Office of Justice Programs (OJP) Attachment Budget

Job Aid Reference Guide
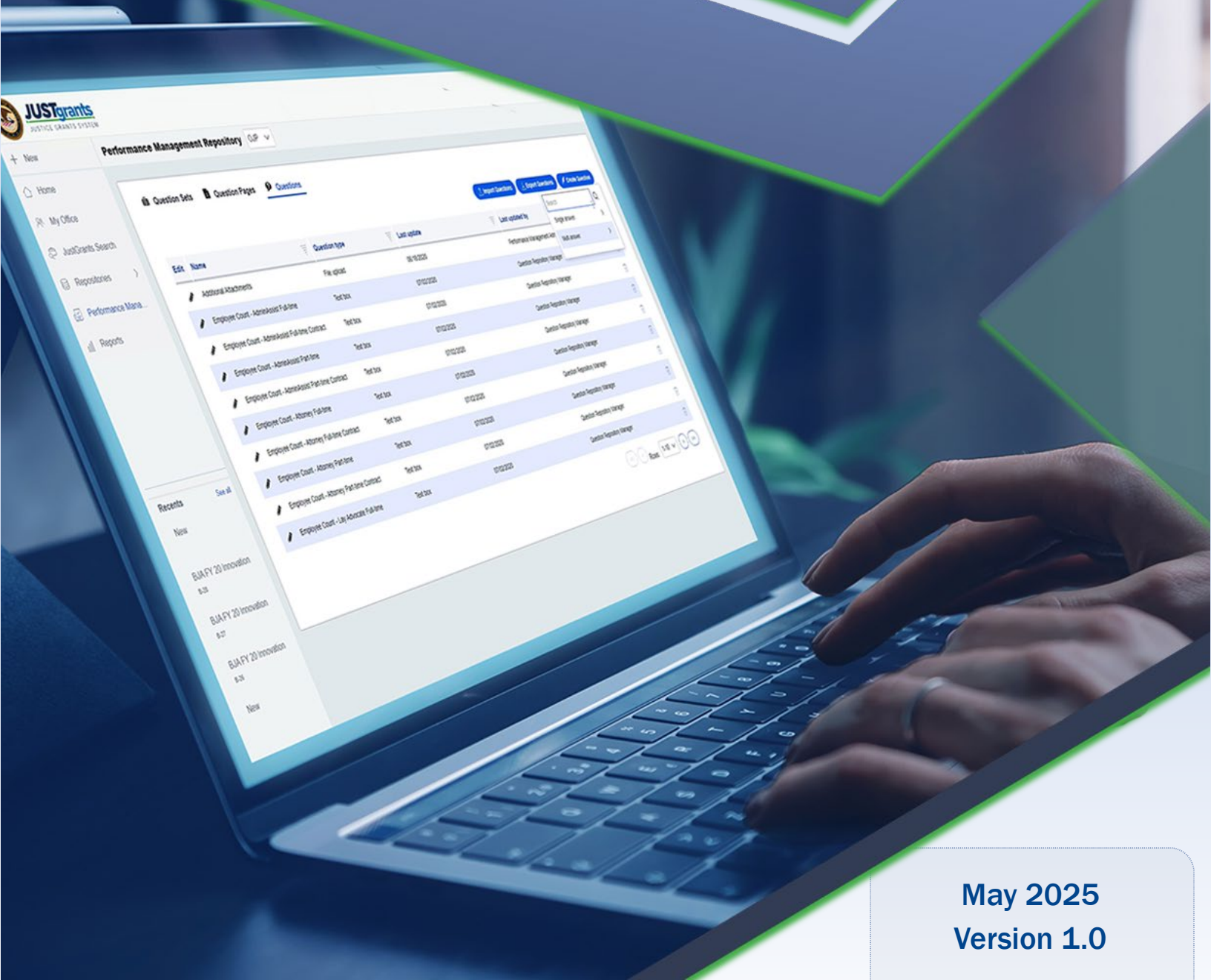
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Introduction and Overview

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.

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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.

Overview

The Office of Justice Programs (OJP) offers funding opportunities each year. One of the critical documents requested in the application is the budget worksheet and narrative.

