

# OVW Attachment Budget Structure

## Steps 1 – 3



Grant Package ( 00808866 ) **PENDING-DRAFT** Due April 30, 2024 12:00:00 AM EDT

**Budget Worksheet and Budget Narrative (attachment)**

**Upload**

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

**Pre-agreement Costs**

**Non-competitive Justification**

**Indirect Cost Rate Agreement (if applicable)**

**Consultant Rate**

**Financial Management Questionnaire (including applicant disclosure of high-risk status)**

**Disclosure of Process Related to Executive Compensation**

**Additional Attachments**

INITIATE | COMPLETE AND SUBMIT | REVIEW | BUDGET REVIEW | AWARD PACKAGE READY

Information	Grant Package	Application Versions
OpportunityID <b>O-OVW-2024-188794-STG</b>	SolicitationID <b>SI-188794</b>	Solicitation Title <b>OVW Test Sol</b>
Application Case ID <b>A-457608</b>	Application Group Case ID <b>AG-140321</b>	SF424_2_1
Grant Manager		

Participants (2)

- JohnElectronicBusinessPoc Doe  
Entity Administrator
- Justgrants026.applicationsubmitte  
jgts@ext  
Application Submitter

1. Open the **Budget and Associated Documentation** section of the application. Each section of the page allows a specific document to be uploaded. Refer to the solicitation for guidance on document requirements.
2. Select the section corresponding to the document to be uploaded. In this example, the **Budget Worksheet and Budget Narrative** document is needed.
3. Select the **Upload** button.

# OVW Attachment Budget Structure

## Step 4



The screenshot displays the JUSTgrants application interface. A green circle with the number '4' highlights the 'Attach file(s)' dialog box. The background shows the 'Budget Worksheet and Budget Narrative' section with an 'Upload' button and a list of categories like 'Pre-agreement Costs', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', 'Financial Management Questionnaire (including applicant disclosure of high-risk status)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Attach file(s)' dialog box has a 'Drag and drop files here' area, a 'Select file(s)' button, and 'Cancel' and 'Attach' buttons.

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

# OVW Attachment Budget Structure

## Step 5



Name	Date modified	Type	Size
Archive	11/14/2023 2:57 PM	File folder	
Files	9/6/2023 9:19 AM	File folder	
One Pagers	2/23/2023 2:37 PM	File folder	
SCAAP	2/23/2023 2:38 PM	File folder	
UIUX Project	5/5/2022 7:47 AM	File folder	
Disclosures and Assurances	1/11/2021 2:30 PM	Microsoft Word D...	12 KB
Indirect Cost Rate Agreement	7/12/2021 12:32 PM	Microsoft Word D...	12 KB
Memoranda of Understanding	1/11/2021 2:30 PM	Microsoft Word D...	12 KB
<b>Pre-Agreement Costs</b>	6/14/2022 4:44 PM	Microsoft Word D...	1,415 KB
Proposal Abstract	6/14/2021 3:24 PM	Microsoft Word D...	32 KB
Proposal Narrative	6/14/2021 3:30 PM	Adobe Acrobat D...	326 KB
Research Independence Integrity	1/11/2021 2:30 PM	Microsoft Word D...	12 KB
Supporting Documentation	1/11/2021 2:30 PM	Microsoft Word D...	12 KB
Tribal Authorizing Resolution	1/11/2021 2:30 PM	Microsoft Word D...	12 KB

5. Locate the file on your workstation or shared drive.

# OVW Attachment Budget Structure

## Steps 6 – 7



Grant Package ( 00808866 ) **PENDING DRAFT** Due: April 30, 2024 12:00:00 AM EDT

**Budget Worksheet and Budget Narrative (attachment)**

Upload

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

Pre-agreement Costs

Non-competitive Justification

Indirect Cost Rate Agreement (If applicable)

Consultant Rate

Financial Management Questionnaire (Including applicant disclosure of high-risk)

Disclosure of Process Related to Executive Compensation

Additional Attachments

**Attach file(s)**

Drag and drop files here  
or  
[Select file\(s\)](#)

Name	File	Category
Budget Worksheet	Budget Worksheet.docx	Budget Worksheet and Budget Narrative (attachment)

Cancel Attach

Participants (2)

- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants026.applicationsubmitter@justice.gov Application Submitter

Back Save Continue

- When the file appears, update the **Name** if needed, and verify that the **Category** is correct.
- Select the **Attach** button.

# OVW Attachment Budget Structure

## Step 8



Grant Package ( 00808866 ) **PENDING-DRAFT** (🔔) Due April 30, 2024 12:00:00 AM EDT

**Budget Worksheet and Budget Narrative (attachment)\***

- > Pre-agreement Costs
- > Non-competitive Justification
- ▼ Indirect Cost Rate Agreement (if applicable)

8

Upload  
Profile

The recommended file format is PDF, Microsoft Word and Excel.

- > Consultant Rate
- > Financial Management Questionnaire (including applicant disclosure of high-risk status)
- > Disclosure of Process Related to Executive Compensation
- > Additional Attachments

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

Information	Grant Package	Application Versions
OpportunityID <b>O-OVW-2024-188794-STG</b>	SolicitationID <b>SI-188794</b>	Solicitation Title <b>OVW Test Sol</b>
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Grant Manager		

Back Save Continue

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

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

# OVW Attachment Budget Structure

## Steps 9 - 10



Grant Package ( 00799210 ) PENDING-DRAFT Due August 8, 2025 4:38:00 PM EDT

Select a file from my Entity Profile

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Stage-228583 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	UTR_232401 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Data Creation_updated (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA-236487 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA-237295 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA-237295 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe

Cancel Attach Save Continue

9. Select the document(s) to upload by checking the box to the left of the **Name** column.
10. Select the **Attach** button.

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## Steps 11 - 12



The screenshot shows the JUSTgrants application interface. A green circle highlights the number '11' in the top left corner. The main content area is titled 'Grant Package ( 00808866 )' and is in a 'PENDING DRAFT' state, due on April 30, 2024. The interface is divided into a left sidebar with navigation options (Home, Entity, Entity Users, Entity Documents, Applications, Federal Forms), a central main area, and a right sidebar with 'Solicitation Instructions' and 'Participants (2)'. The main area contains a list of sections for attachment: 'Budget Worksheet and Budget Narrative (attachment)', 'Pre-agreement Costs', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', 'Financial Management Questionnaire (including applicant disclosure of high-risk status)', and 'Disclosure of Process Related to Executive Compensation'. Below these sections is an 'Upload' button and a 'Profile' button, with a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below the upload area is an 'Additional Attachments' section. At the bottom of the main area, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar is an 'Information' table with the following data:

Information	Grant Package	Application Versions
OpportunityID <b>O-OVW-2024-188794-STG</b>	SolicitationID <b>SI-188794</b>	Solicitation Title <b>OVW Test Sol</b>
Application Case ID <b>A-457608</b>	Application Group Case ID <b>AG-140321</b>	SF424_2_1
Grant Manager		

At the bottom right, a green circle highlights the number '12'. Below the main area are 'Back', 'Save', and 'Continue' buttons.

11. Continue attaching documents in each section as required.

12. When all required and requested files have been attached to the application, continue with the other sections of the application.