Submitting an Application
Discussion Topics and Agenda

- Review entity onboarding: Management of roles
- Finding and applying for DOJ funding opportunities
- Start the application in Grants.gov
- Submitting application in JustGrants
- Resources for Support
Onboarding
Onboarding: From Grants.gov to JustGrants

START

Obtain DUNS number and confirmation

DUNS

Register with SAM.gov and confirm

Acquire confirmation for AOR from E-Biz POC

Access Funding Opportunity and Application Package from Grants.gov

Application Submitter completes and submits the SF-424 and SF-LLL

System creates the Entity Administrator and Application Submitter in JustGrants

FINISH

Complete and submit application in JustGrants

Note: You will need to acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

E-Biz POC = Entity Administrator (for onboarding)
Onboarding: From *JustGrants* Onwards

**Entity Administrator** invites users in DIAMD

Assigns *JustGrants* roles to each user in DIAMD

- Register in DIAMD
- Logs in to *JustGrants*
- Users receive email from DIAMD

**Application Submitter** completes and submits SF-424 and SF-LLL via Grants.gov

- Submitter assigned by system to the application upon receiving it in *JustGrants* from Grants.gov
- Completes all sections of the application in *JustGrants*
- Selects the Authorized Representative in the application

**Note:** Users will **not be visible** in *JustGrants* until they have successfully logged into *JustGrants*.

**Application submitted to DOJ for review**

**E-Biz POC = Entity Administrator (for onboarding)**
Entity Administrator Steps

The **Entity Administrator** is the only user that can manage other users. They will:

- Invite new members
- Remove inactive members
- Assign specific users to specific awards and applications

**Entity Administrators** should verify that all users are onboarded and assigned the appropriate roles.
JustGrants Registration Steps

All users must complete the steps found in the registration email. Each user’s email address will become their username.

- Invited users register by opening a link in the registration email and following steps to set up their user account.

New users are asked to select or create a security question and provide the answer.

Users will create and confirm a password.

Each user can select the form of Multi-factor authentication they want to use to validate login information. Multi-factor authentication is used every time a user logs in.

Every user must log in to JustGrants to complete the registration process.
Roles & Responsibilities
### JustGrants Entity User Roles

Six foundational roles have been created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entity Administrator</strong></td>
<td>Confirms information in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.</td>
</tr>
<tr>
<td><strong>Grant Award Administrator</strong></td>
<td>Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.</td>
</tr>
<tr>
<td><strong>Application Submitter</strong></td>
<td>Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.</td>
</tr>
<tr>
<td><strong>Alternate Grant Award Administrator</strong></td>
<td>Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.</td>
</tr>
<tr>
<td><strong>Authorized Representative</strong></td>
<td>Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.</td>
</tr>
<tr>
<td><strong>Financial Manager</strong></td>
<td>Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.</td>
</tr>
</tbody>
</table>

*For more information on roles in JustGrants, please see the “Entity Management” page on the Justice Grants website: [https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management](https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management)*
Roles Required for Application Submission

JustGrants has **six** foundational roles; application submission has **three** key roles: Application Submitter, Authorized Representative, and Entity Administrator.

<table>
<thead>
<tr>
<th>Application Submitter</th>
<th>Authorized Representative</th>
<th>Entity Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify application submission forms in JustGrants</td>
<td>An Authorized Representative must be onboarded before an application can be submitted. They need to be selected from an existing user list in the application.</td>
<td>• Onboard and complete entity profile before application submission</td>
</tr>
<tr>
<td>• Complete a web-based budget form</td>
<td></td>
<td>• Onboard the Authorized Representative</td>
</tr>
<tr>
<td>• Complete an application on behalf of an entity—certifies information</td>
<td></td>
<td>• Change Application Submitter assignments—if needed</td>
</tr>
<tr>
<td>• For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive.
Entity Management

Grants Management Series: Entity Management
Application Submission
Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants

Deadline's timelines range:
Check the solicitation for details.

A JustGrants submission should include all items as defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.
Application Submission: Grants.gov
Grants.gov provides instructions on registering and submitting, with guidance through the process:

- Register
- User Roles
- How to Search for a Federal Grant
- What's in a Grant Opportunity?
- Intro to Applying on Grants.gov
DOJ applications require you to complete two things:

1. The Application Package in Grants.gov
   1) Select **Apply for Grants** under the Applicants column.
   2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
   3) Click the Workspace icon to use Grants.gov.

