



Application Mechanics

Submitting an Application

March 8, 2023

Technical Session Information



QUESTIONS?

For technical assistance use the Chat button to alert the host. Use the Q&A feature for session questions.



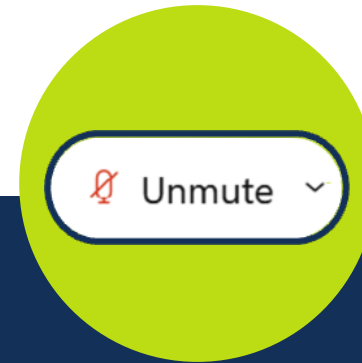
DISABLED VIDEO

Video is disabled for all participants.



MUTED

You cannot unmute. Attendees are muted to limit background noise.



NO SOUND?

If you cannot hear click the caret next to the Mute/ Unmute button. Still can't hear? Phone-in using meeting invite details.



CAPTIONING

Live-captioning is available. Follow the instructions given in the chat.



Submitting Questions

If you need WebEx technical assistance, please let us know via the WebEx chat.

Submit any questions you might have during the session via the WebEx Q&A function. Address the question to “All Panelists.”

The screenshot illustrates the steps to submit a question in a WebEx session. It shows the main meeting window with a large green arrow pointing to the chat panel. The chat panel shows a dropdown menu for selecting the recipient of the question. A second green arrow points to a detailed view of this menu, where 'All Panelists' is highlighted with a green box and has a checkmark next to it, indicating it is the selected recipient.



Agenda

Onboarding, Entity
Roles, and Creating
a User Profile

Application
Submission in
Grants.gov

Application
Submission in
JustGrants

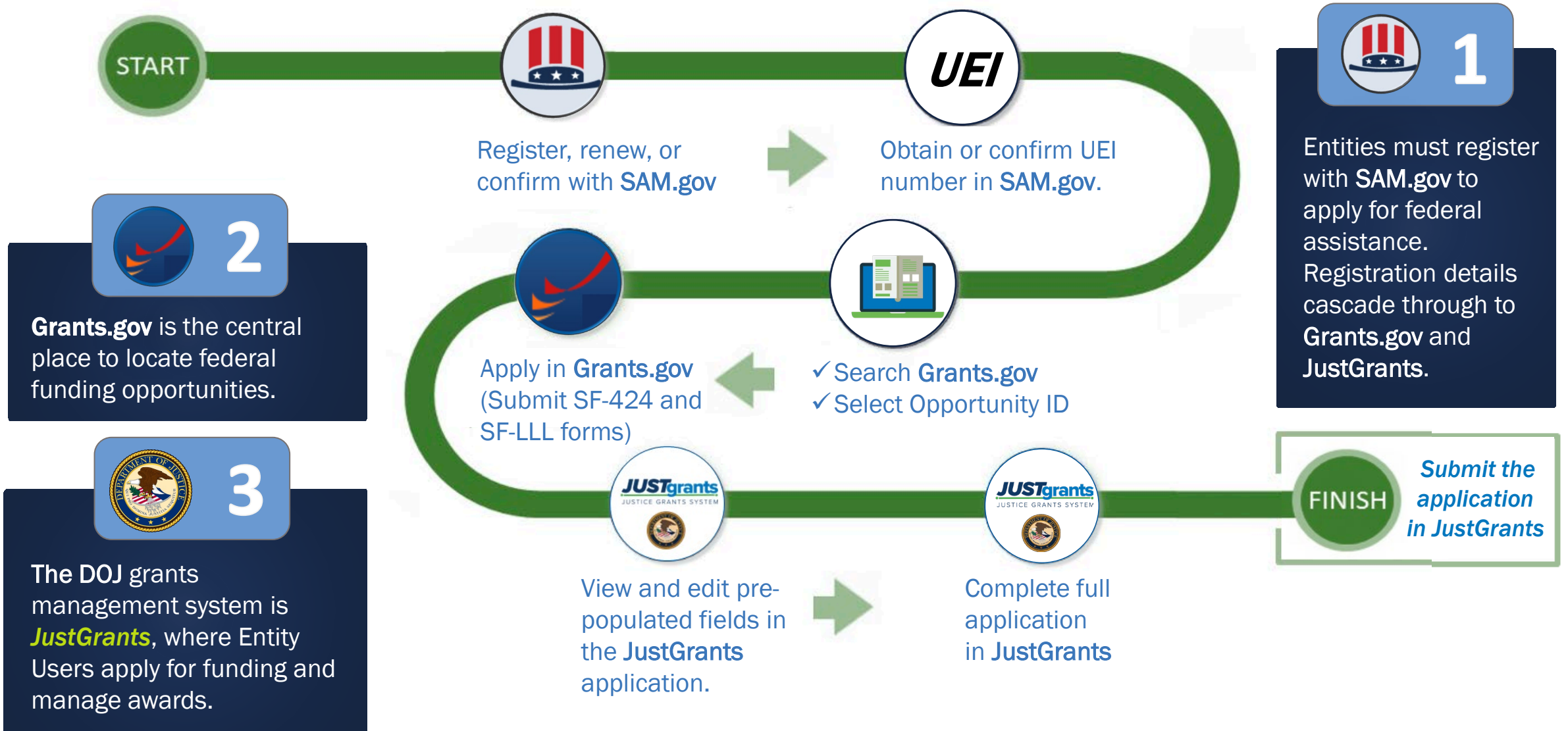
Recall Application

JustGrants Resources

Onboarding



Onboarding: SAM.gov to Grants.gov to *JustGrants*



Section: Onboarding

Entity Roles



JustGrants Roles

There are six roles
for applicants and
awardees

ENTITY ADMINISTRATOR



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

APPLICATION SUBMITTER



Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

AUTHORIZED REPRESENTATIVE



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.



GRANT AWARD ADMINISTRATOR

Edits/submits programmatic-related award requirements, including Performance Reports, certain Grant Award Modifications (GAMs), and portions of the Closeout.

ALTERNATE



GRANT AWARD ADMINISTRATOR

Supports the Grant Award Administrator (GAA). Can initiate and submit programmatic-related award requirements, including GAMs and deliverables.



FINANCIAL MANAGER

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

Multiple roles can be assigned to a single user.

Roles Required for Application Submission

Application Submission requires **three** key roles:

Application Submitter

- Identify application submission forms in JustGrants
- Complete a web-based budget form
- Complete an application on behalf of an entity-- **certifies information**
- *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*



Authorized Representative

- An Authorized Representative must be onboarded before an application can be submitted.
- The Authorized Representative must be selected from an existing user list in the application.



