

# DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an abbreviated application in Grants.gov. The full application is then completed in JustGrants, DOJ's grants management system. The following steps and tips will assist potential applicants in completing DOJ applications.



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## Step 1: Confirm your Entity's [System for Award Management \(SAM\)](#) registration information:

- Register with SAM or confirm that your SAM registration is active and up-to-date. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. **Registration and renewal can take up to 10 business days to complete.**
- On April 4, 2022, the federal government will stop using Data Universal Numbering System (DUNS) numbers and start using the [new SAM Unique Entity Identifier \(UEI\)](#).
- Entities new to JustGrants: 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. The E-Biz POC is onboarded in JustGrants as the Entity's first Entity Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing Entity User onboarding in JustGrants. Once the Entity Administrator is onboarded, that role can be reassigned to another Entity User.
- Technical issues with SAM registration or renewal must be reported to the [SAM Help Desk \(Federal Service Desk\)](#).

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

- Effective February 21, 2022, all Grants.gov users and applicants will need to use [Login.gov credentials](#).
- Search for an open DOJ funding opportunity in Grants.gov or on the agency website and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov at least 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 application includes the SF-424 and SF-LLL. (Note: The user and email identified in Section 8.F of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)



- The Grants.gov Workspace Status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov.
- Technical issues with Grants.gov must be reported to the [Grants.gov Support Center](#), which will issue a tracking number. If technical issues prevent application submission prior to the deadline, the applicant must follow the guidance in the solicitation.
- Within 48 hours after submitting the Grants.gov application, the applicant should receive four email notifications from Grants.gov: a submission receipt, a validation receipt, a grantor agency retrieval receipt and an agency tracking number assignment.
- Within 24 hours AFTER receiving confirmation emails from Grants.gov, the individual identified in Section 8.F of the SF-424 will receive an email from JustGrants with instructions for JustGrants login. See step 3 for more information.

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### JustGrants User Access Tips

- Save your work often.
- The preferred internet browsers are Chrome and Microsoft Edge.
- Currently, JustGrants can only associate one user (i.e., one unique email address) with one Entity. If you are an individual that is associated with MORE THAN ONE Entity (e.g., a Grant Writer who will serve as an Application Submitter for multiple Entities), you must establish a unique email address for consistent use with each Entity. Ensure that each unique email address corresponds to the correct Entity User account in JustGrants and the Grants.gov SF-424.
- Multifactor authentication is required every time you log in to JustGrants. [Review this job aid](#) to learn more about multifactor authentication.

### Step 3: JustGrants Entity onboarding and user access:

#### ENTITIES NEW TO JUSTGRANTS:

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

- Both the SAM E-Biz POC (onboarded as the Entity's first Entity Administrator) and the Application Submitter (the individual identified in Section 8.F of the SF-424) must follow the instructions provided to onboard, create a password and set up multifactor authentication for JustGrants. Both users must ALSO log in to JustGrants to become "active" users in JustGrants. All steps MUST be completed before an application can be accessed and submitted in JustGrants.
- Once logged in to 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. Within 24 hours, the updated information will automatically be populated in JustGrants.
    - Assign the role of Authorized Representative to one or more users in DIAMD, the identity management solution for JustGrants users. (Note: COPS Office applications require two Authorized Representatives.) The Authorized Representative(s) must possess the legal authority to accept awards on behalf of their organization.
    - Confirm that user has received the email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) and has completed all steps, including successfully logging in 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.

#### ENTITIES WITH AN EXISTING JUSTGRANTS ACCOUNT:

Once logged in to JustGrants:

- The Application Submitter (the individual identified in Section 8.F of the SF-424) will find the draft JustGrants application in their Worklist. The Application Submitter is the only user role that can act on an application. (Note: This role may be quickly reassigned to another user during the application process.)
  - The Entity Administrator must:
    - Assign, reassign and manage Entity User role assignments in DIAMD.
    - Assign, reassign and manage Entity User assignments for specific application(s) in JustGrants.
    - Assign the role of Authorized Representative to one or more users in DIAMD. (Note: COPS Office applications require two Authorized Representatives.) The Authorized Representative(s) must possess the legal authority to accept awards on behalf of their organization.
    - Confirm that user has received the email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) and has completed all steps, including successfully logging in to JustGrants, to become an "active" user.
    - 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. Within 24 hours, the updated information will automatically be populated in JustGrants.

Note: The Entity Administrator, Authorized Representative and Application Submitter can be the same user if assigned those roles in DIAMD. Review the [JustGrants Entity User Role Matrix](#) for more information about the scope of JustGrants user roles.

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#### Step 4: Complete the application in JustGrants:

- The Application Submitter (the individual identified in Section 8.F of the SF-424) completes the application within JustGrants. The application will be in their Worklist. The Application Submitter is the only user role that can take action on an application. The application status changes to “Draft” once the Application Submitter starts working on the application in JustGrants.
- **Note: Only one Application Submitter can be assigned to the application at any given time. If multiple users need to act on the application, the Entity Administrator can reassign the application(s) to other users that possess the role of Application Submitter. Reassignment takes effect immediately.**
- Complete the Budget Detail Form. The [DOJ Financial Guide](#) can answer many common questions about budgeting.
- Carefully review the instructions included in the solicitation. A link to the solicitation is located at the top of the JustGrants screen. Complete the required sections and attach all required documents. Be sure to select the appropriate “Category” for the document or file being attached.
- Complete certifications.

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

- Validation errors will be displayed onscreen immediately after submission. Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page.
- If you experience unforeseen technical issues:
  - COPS Office and OJP applicants and award recipients should contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
  - OVW applicants and award recipients should contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482.
- Review the solicitation requirements and applicant resources about how to request approval to submit an application after the deadline if technical issues prevented the submission.



## RESOURCES

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources and news and updates.
- [SAM Help Desk \(Federal Service Desk\)](#): The Federal Service Desk offers a variety of resources to help you through the transition from DUNS to SAM UEI, based on the work you do in SAM.
- [Application Submission Training and Reference Materials](#)
- [Entity Management Training and Reference Materials](#)
- [Office of Community Oriented Policing Services](#)
- [Office of Justice Programs Applicant Resources](#)
- [Office on Violence Against Women FY 2022 Solicitation Companion Guide](#)