSTEM

Home
Entity Profile
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Grant Package () **PENDING-DRAFT**

Pre-agreement Costs (also known as Pre-award Costs)

Notice of Funding Opportunity Instructions

Select a file from my Entity Profile

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded
<input type="checkbox"/>	Findings For ADO 282860.docx	Disclosure of Process Related to Executive Compensation			2020		11/7/24	JohnElectr
<input checked="" type="checkbox"/>	Callaghan (003) signed.pdf	Indirect Cost Rate Agreement (if applicable)			2024		9/26/24	JohnElectr
<input checked="" type="checkbox"/>	PRCR_Test.docx	Indirect Cost Rate Agreement (if applicable)					5/31/23	JohnElectr
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Financial Management Questionnaire			2021		2/4/21	JohnElectr
<input type="checkbox"/>	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf	Budget Indirect Cost Rate Agreement			2021		2/4/21	JohnElectr
<input type="checkbox"/>	AwardPackage Creation.docx	Disclosure of Process Related to Executive Compensation			2019		11/4/20	JohnElectr
<input type="checkbox"/>	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf	Budget Financial Management Questionnaire			2021		11/4/20	JohnElectr

Cancel Attach

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID NOFO ID Funding Opportunity Title

Back Save Continue

Consolidated Category Summary Budget / Financial Attachments MOUs and Other Supportive Documents

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OJP Budget Summary

Step 11

Budget/Financial Attachments

11) Once uploaded, files will be displayed within the category.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package () PENDING-DRAFT" and shows a list of categories for budgeting. The "Indirect Cost Rate Agreement (if applicable)" category is expanded, showing two uploaded files: "PRCR Test.docx" and "Callaghan (003) signed.pdf". A green box highlights the "Budget / Financial Attachments" section in the right-hand sidebar. A red circle with the number "11" is overlaid on the "Indirect Cost Rate Agreement" category. The bottom of the interface includes a "Back" button and a "Continue" button.

Grant Package () PENDING-DRAFT

Categories:

- > Pre-agreement Costs (also known as Pre-award Costs)
- > Non-competitive Justification
- > Indirect Cost Rate Agreement (if applicable)
- > Consultant Rate
- > 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

Uploaded Files:

Name	Category	Created by	Date Added
PRCR Test.docx	Budget Indirect Cost Rate Agreement	JohnElectronicBusinessPoc Doe	05/31/2023
Callaghan (003) signed.pdf	Budget Indirect Cost Rate Agreement	JohnElectronicBusinessPoc Doe	09/26/2024

Right Sidebar:

- Standard Applicant Information
 - Proposal Abstract
 - ✓ Data Requested with Application
 - 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
 - Budget / Financial Attachments**
 - MOUs and Other Supportive Documents
 - Additional Analysis Comments

Buttons: Back, Continue

OJP Budget Summary

Steps 12 - 13

Budget/Financial
Attachments

- 12) Continue attaching files until all required files have been included in the budget.
- 13) Select **Continue** to proceed to the next application section.

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Grant Package () **PENDING-DRAFT**

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Pre-agreement Costs (also known as Pre-award Costs)

[Upload](#)

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

- > Non-competitive Justification
- > Indirect Cost Rate Agreement (if applicable)
- > Consultant Rate
- > 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
- > Additional Attachments

[Notice of Funding Opportunity Instructions](#)

- > Standard Applicant Information
 - Proposal Abstract
- ✓ Data Requested with Application
 - 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
- Budget / Financial Attachments**
 - MOUs and Other Supportive Documents
 - Additional Applicant Comments

[Back](#) [Save](#) **Continue**

OpportunityID: O-BJA-2024-195045-STG
NOFO ID: SI-195045
Funding Opportunity Title: FY24FormulaTemplate


[Training Resources](#)
[Privacy Policy](#)

OJP Budget Summary

Supplemental Budget

OJP Only

For supplemental applications, the Application Submitter must first select a year.



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Entity Profile

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Grant Package () PENDING-DRAFT

Select the year to start your supplemental budget *

Year 3 ▾

INITIATE

COMPLETE AND SUBMIT

REVIEW

BUDGET REVIEW

AWARDPACKAGEREADY

Information

Grant Package

Application Versions

OpportunityID
O-BJA-2024-195045-STG

NOFO ID
SI-195045

Funding Opportunity Title
FY24FormulaTemplate

Application Case ID
A-616411

Application Group Case ID
AG-147345

SF424_2_1

Back

Notice of Funding Opportunity Instructions

> Standard Applicant Information

Proposal Abstract

> Data Requested with Application

Proposal Narrative

> Budget and Associated Documentation

Supplemental Budget

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