Entity Administrator

- Onboard and complete entity profile before application submission
- Onboard the Authorized Representative
- Change Application Submitter assignments, if needed



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



Section: Onboarding

Create a User Profile



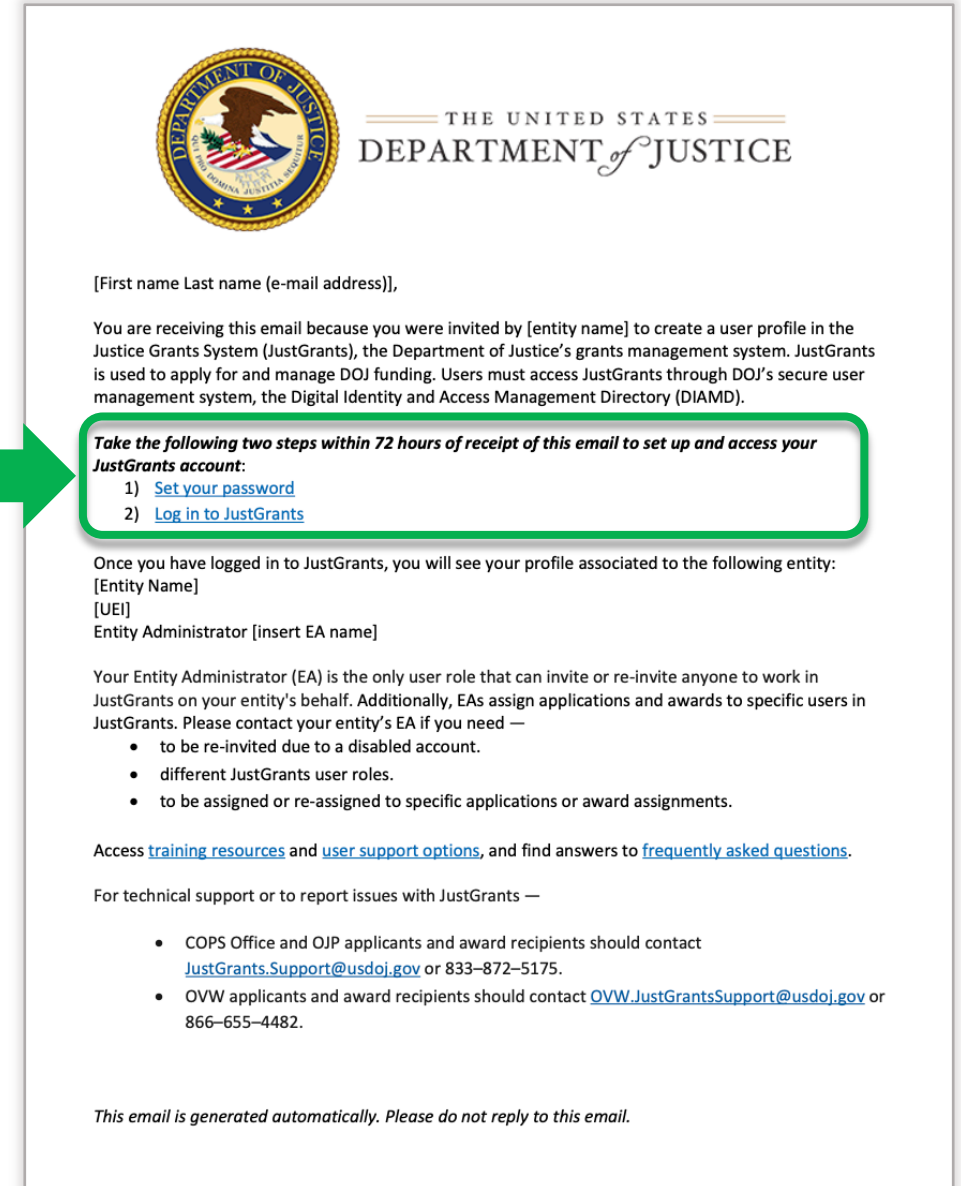
Account Invitation Email

After the Entity Administrator invites you to create a user profile, you will receive an email from DOJ at the email address the Entity Administrator used to create your user account. In this email, look for the following two links located in the first paragraph:

- 1) [Set your password](#)
- 2) [Log in to JustGrants](#)

Once you have logged in to JustGrants, you will see the profile associated to your entity.

Note: You must confirm your profile following the two steps above within **72 hours** of receipt of this email.