2. The SF-424 and SF-LLL on Grants.gov
   Within 48 hours of SF-424 and SF-LLL submission, you should receive four (4) notifications from Grants.gov.
   1) Application Received
   2) Validated
   3) Agency Retrieved
   4) Agency Tracking Number Assigned
To locate a funding opportunity with DOJ, start at the Search Grants tab. Then use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency
### Grants.gov: Applying

**O-BJA-2021-52001**
BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program
Department of Justice
Bureau of Justice Assistance

#### SYNOPSIS

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Funding Opportunity Number</th>
<th>Funding Opportunity Title</th>
<th>Opportunity Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Notice</td>
<td>O-BJA-2021-52001</td>
<td>BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program</td>
<td>Discretionary</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Version</th>
<th>Posted Date</th>
<th>Last Updated Date</th>
<th>Original Closing Date for Applications</th>
<th>Current Closing Date for Applications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Estimated Total Program Funding</th>
<th>Award Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,700,000</td>
<td>$425,000</td>
</tr>
</tbody>
</table>
The person and email listed in SECTION (F) of the SF-424 will automatically become the Application Submitter for your entity’s application.

The Application Submitter is the ONLY user able to complete the application in JustGrants unless the EA reassigns it AFTER submission in Grants.gov.
Track My Application

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the “Track” button. (Example format: GRANT99999999)

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.
It is possible to first receive an email from Grants.gov indicating that your application has been received, but then later receive a rejection notice.

Submitting your SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any problem(s) that cause rejection.

Grants.gov will assign a tracking number that will connect to your JustGrants Application number.
Application Submission:
Web-based Forms for Submission in JustGrants

This data will need to be submitted directly into JustGrants:

- Proposal abstract
- Solicitation-specific data submitted with the application
- Goals, objectives, deliverables, and timeline
- Budget detail form
- Applicant disclosure of duplication in cost items
Application Submission
What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed.

All entity users should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.
Application Case Status Codes

- Pending - DIAMD Onboarding
- New
- Pending - Draft
- Application Submitted

Resolved-Cancelled
Resolved- Deadline Passed
Resolved-Duplicate
Resolved-Withdrawn
JustGrants System Notifications

The system will notify:

- The **Entity Administrator** and **Authorized Representative** when the deadline for applications has changed.

- The **Application Submitter**, **Entity Administrator**, and **Authorized Representative** when the application is received in JustGrants from Grants.gov.

- The **Entity Administrator** when the award notification has been sent.
Where to Find Help
Tools to help you get ready:

- Check your emails for updates.
- If you are not receiving update emails visit the JustGrants website for previous communications. You will also find:
  - Checklists
  - Training Videos
  - FAQs
  - User Support
  - Additional Resources

For more information on dates and required actions, please see the “Getting Started” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
Experiencing Technical Issues

An applicant that experiences technical issues beyond their control must contact the appropriate customer support to report the issue and to receive a tracking number.

Self-Service Support


Applicants experiencing difficulties with JustGrants must contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833–872–5175 Monday through Friday between 5:00 a.m. and 9:00 p.m., Eastern Time (ET) and Saturday, Sunday, and Federal holidays from 9:00 a.m. to 5:00 p.m. ET.

Applicants experiencing difficulties with grants related to the Office on Violence Against Women (OVW) please contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or (866) 655-4482.
Help us Help You

Contacting JustGrants Support

• Provide detailed information about the task you are trying to accomplish.

• Provide specific issue details and include as much of the following as possible:
  ✓ A clear statement of the issue
  ✓ DUNS (Data Universal Numbering System)
  ✓ Application Number
  ✓ A screen shot of your entity profile that contains your entity information
  ✓ The roles used in JustGrants
  ✓ A screen shot of the issue you are facing that captures the entire browser and where you are in the application
  ✓ The steps you took to get there
  ✓ Date and time when the issue occurred
  ✓ Operator ID (your email address)
  ✓ Browser Version
Additional Resources for Help

- Application Submission Resources
- Grants.gov
- Sam.gov
- Justgrantstrainingsupport@usdoj.gov
## Wrap-Up

### Additional Resources for Help

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<th>Entity Management</th>
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<td>Grants.gov Video</td>
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<td>Application Submission Checklist</td>
<td>JustGrants User Support</td>
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<tr>
<td>Applicant Technical Issues</td>
<td>Grants.gov Customer Support</td>
</tr>
<tr>
<td>SAM.gov Help Desk (Federal Service Desk)</td>
<td>Applicant Mechanics Webinar Recording</td>
</tr>
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</table>
Thank You!