**NEWS AND UPDATES** 



This e-newsletter provides updates, information, and resources to assist DOJ award applicants, recipients and other stakeholders in using JustGrants, DOJ's grants management system, and ASAP, the U.S. Department of the Treasury's payment management system.

# APPLYING FOR DOJ FUNDING TIP SERIES

## Submit Your Application in JustGrants

The final step to applying for Department of Justice (DOJ) funding is to submit your completed application in JustGrants. Every funding opportunity has a JustGrants submission deadline, and applicants are encouraged to submit in advance to provide ample time to address potential gaps or errors.

### **Check for Errors Early and Often**

Every funding opportunity describes unique application requirements that then translate to your JustGrants application. Those requirements are generally marked by an asterisk, and users are prompted to address those requirements within each application section (when selecting the "Continue" button on each section). Users can also check for errors in the final section of the application on the "Certify and Submit" page. Learn more about error checks and how to make corrections in the <u>Application Submission: Resolving Validation Errors Quick Reference Guide.</u>

### **Successful Submission**

Once your application has been successfully submitted, a confirmation message will appear at the top of the page, the application status will change to "Submitted," and users will receive an email confirming successful submission.

For more information on submitting an application, refer to the <u>JustGrants Application Submission</u> <u>Training page.</u>

### **Refer a Colleague**

Do you know someone who could use this information? Share this email so that they can <u>subscribe</u> to receive JustGrants updates.

You received this email because you are a current or previous grantee or applicant of one or more of the Department of Justice grant making components. Share this link with your colleagues and encourage them to sign up to receive future updates from Justice Grants.

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