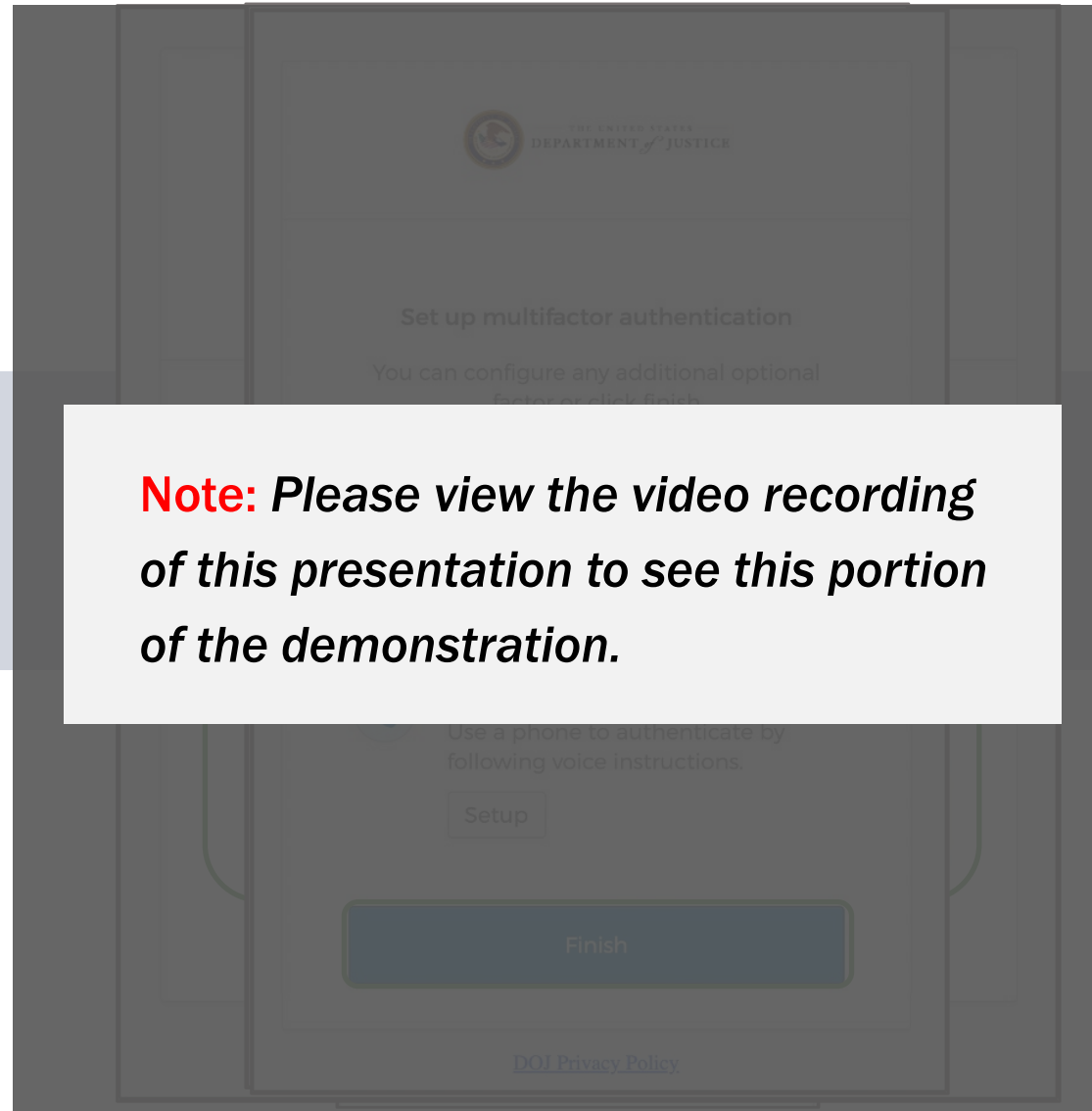


Create Account: *Forgot Password Question*

Note: *Please view the video recording of this presentation to see this portion of the demonstration.*




Create Account: *Multifactor Authentication*



Note: *Please view the video recording of this presentation to see this portion of the demonstration.*



Update User Profile




Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

User Details

Prefix Name Mr.	First Name justgrants028.applicationssubmitter	Middle Name
Last Name jgltsext	Suffix Name Select...	Title * test
Street1 * 1234 moyer st	Street2	Zip Code/Postal * 22102
City * mclean	State/U.S. Territory * Virginia	Province
Country * United States	County/Parish	Telephone Extension
Preferred Phone * <input checked="" type="radio"/> Business Phone <input type="radio"/> Mobile Phone	Business Phone Number * 1231231234	Mobile Phone Number * 3213214321
Mobile Phone Number *	Fax Number	Email justgrants028.applicationssubmitter@gmail.com

Assigned Role(s)
ApplicationSubmitter

Cancel Submit





Questions

Application Submission



Application Submission Overview



Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.



It's okay to enter preliminary budget or programmatic data in Grants.gov and then provide updates later in JustGrants.



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.

Section: Application Submission

Grants.gov Process



Grants.gov Registration Changes

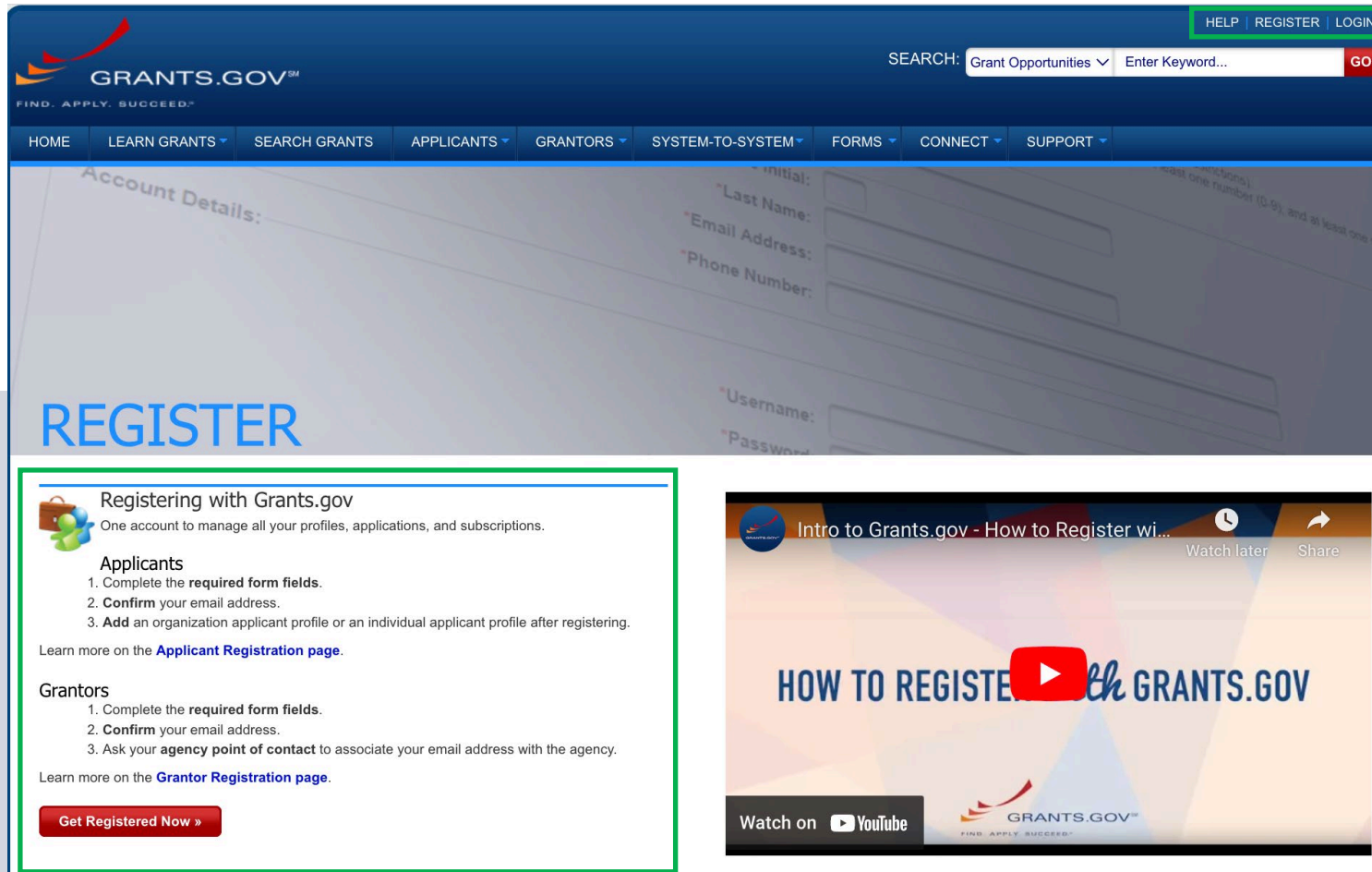
Grants.gov
registration and
authentication
process change
highlights:

