DOJ Grant Application Submission Checklist

Prepare early — any time during the year — to ensure your registration and users are up to date in every system. Then, when DOJ funding opportunities post, you will be ready to apply through a two-part process:

- Submit the first part of the application in **Grants.gov** by the specified deadline.
- Complete the rest of the application in **JustGrants** by the specified deadline.

The following steps and tips will help you prepare for and complete DOJ grant applications. For additional guidance about each step, go to the JustGrants Application Submission website.

Step 1: Confirm Your System for Award Management (SAM.gov) Registration

- Register with SAM.gov or confirm your entity's Unique Entity Identifier (UEI), registration status, and points of contact in SAM.gov.

- **Complete these actions in SAM.gov at least 30 days before DOJ application deadlines.** An expired or incomplete SAM.gov registration can delay or prevent your application submission in Grants.gov and JustGrants.

- Report technical issues with SAM.gov to the SAM Help Desk (Federal Service Desk).

Tips for Using SAM.gov

- Your entity's Electronic Business Point-of-Contact (E-Biz POC) in SAM.gov will be responsible for adding users and validating information in the Grants.gov and JustGrants systems. Confirm the E-Biz POC's contact information (email address) in SAM.gov.

- Use an IRS Employer Identification Number (*not* a Social Security Number) when registering in SAM.gov.

- Individual entities (e.g., Fellows) are exempt from SAM.gov registration requirements and can skip this step.

Step 2: Register, Review, Search, and Apply in Grants.gov

- **Register** or confirm your Grants.gov registration, profile, and user roles. This is completed by your entity's SAM.gov E-Biz POC.

- **Review** the two required Grants.gov forms — the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying Activities (SF-LLL) — in advance so you are prepared to fill them out when a grant opportunity opens.

- **Search** for DOJ funding opportunities and review the full solicitation details by clicking on "Full Announcement." Make note of application deadlines — both Grants.gov and JustGrants.

- **Apply** to create a Grants.gov Workspace and add users who will contribute to the application. Ensure that these users can successfully log in to the Grants.gov Workspace.

- **Complete and submit required Grants.gov documents at least 48 hours prior to the Grants.gov deadline** to allow for time to correct any problems or errors.

- The Grants.gov Workspace status will change from "In Progress" to "Submitted" once the first part of the application has been successfully submitted in Grants.gov. You will also receive a series of four Grants.gov email notifications.

- Report technical issues to the Grants.gov Support Center.

- For additional resources on the Grants.gov application process, visit the Application Submission training page.

> ### Tip for Individual Entities
>
> - Individual entities (e.g., Fellows) must use an IRS Employer Identification Number (*not* a Social Security Number) as your entity identifier in Grants.gov.

Tips for Completing Grants.gov Forms

- Application for Federal Assistance or SF-424:

  - The user listed in Section 8.F of this form will automatically be designated as the Application Submitter in JustGrants. Be sure to list the correct person and email address for this role since they will receive future notifications from JustGrants. If that person will be the contact for multiple entities (e.g., a grant writer who completes applications for multiple entities), they need to establish a unique email address for each entity and use those email addresses consistently.

  - You can provide preliminary information in the following sections: Descriptive Title of Applicant's Project (section 15), Proposed Project Start and End Dates (section 17), and Estimated Funding (section 18). This information can be updated later in the JustGrants application, if needed.

  - Once the Grants.gov application has been submitted, the SF-424 cannot be changed. You will need to edit the corresponding data fields within the JustGrants application.

- Disclosure of Lobbying Activities or SF-LLL:

  - If your entity has paid or will pay funds for lobbying, enter all the details required in sections 10a and 10b.

  - If your entity does not lobby, enter N/A in sections 10a and 10b.

Step 3: JustGrants Onboarding and User Assignments

Once the first part of an application is successfully submitted in Grants.gov:

- The Grants.gov data populates a new JustGrants application.
- The new JustGrants application is automatically assigned to the Application Submitter (the individual identified in Section 8.F of the SF-424 form in Grants.gov).