Procedural Guidance

OJP policy guidance on the budget preparation can be found on the OJP Grant Application Resource website: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#budget-prep.

The Notification for Funding Opportunity (NOFO) includes specific policy guidance, so review the NOFO's Budget and Associated Documentation section for specific requirements defined by statute or OJP.

Office of Justice Programs (OJP) Attachment Budget Attachments

OJP Attachment Budget Attachments

OJP Attachments

To determine the necessary attachments, refer to the relevant NOFO guidelines. Below is the list of common budget attachments requested by the application.

Budget Documents to Attach	OJP Resource Guide Links
Budget Worksheet and Budget Narrative	**OJP Grant Application Resource Guide | Office of Justice**
Guidance: Generally, this is a **required** document for applications submitting a manual budget.	
Pre-agreement Costs	**OJP Grant Application Resource Guide | Office of Justice Programs**
Guidance: If applicable, attach a document requesting pre-agreement cost approval. OJP does **not** typically approve pre-agreement costs.	
Indirect Cost Rate Agreement (if applicable)	**OJP Grant Application Resource Guide | Office of Justice Programs**
Guidance: If applicable, attach a current approved Indirect Cost Rate.	
Disclosure of Process Related to Executive Compensation	**OJP Grant Application Resource Guide | Office of Justice Programs**
Guidance: If applicable, attach the Disclosure of Process Related to Executive Compensation.	

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OJP Attachment Budget Attachments (cont.)

OJP Attachments

Budget Documents to Attach	OJP Resource Guide Links
Consultant Rate	See the [DOJ Grants Financial Guide 2024](#) for information on consultant rates that require prior approval from OJP.
Guidance: If applicable, attach a document requesting prior approval.	
Employee Compensation Waiver	[DOJ Grants Financial Guide 2024](#)
Guidance: If applicable, attach a document for the Employee Compensation Wavier requesting prior approval.	
Additional Attachments	[OJP Grant Application Resource Guide | Office of Justice Programs](#)
Guidance: Attach any additional budget documents in the Additional Attachment section.	

NOTE: It is recommended to select the Additional Attachment caret to see if there if there are additional requested items within this section.

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Steps 1 – 4

1) Select the caret to expand and display the **Budget and Associated Documentation** section of the application.

2) Select the **Budget/Financial Attachments** caret to expand and display the section. Each category on the page requires a specific document to be uploaded.

3) Select the caret to expand and view the corresponding category from which a document is to be uploaded. In this example, the **Budget Worksheet and Budget Narrative** category is expanded and displayed.

4) Select **Upload**.

NOTE: This category is defined by the NOFO, so a different listing of budget attachments requested with the application may be seen than what is displayed below. Refer to the NOFO for specific documents that should be or are required to be attached.

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Step 5

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

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Step 6

6) Locate the file on the workstation or shared drive.

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Steps 7 – 8

7) Update the **File Name**, if needed.

8) Select **Attach**.

9) The uploaded file is displayed in the category from which the upload occurred.

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Step 9

9) The uploaded file is displayed in the category from which the upload occurred.

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Step 10

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

10) Select **Profile** to link an existing entity document from the **Entity Documents** page in JustGrants.

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Steps 11 – 12

11) Select the document(s) to link by selecting the box to the left of the **Name** column. Select the top box which will select all boxes.

12) Select **Attach**.

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Step 13

13) The file is displayed in the correct category from which the linking occurred.

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Step 14

A NOFO could include additional sections within the **Additional Attachment** section.

14) Select the **Additional Attachment** caret to expand and display additional documents requested by the application.

NOTE: The red asterisk is an indication that the information is required to submit the application. This also applies when a red asterisk appears next to an attachment category. If an attachment is not uploaded, the submission button will remain grayed out (inactive).

15) Continue attaching files until all the required files have been included in the budget.

16) Select **Continue** to finish the **Budget/Finance Attachments** section and move on to the next application section.

NOTE: Refer to the [Application Submission Job Aid Reference Guide](#) for continued guidance on entering data into the application.