- SAM.gov E-Biz POC uses **multi-factor authentication** to log in to Grants.gov



- E-Biz POCs **no longer use UEI or DUNS** to log in
- Applicant account **email address must match SAM.gov account** email address

Grants.gov Sign-in



The screenshot shows the Grants.gov website's registration page. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED.™". To the right of the logo is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. Further right are links for "HELP", "REGISTER", and "LOGIN". Below the navigation bar is a horizontal menu with options: "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The main content area features a large "REGISTER" heading. Below this, there are two columns of text. The left column, titled "Registering with Grants.gov", explains that one account manages all profiles, applications, and subscriptions. It lists steps for "Applicants" (complete required form fields, confirm email address, add organization or individual profile) and "Grantors" (complete required form fields, confirm email address, ask agency point of contact). A "Get Registered Now" button is at the bottom of this section. The right column contains a video player titled "Intro to Grants.gov - How to Register wi..." with a play button and the text "HOW TO REGISTER with GRANTS.GOV".

Account Details:

REGISTER

Registering with Grants.gov
One account to manage all your profiles, applications, and subscriptions.

Applicants

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

Grantors

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now »](#)

Intro to Grants.gov - How to Register wi... Watch later Share

HOW TO REGISTER with GRANTS.GOV

Watch on YouTube

GRANTS.GOV™
FIND. APPLY. SUCCEED.™



<https://www.grants.gov/web/grants/register.html>



Grants.gov: Instructional Resources

Grants.gov provides registration and application submission instructions for their entire process:

Register

User Roles

How to Search for a Federal Grant

Intro to Applying on Grants.gov

What's in a Grant Opportunity?



Grants.gov

There are several parts to the Grants.gov process and two important reminders:

- Select **Apply for Grants** under the Applicants column.
- Enter your email address to be notified of any changes to the opportunity package before the closing date.
- Click the Workspace icon to use Grants.gov.

1

The SF-424 and SF-LLL

Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:

- Confirmation of receipt of the SF-424 and SF-LLL.
- Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to error, with explanation.

2

Grants.gov: *Funding Opportunities*

To locate a funding opportunity with DOJ, start at the **Search Grants** tab. Use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency

GRANTS.GOV
FIND. APPLY. SUCCEED.

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s):
Opportunity Number:
CFDA:
SEARCH

OPPORTUNITY STATUS:
 Forecasted (0)
 Posted (51)
 Closed (695)
 Archived (1,413)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Cooperative Agreement (16)
 Grant (35)

ELIGIBILITY:
 All Eligibilities
 City or township governments (31)
 County governments (31)

AGENCY: [X] All Department of Justice

Search Tips | Export Detailed Data | Save Search »

SORT BY: Posted Date (Descending) Update Sort DATE RANGE: All Available Update Date Range

1 - 25 OF 51 MATCHING RESULTS: « Previous 1 2 3 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
O-BJA-2021-52001	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	USDOJ-OJP-BJA	Posted	01/07/2021	03/25/2021
O-BJA-2021-49002	BJA FY 21 Tribal Justice System Infrastructure Training and Technical Assistance Initiative	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-NIJ-2021-55001	Research and Evaluation on the Police Response to Homelessness, Fiscal Year 2021	USDOJ-OJP-NIJ	Posted	01/06/2021	03/22/2021
O-BJA-2021-51003	BJA FY 21 Tribal Civil and Criminal Legal Assistance Program	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-OJDP-2021-47012	OJDP FY 2021 Supporting Effective Interventions for Adolescent Sex Offenders and Children With Sexual Behavior Problems	USDOJ-OJP-OJDP	Posted	01/05/2021	02/22/2021
O-BJA-2021-41003	BJA FY 21 Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities	USDOJ-OJP-BJA	Posted	01/05/2021	03/23/2021
O-BJA-2021-51001	BJA FY 21 Justice Information Sharing Training and Technical Assistance (JIS TTA) Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/08/2021
O-BJA-2021-45002	BJA FY 21 Emmett Till Cold Case Investigations and Training and Technical Assistance Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/30/2021
O-OJDP-2021-47010	OJDP FY 2021 Supporting Tribal Youth Training and Technical	USDOJ-OJP-OJDP	Posted	12/31/2020	02/15/2021



Grants.gov: Applying

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY" and features a "Department of Justice" logo. The grant details are as follows:

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

Navigation tabs include SYNOPSIS (highlighted), VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE. A green arrow points to the "Apply" button, which is also highlighted with a green box. A "Subscribe" button is located next to it. A "Print Synopsis Details" link is visible in the bottom right corner of the synopsis section.

General Information	
Document Type: Grants Notice	Version: Synopsis 1
Funding Opportunity Number: O-BJA-2021-52001	Posted Date: Jan 07, 2021
Funding Opportunity Title: BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	Last Updated Date: Jan 07, 2021
Opportunity Category: Discretionary	Original Closing Date for Applications: Mar 25, 2021
Opportunity Category Explanation:	Current Closing Date for Applications: Mar 25, 2021
Funding Instrument Type: Grant	Archive Date:
Category of Funding Activity: Affordable Care Act	Estimated Total Program Funding: \$1,700,000
	Award Ceiling: \$425,000

Grants.gov: SF-424

The **person** and **email** listed in **SECTION (8F)** of 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 Entity Administrator reassigns it **AFTER** submission in Grants.gov.

Section 8F:

- Name
- Email

The screenshot shows the SF-424 form with several sections. Section 1, 'TYPE OF SUBMISSION', has 'Application' selected. Section 2, 'TYPE OF APPLICATION', has 'New' selected. Section 8F, 'Name and contact information of person to be contacted on matters involving this application', is highlighted with a green border and contains the following fields:

Prefix:	[Dropdown]
First Name:	Jane
Middle Name:	[Empty]
Last Name:	Austen
Suffix:	[Dropdown]
Title:	[Empty]
Organizational Affiliation:	[Empty]
Telephone Number:	1234567890
Fax Number:	[Empty]
Email:	Jane.Austen@email.com

Form SF-424

Grants.gov: *Track My Application*

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Track My Application


TRACK MY APPLICATION

GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



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)

Help: Support Center
Contact the Grants.gov Support Center to get help from a representative.

