

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. First, an applicant must complete an abbreviated application in Grants.gov. Upon validation and successful submission in Grants.gov, the applicant will receive confirmation emails from Grants.gov. Next, the application is “ingested” into DOJ’s grants management system, the Justice Grants System (JustGrants). Once JustGrants receives the abbreviated application from Grants.gov, the applicant will receive notifications to log in, onboard critical users, and complete the more detailed application. After an application is successfully submitted in JustGrants, it will move forward for application review and award consideration. The following steps and tips will assist potential applicants in completing DOJ applications.



Step 1: Before applying for a DOJ funding opportunity:

- Obtain or confirm your Data Universal Numbering System (DUNS) number at www.dnb.com.
- Register with the [System for Award Management \(SAM\)](#) or confirm your SAM registration is active and up-to-date. SAM registrations must be updated annually to remain current. An expired registration can delay or prevent application submission in Grants.gov and JustGrants.
- First-time applicants to JustGrants, be sure to confirm that the contact information (email address) for your Entity’s Electronic Business Point of Contact (E-Biz POC) in SAM is accurate and up-to-date. After an application is submitted in Grants.gov, your E-Biz POC will receive an email notifying them that an account has been established in JustGrants. This individual will be onboarded as your Entity Administrator in JustGrants. Once onboarded, that role can be reassigned to another Entity User.
- If your Entity is known to JustGrants, the Entity Administrator is whomever has already been assigned that role.

Step 2: Apply in [Grants.gov](#):

- Search for an open DOJ funding opportunity and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov as soon as possible, but not later than 48–72 hours prior to the Grants.gov deadline, to allow for time to correct any problems or errors. The Grants.gov portion of your



JUSTgrants
JUSTICE GRANTS SYSTEM

application includes the SF-424 and SF-LLL. Applicants for funding through the Office of Community Oriented Policing Services (COPS Office) will need to submit a supplemental SF-424B. (Note: The user and email identified in Section F of the SF-424 will be initially assigned as the Application Submitter in JustGrants.)

- The Grants.gov Workspace Status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov.
- Within 48 hours after submitting the application in Grants.gov, the applicant should receive four notifications from Grants.gov (i.e., submission receipt, validation receipt, grantor agency retrieval receipt, and agency tracking number assignment). (Note: It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later.)
- Within 24 hours AFTER receiving a confirmation email from Grants.gov, the Application Submitter will receive an email from JustGrants with instructions for JustGrants login. When the Application Submitter logs into JustGrants, they will find the information submitted in Grants.gov populated in the JustGrants application.
- Technical issues with SAM or Grants.gov must be reported to the [SAM Help Desk \(Federal Service Desk\)](#) or the [Grants.gov Customer Support Hotline](#), which will issue you a tracking number.

JustGrants User Access Tips

- **Save your work often.**
- The preferred internet browsers are Chrome and Microsoft Edge.
- If you are an Entity User that is associated with MORE THAN ONE Entity (e.g., a Grant Writer who will serve as an Application Submitter for multiple Entities), establish a unique email address for consistent use with each Entity in the Grants.gov SF-424 and in JustGrants. Currently, JustGrants can only connect one user (i.e., one unique email) to one Entity. Ensure that the Entity Administrator has your correct unique email associated to your Entity User account.
- Observe the hyphen character limitation. At this time, users with a hyphen in their email address may not be able to access work items in JustGrants. If this impacts you, contact [JustGrants User Support](#).
- **Multifactor authentication is required every time you log into JustGrants.** [Review this job aid](#) to learn more about SMS authentication.

Step 3: Entity onboarding and JustGrants access:

FOR ENTITIES WITHOUT A JUSTGRANTS ACCOUNT

(review this [Onboarding: From Grants.gov to JustGrants](#) infographic for reference):

The SAM E-Biz POC and Application Submitter will receive an email from DIAMD-NoReply@usdoj.gov:

- Both the SAM E-Biz POC (default Entity Administrator) and the Application Submitter must follow the instructions provided to onboard, create a password, and set up multifactor authentication for JustGrants. These users must ALSO log into JustGrants to become “active” users in JustGrants. All steps MUST be complete before an application can be accessed and submitted in JustGrants.
- Once logged into JustGrants:
 - The Entity Administrator must:
 - Review the Entity Profile and complete the three editable fields within JustGrants (i.e., Law Enforcement, Faith-Based, and Legal Address Designation). If other information in the Entity Profile is incorrect, an authorized user must correct the details in SAM. The updated information will then pull through to JustGrants within 24 hours.
 - Assign the role of Authorized Representative to one or more users in DIAMD. (Note: COPS Office applications require two Authorized Representatives.) Confirm that user has received the email from DIAMD-NoReply@usdoj.gov and has completed all steps, including successful login to JustGrants, to become an “active” user.
- Reassign the role of Entity Administrator, if needed or appropriate.
 - The Application Submitter will find the new JustGrants application in their Worklist.

FOR ENTITIES WITH AN EXISTING JUSTGRANTS ACCOUNT:

Once logged into JustGrants:

- The Application Submitter will find the new JustGrants application in their Worklist.
 - The Entity Administrators must:
 - Assign the role of Authorized Representative to one or more users in DIAMD. (Note: COPS Office applications require two Authorized Representatives.) Confirm that user has received the email from DIAMD-NoReply@usdoj.gov and has completed all steps, including successful login to JustGrants, to become an “active” user.
 - Review the Entity Profile and confirm the three editable fields within JustGrants (i.e., Law Enforcement, Faith-Based, and Legal Address Designation). If other information in the Entity Profile is incorrect, an authorized user must correct the details in SAM. The updated information will then pull through to JustGrants within 24 hours.

Note: The Entity Administrator, Authorized Representative and Application Submitter could be the same user if assigned those roles in DIAMD.

Step 4: Complete your application in JustGrants:

- **Note:** *Only the Application Submitter assigned to the application can edit and submit the application(s) assigned to them in JustGrants. Only one Application Submitter can be assigned to each application at a time.*
- The application status changes to “Draft” once the applicant starts working on the application in JustGrants.
- Complete the Budget Detail Form. The [DOJ Financial Guide](#) can answer many common questions on budgeting.
- Carefully review the instructions included in the solicitation, complete the required sections, and attach all required documents. A link to the solicitation is located at the top of the JustGrants screen.
- Upload all required attachments outlined in the solicitation. Be sure to select the appropriate “Category” for the document or file being attached.
- Complete certifications.

Step 5: Review, certify and submit your application in JustGrants:

- Validation errors will be displayed onscreen immediately after attempted submission if any information is incomplete. Correct validation errors and then return to the “Certify and Submit” screen to submit the application.
- A confirmation notification will appear at the top of the page once the application is submitted and validated.
- If you experience unforeseen technical issues:
 - COPS Office and OJP applicants and grantees must report difficulties with JustGrants to [JustGrants User Support](#).
 - OVW applicants and grantees must contact OVW.JustGrantsSupport@usdoj.gov or 1-866-655-4482.
- Review the solicitation requirements for how to request approval to submit an application after the deadline.



RESOURCES

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources and news and updates.
- [Application Submission Training and Reference Materials](#)
- [Entity Management Training and Reference Materials](#)
- [Office of Community Oriented Policing Services Grants](#)
- [Office of Justice Programs Application Resource Guide](#)
- [Office on Violence Against Women Fiscal Year 2021 Solicitation Companion Guide](#)