Email us at support@grants.gov or visit our [Support page](#).

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.



Grants.gov: What's Next

Grants.gov: Received vs. Rejected

Try to submit your SF-424 and SF-LLL ahead of Grants.gov deadline

Grants.gov tracking number is connected to your JustGrants Application



Questions

Section: Application Submission

First Steps: *JustGrants*

Application Submitter



Locate Application: *My Worklist*

Welcome justgrants024.applicationssubmitter jgitsxt

Alerts (0)
No data to display

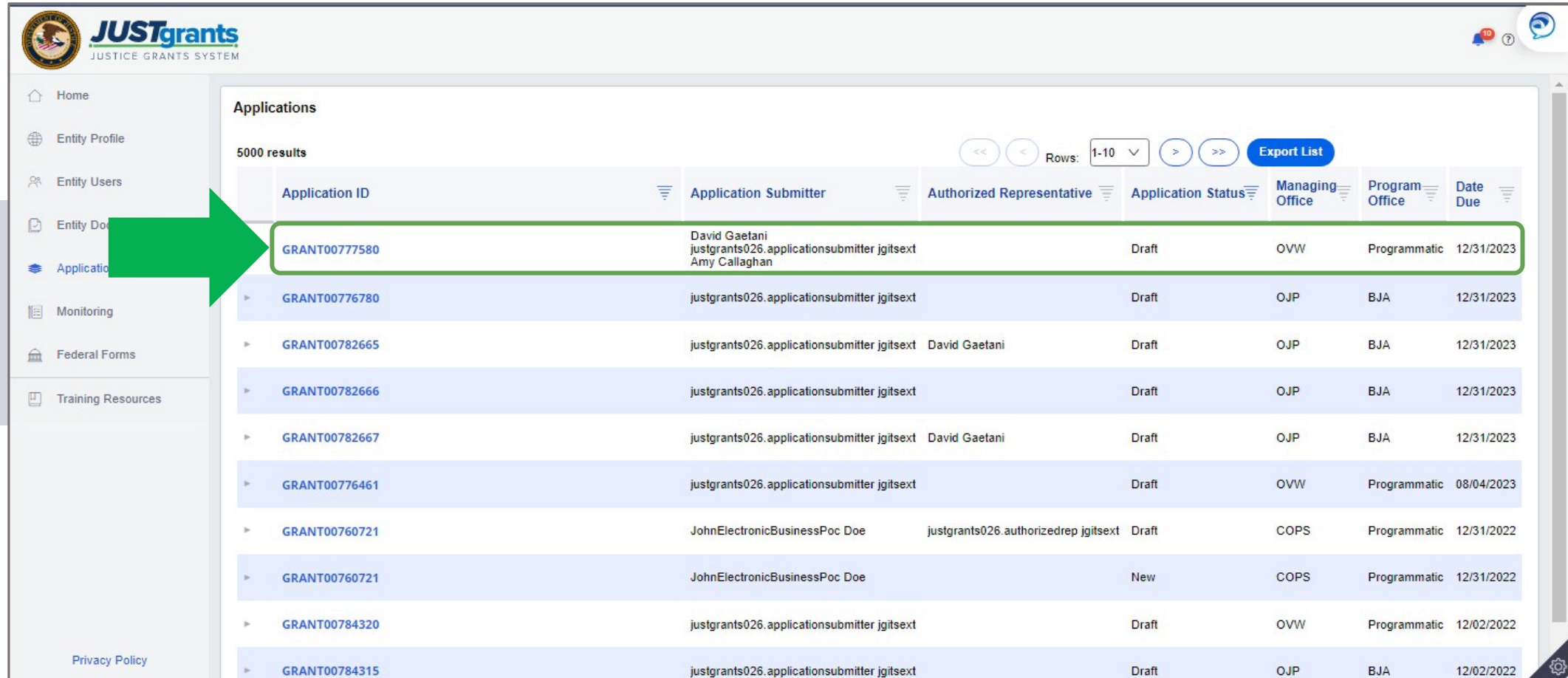
My Worklist

results 1 2 > [Export List](#)

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM

Privacy Policy

Locate Application: *Navigation Menu*



The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A green arrow points from the 'Applications' menu item to the first row of the application table.

The main content area is titled 'Applications' and shows '5000 results'. It includes a table with the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The first row of the table is highlighted with a green border.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00777580	David Gaetani justgrants026.applicationssubmitter jgitsext Amy Callaghan		Draft	OVW	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationssubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationssubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationssubmitter jgitsext		Draft	OVW	Programmatic	08/04/2023
GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
GRANT00784320	justgrants026.applicationssubmitter jgitsext		Draft	OVW	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/02/2022



View Additional Application Information

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A large green arrow points from the 'Applications' menu item to the main content area. The main content area is titled 'Applications' and shows '4077 results'. At the top right of this area are navigation controls for rows (1-10) and an 'Export List' button. The central focus is a modal window for 'Grant Package (A-479045)'. This modal contains a red banner with a lock icon and the text: 'User Randall Reese is currently editing the application. You cannot edit until Randall Reese closes the application.' To the right of the modal, there are columns for 'Program Office' (showing 'BJA') and 'Date Due'. At the bottom of the screen, a table of application records is partially visible, with columns for user name, status, and program type.

Program Office	Date Due
BJA	

JohnElectronicBusinessPoc Doe	Pending- FinancialChangeRequest	OVW	Programmatic
JohnElectronicBusinessPoc Doe	Draft	OJP	SMART



Begin Submission

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774386) **PENDING-DRAFT**

Assignments View all

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgitsext

Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG	SI-170953	COPS SVPP Short Titl
Application Case ID	Application Group Case ID	SF424_2_1
A-396553	AG-128027	
Grant Manager		

Recent documents (0)
No documents

Participants (3)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants024.authorizedrep jgitsext
Authorized Representative
- justgrants024.applicationsubmitter
jgitsext
Application Submitter

Privacy Policy

Edit Application: Multiple Submitters

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00774386)' in a 'PENDING-DRAFT' status. Below this, there is an 'Assignments' section with a 'View all' toggle. A table lists tasks, with one task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' assigned to 'justgrants024.applicationsubmitter jgitsext'. A green arrow points from this task to a dropdown menu that is open, showing options: 'Refresh', 'Edit application', 'PersonnelBudget', 'Cancel Application', 'Print', and 'Close'. The 'Edit application' option is highlighted. Below the dropdown, there is a contact card for 'justgrants024.applicationsubmitter jgitsext Application Submitter' with email and phone icons. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The bottom left corner has a 'Privacy Policy' link.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774386) **PENDING-DRAFT**

Assignments View all

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgitsext

Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG	SI-170953	COPS SVPP Short Titr
Application Case ID	Application Group Case ID	SF424_2_1
A-396553	AG-128027	
Grant Manager		

Refresh
Edit application
PersonnelBudget
Cancel Application
Print
Close

justgrants024.applicationsubmitter jgitsext Application Submitter

Privacy Policy

Confirmation to Edit

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00777580)' in a 'PENDING-DRAFT' status, with a due date of December 31, 2023, at 11:03:00 PM EST. An 'Assignments' table lists a task 'BudgetWrapperOJPscreenFlow (Complete and Submit)' assigned to 'Amy Callaghan'. A modal dialog titled 'Edit application' is open, asking 'Are you sure you want to edit this application?' with 'Cancel' and 'Submit' buttons highlighted by green boxes. The background interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a right-hand panel with 'Recent documents (0)' and 'Participants (4)'.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00777580) **PENDING-DRAFT** Due December 31, 2023 11:03:00 PM EST

Assignments View all

Task	Assigned to
BudgetWrapperOJPscreenFlow (Complete and Submit)	AC Amy Callaghan

Edit application [X]

Are you sure you want to edit this application?

Cancel Submit

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	Solicit
O-OVW-2022-173642-STG			SI-17

Application Case ID: A-414904

Application Group Case ID: AG-129439

SF424_2_1

Grant Manager

Recent documents (0)
No documents

Participants (4)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- DG David Gaetani ApplicationSubmitter2
- justgrants026.applicationsubmitter jgitsext ApplicationSubmitter3
- AC Amy Callaghan Application Submitter

Privacy Policy

Editing: *Multiple Submitters*

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774386) **PENDING-DRAFT**

Assignments View all

Task	Assigned to	
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgitsext	Begin

Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG	SI-170953	COPS SVPP Short Titl
Application Case ID	Application Group Case ID	SF424_2_1
A-396553	AG-128027	
Grant Manager		

Recent documents (0)
No documents

Participants (3)


- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants024.authorizedrep jgitsext
Authorized Representative
- justgrants024.applicationsubmitter jgitsext
Application Submitter

Privacy Policy



Application in Use: *Multiple Submitters*

Grant Package (A-479045)

 **User** Randall Reese **is currently editing the application. You cannot edit until** Randall Reese **closes the application.**

Application Notifications

There are two types of application notifications:



Email

Email Notifications are sent to all Application Submitters when:

- An Application Submitter has been *assigned* or *removed* from an application
- Deadline approaching (5 days prior)
- The application has been *submitted* or has been *recalled*

1



Bell

Bell Notifications are in the upper right corner of every JustGrants screen. The number indicates the unread notifications. These notifications occur when:

- One Application Submitter is editing, assigned, or removed from an application
- The application has been submitted

2



Questions

Section: Application Submission

Submission: *JustGrants*





JustGrants Application Submission Tips



For best results, use Chrome or Microsoft Edge to access JustGrants



If Application Submitter has account, use associated email when applying



Establish a unique email for each UEI for which you need to take action



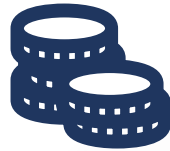
Multi-factor authentication is required at every log in

Web-based Forms Submission in JustGrants

The following data needs to be submitted directly into the system:



**Proposal
abstract**



**Web-based
budget**



**Goals,
objectives,
deliverables,
and timelines**



**Budget
Detail Form**
(submitted with the
application)



**Applicant
MOUs,
disclosures &
assurances**

Demonstrations



Locate and Open an Application

Demonstration // *Once Grants.gov has transferred the application to JustGrants, there are some steps that your organization's Entity Administrator must take prior to the Application Submitter entering data.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Confirm Authorized Representative

Demonstration // *The Authorized Representative is the only role that can accept or decline an award if offered. This person must be designated in the application prior to submission.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Verify Legal Name and Address

Demonstration // *This information is important because it associates this application with the specific Entity profile that is requesting funding.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Proposal Abstract

Demonstration // *Most applications include a proposal abstract, which is no more than 400 words and summarizes the proposed project and includes several specific parameters described here.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Proposal Narrative, Goals & Objectives

Demonstration // *The Proposal Narrative is a formal, written request for funds to support a specific program or project, explaining why funds are needed, what the funds will be used for, and how the funds will be managed.*

Note: *Please view the video recording of this presentation to see this video demonstration.*




Questions

Budget Entry Prep

OMB No. 1103-0099
Approval Expires 10/1/2022

U.S. Department of Justice
Office of Community Oriented Policing Services



DO NOT USE_MS CHP

Assistance Listing Number # 16.032
Grants.gov Opportunity Number: O-COPS-2022-170930-STG
Solicitation Release Date: May 23, 2022 3:05 PM
Version: 1
Grants.gov Deadline: May 03, 2023 3:00 PM
Application JustGrants Deadline: May 18, 2023 3:00 PM

Overview

Overall Impact: The central hypothesis to be tested in this resubmission of an R01 application is that spatial structure and mechanics are the major physical factors controlling the development of pathogenicity, antibiotic resistance, and immune evasion in biofilm infections. To test this hypothesis, they will use *Pseudomonas aeruginosa* as a model microorganisms and determine the spatial structure and mechanics of biofilm infections in wounds; determine how spatial arrangements impact bacterial growth, biofilm microenvironments, antibiotic resistance, and virulence; and determine the role of spatial structure and mechanics in biofilm leucocyte interactions. This is a much-reduced set of objectives compared to the original application, which was to examine two microorganisms in three environments. Other significant changes have been made in response to SS's critique, including a reorganization of the research team. The overall effect is a tighter application with high probability of success. 1. Significance: Strengths : The scientific premise of this application is that biofilm microarchitecture and mechanics are key to the development, antibiotic resistance and immune evasion in biofilm infections. Understanding this may prove to be key in preventing and treating biofilms. - The data resulting from this study will be important to the field and for the development of drugs that target novel sites, leading to prevention, disruption or amelioration of biofilms.

Eligible Applicants:
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Contact Information
For technical assistance with submitting an application, contact the Grants Management Specialist at (301) 443-5000.

Solicitation
Example



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

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Home / Grants/Funding / DOJ Grants Financial Guide 2022

DOJ Grants Financial Guide 2022

Welcome to the DOJ Grants Financial Guide

Foreword

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

TOP 10 TOPICS	
1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The Department of Justice (DOJ) has three primary grant-making components, the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS Office). The mission of OJP is to provide innovative leadership to federal, state, local, and tribal justice systems by disseminating state-of-the-art knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies. The mission of OVW is to provide federal leadership in developing the national capacity to reduce violence against women, and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assaults, and stalking. The mission of the COPS Office is to

Welcome to the DOJ Grants Financial Guide

- I. General Information
- II. Preaward requirements
- III. Postaward Requirements
- IV. Organization Structure
- V. Appendices

DOJ
Financial
Guide

Attach Budget Spreadsheet

Demonstration // *It's important to start thinking about your budget early as funding levels of grant programs change each year.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Budget Categories

Demonstration // *All budget categories for your application are listed on the right side of the screen when using a web-based budget.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

Consolidated Budget Summary

Demonstration // *The Consolidated Budget Summary page displays the total amounts you have entered for each budget category. This page allows you to compare your totals against a spreadsheet to verify accuracy.*

Note: *Please view the video recording of this presentation to see this video demonstration.*

MOUs, Components, Disclosures and Assurances

Demonstration // *The Memoranda of Understanding or MOU, Additional Application Components and Disclosures and Assurances section may vary widely based on solicitation requirements.*

Note: *Please view the video recording of this presentation to see this video demonstration.*



Check for Errors

The screenshot shows the JUSTgrants application interface. At the top, it displays the JUSTgrants logo and the text "Grant Package (2-45d1-4031-a5bf-d81ef5b264b4)". Below this, there is a message: "Before proceeding, please address the errors indicated below." A large green arrow points to the left, highlighting the error message. The main content area is titled "Certify and Submit" and contains several sections: "Standard Applicant Information", "Authorized Representative", "Verify Legal Name and Address", "Proposal Abstract", "Proposal Narrative", "Budget Information", and "Memoranda of Understanding (MOUs) and Other Supportive Documents". A large white box with a red border is overlaid on the "Budget Information" section, containing the text: "Note: Please view the video recording of this presentation to see this portion of the demonstration." A large green arrow points down from the "Check for Errors" button to the "Budget Information" section. The "Check for Errors" button is located at the bottom right of the interface.

Note: Please view the video recording of this presentation to see this portion of the demonstration.

Check for Errors

The screenshot displays the JUSTgrants Justice Grants System interface. The top left features the JUSTgrants logo and a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package (00774387)' with a 'SUBMITTED' status, highlighted by a green arrow. Below this, a green message box states: 'Thank you! The next step in this case has been routed appropriately.' The 'Grant Package' tab is active, displaying a table with the following data:

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG			SI-170953	COPS SVPP Short Titl
Application Case ID		Application Group Case ID		SF424_2_1
A-396554		AG-128027		
Grant Manager				

On the right side, there are sections for 'Recent documents (0)' (No documents) and 'Participants (5)'. The participants list includes: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.authorizedrep jgitsext (Authorized Representative), justgrants024.authorizedrep jgitsext (AuthorizedRepresentative2), and justgrants024.applicationsubmitter jgitsext (Application Submitter). A green arrow points to a search bar at the bottom left of the main content area. A 'Privacy Policy' link is located at the bottom left of the sidebar.

Application Submission Tips



Printing will NOT print file attachments



DO NOT copy and paste text from Word



Pay attention to required sections

Submit Application

Demonstration // *Once all errors have been corrected, you will need to re-check the final certification check box on the Certify and Submit page.*

Note: *Please view the video recording of this presentation to see this video demonstration.*



JustGrants Application Submission: *What's Next?*

Your Entity will be notified if they have received an award when all applications for the solicitation have been reviewed no later than September 30 of the calendar year.

System Notifications

- The Entity Administrator and Authorized Representative are notified when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative are notified when the application is received in JustGrants from Grants.gov.
- The Entity Administrator is notified when the award notification has been sent.

Once you submit your application the status becomes *Submitted*.



Questions

Section: Application Submission

Recall Application





Recall Application: *Action*

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. Below the navigation bar, the main content area shows a 'Grant Package (00770034)' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. The interface is divided into several sections: 'Information', 'Grant Package', and 'Application Versions'. A central text box contains the following note:

Note: Please view the video recording of this presentation to see this portion of the demonstration.

To the right of the note, a dropdown menu is open, showing various actions. The 'Recall Application' option is highlighted with a green box. Other visible options include 'Refresh', 'Print', 'Transfer assignment', 'Save', and 'Close'. The user's profile information, including the name 'Application Submitter', is visible at the bottom right of the interface.



Recall Application: *Confirmation Reason*

The screenshot displays the JUSTgrants Justice Grants System interface. A central dialog box is overlaid on the page, containing the following text:

Note: *Please view the video recording of this presentation to see this portion of the demonstration.*

The background interface shows a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package (00770034)" and includes tabs for Information, Grant Package, and Application Versions. Below the tabs, there is a form with a "Cancel" button and a "Submit" button. A validation message "value cannot be blank" is visible above the "Submit" button. The right sidebar shows "Recent documents (0)", "Participants (3)", and a list of users including "JohnElectronicBusinessFor Doc Entity Administrator" and "justgrants024 applicationsubmitter Application Submitter".



Recall Application: *Editing*

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00770034) **PENDING-DRAFT** Due March 20, 2024 3:30:00 PM EDT **RECALLED**

Assignments View all

Task	Assigned to
Standard Applicant Information Screen Flow (Complete and Submit)	justgrants024.applicationsubmitter
Fix Correspondence	Administrator
Fix Correspondence	Administrator
Fix Correspondence	Administrator

Begin

Recent documents (0)
No documents

Participants (4)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants024.applicationsubmitter
jgitsext
Application Submitter

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-169635-STG			SI-169635	Ashif Print Preview
Application Case ID		Application Group Case ID		SF424_2_1
A-399756		AG-127665		
Grant Manager				

Privacy Policy



Recall Application: *Check for errors/Submit*

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00770034) **PENDING-DRAFT** Due March 20, 2024 3:30:00 PM EDT **RECALLED** Actions

Certify and Submit

- > Standard Applicant Information (JGITS 424 and General Agency Information)
- > Proposal Abstract
- > Proposal Narrative
- > Budget and Associated Documentation
- > Memoranda of Understanding (MOUs) and Other Supportive Documents
- > Additional Attachments
- > Disclosures and Assurances
- > Other

Solicitation Instructions

- > Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit**

Participants (4)

- JD ElectronicBusiness Administrator
- JD ElectronicBusiness Administrator
- JD ElectronicBusiness Administrator
- JD ElectronicBusiness Administrator

Save Check for Errors Submit

Resources



Justice Grants

**The Justice
Grants Website**
has much more
information
about
JustGrants

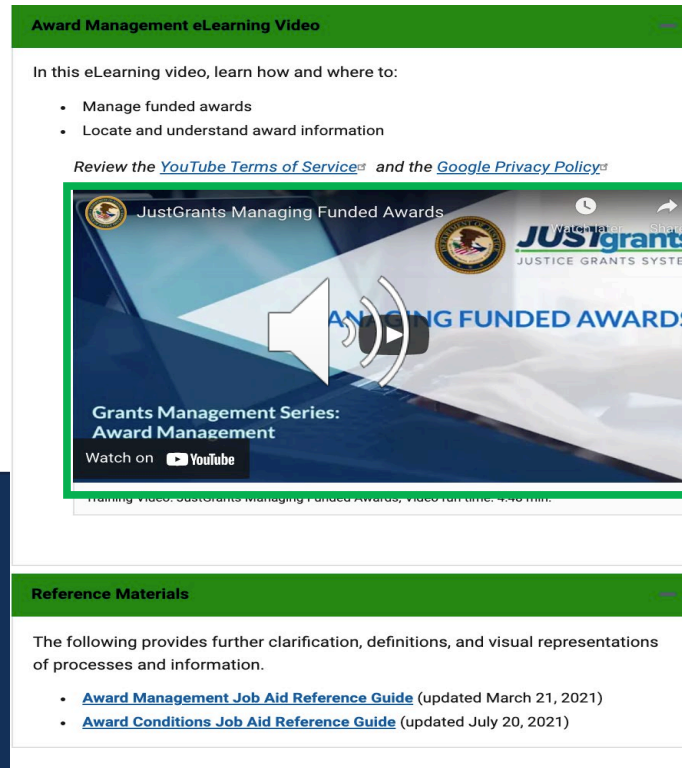
- [Printing an Application in JustGrants](#)
- [Application Submissions Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)
- [OJP Grant Application Resource Guide](#)
- [OJP/OVW/COPS Funding Opportunities](#)
- [DOJ Application Submitter Checklist](#)
- [SAM.gov Resource links](#)
- [Grants.gov grant support links](#)

JustGrants Training Resources



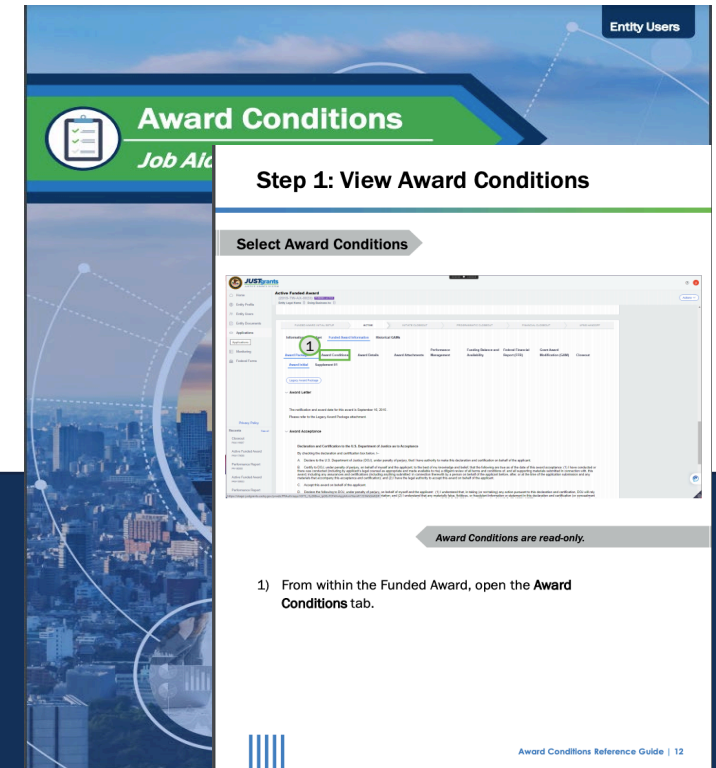
The screenshot shows the JustGrants website header with the logo and navigation tabs: About, Training, Resources, User Support, and News. The Training dropdown menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the navigation, a text block reads: "The Department of Justice (DOJ) grant making components—the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020."

Organized by Topics



The screenshot shows an eLearning video page titled "Award Management eLearning Video". It includes a list of topics: "Manage funded awards" and "Locate and understand award information". Below the list, it says "Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)". A video player is embedded with the title "JustGrants Managing Funded Awards" and "Grants Management Series: Award Management". Below the video player, it says "Watch on YouTube". At the bottom, there is a "Reference Materials" section with two links: "[Award Management Job Aid Reference Guide](#) (updated March 21, 2021)" and "[Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)".

Microlearning Videos



The screenshot shows a "Job Aid Reference Guide" titled "Award Conditions". It includes a "Step 1: View Award Conditions" section with a "Select Award Conditions" button. Below the button, there is a screenshot of the "Award Conditions" interface. Below the screenshot, it says "Award Conditions are read-only." and "1) From within the Funded Award, open the Award Conditions tab." At the bottom right, it says "Award Conditions Reference Guide | 12".

Job Aid Reference Guides



Application Submission Resources

OJP Grant Application Resource Guide

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

OJP, OVW and COPS Funding Opportunities

<https://justicegrants.usdoj.gov/resources/funding>

Grants.gov Support

<https://www.grants.gov>

DOJ Application Submission Checklist

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>

SAM.gov Resources

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

Grants.gov

<https://www.grants.gov/web/grants/learn-grants/grant-making-agencies/department-of-justice.html>



JustGrants *Technical Support*

JustGrants technical issues should be sent to JustGrants Technical Support. For ***grant application status*** check the website from the DOJ Managing Offices: COPS, OJP, and OVW.

Technical Support	
OVW applicants and award recipients	<p>OVW.JustGrantsSupport@usdoj.gov</p> <p><i>Or</i></p> <p>(866) 655-4482</p>
All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>Monday – Saturday between the hours of 7:00 AM and 9:00 PM EST Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>



Upcoming Sessions



JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions



Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

KEY AUDIENCE: Grant Award Administrators, Entity Administrators, Financial Managers



Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

KEY AUDIENCE: Entity Administrators



Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:00 PM

KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives



Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

KEY AUDIENCE: Entity Administrators, Authorized Representatives



Questions

Thank you!



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