Three user roles are critical to completing the application in JustGrants: **Application Submitter, Authorized Representative, and Entity Administrator.**

- Users are established when the Entity Administrator invites users to onboard through DOJ's Digital Identity and Access Management Directory (DIAMD). Entity Administrators also add roles to users in DIAMD.
- New users need to log in to JustGrants to become "active" users.
- The Entity Administrator will then assign users to a specific JustGrants application (up to 3 Application Submitters and 1–2 Authorized Representatives per application).
- See the JustGrants roles matrix to help you decide which roles should be assigned to your entity's users.
- If an individual needs to be associated with MORE THAN ONE entity in JustGrants (e.g., a grant writer who will serve as an Application Submitter for multiple entities), that person must establish a unique contact (email address) to be associated with each entity.
- For more resources on entity management, visit the JustGrants Resource Center website.
- To access a training video about the onboarding process, visit the Application Submission training page.

<aside>

Tips for Using JustGrants

- Use a desktop device.
- Access websites using the Chrome or Microsoft Edge internet browsers.
- Be prepared for a two-step verification at every login. In addition to entering your password to log in, you will be sent a one-time code via mobile phone or email.
- Save your work often.

</aside>

<aside>

Tips for Entities New to JustGrants

If your entity is new to JustGrants, an entity onboarding process will occur at this stage. This establishes your entity's SAM.gov E-Biz POC as the JustGrants **Entity Administrator**. This user must then take a series of entity-level actions:

- **Onboard:** Follow the instructions in an email received from DIAMD-NoReply@usdoj.gov to onboard to JustGrants, create a password, and set up multifactor authentication. Change the Entity Administrator using DIAMD, if needed.

- **Log In:** Log in to JustGrants, review the Entity Profile, and complete the three editable fields (Law Enforcement, Faith-Based, and Legal Address Designation). Verify the accuracy of other information in the Entity Profile, which is pulled from SAM.gov.

- **Invite New Users:** Each new user will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to activate their JustGrants account. Note: Only "active" JustGrants users can be assigned to work on a grant application (meaning users must log in to JustGrants at least once).

</aside>

Step 4a: Complete the Application in JustGrants

- Only Application Submitters can work on an application.

- If more than one user is designated as an Application Submitter, only one can work on the application at a time.

- The application status will change from "New" to "Draft" once an Application Submitter opens the application and begins working on it.

- JustGrants will guide the Application Submitter through each section of the application. After the Application Submitter completes a section, they select "Continue" to proceed to the next section.

- Required fields are marked with a red asterisk.

- For additional resources on the JustGrants application process, visit the Application Submission training page.

Tips for Attaching and Viewing Documents in JustGrants

- The Application Submitter will attach documents within each section of the application. The appropriate "Category" for the document will be prepopulated based on the section of the application to which it is attached.

- To view attachments, select the relevant section of the application.

Tips for Locating Applications in JustGrants

- An assigned Application Submitter will see the application in their Worklist.

  - When multiple Application Submitters are assigned, the process can be different. Check the Application Submission Job Aid Reference Guide for detailed instructions.

  - All users can view their entity's applications under "Applications" on the entity page.

  - If a user mistakenly creates a grant application, they can choose "Cancel Application" within the "Actions" dropdown in the top-right corner of the application screen. Once canceled, the application status changes to "Resolved-Canceled." Note: The "Cancel" option is final— canceled applications cannot be reopened.

Step 4b: Complete the Budget in JustGrants

- Most DOJ grant applications require a detailed budget that is broken down by category. A sound budget contains:

  - allowable expenses associated with the appropriate budget category,

  - a detailed breakdown of all expenses, and

  - a brief narrative description of each expense and how it will support the proposed project.

- Only the assigned Application Submitter can complete the budget in JustGrants.

Tips for Completing the Budget

- Every DOJ grant program is different. Carefully review the solicitation for budget instructions and allowable expenses. A link to the solicitation is located at the top right of the JustGrants application screen for quick reference.

- The DOJ Financial Guide can answer many general questions about budgeting and allowable expenses.

- Each solicitation provides guidance about which type of budget is required — Web-based or Attachment — as well as allowable program expenses.

  – **Web-based Budget:** This type of budget is contained within the JustGrants system, which guides users to enter required fields.

  – **Attachment Budget:** If this type of budget is required, the solicitation will provide users with a budget form to prepare outside of the JustGrants system, which you will attach to the application in JustGrants.

- Budget totals must align across two sections of the application: the "Standard Applicant Information" section and the "Budget and Associated Documentation" section.

- For additional resources on completing a budget in JustGrants, visit the Application Submission training page.

Step 5: Review, Certify, and Submit Your Application in JustGrants

- The final section of the application — "Certify and Submit" — provides the Application Submitter with an opportunity to complete a final review, check for and resolve errors, and submit the application.

  – **Final Review:** This section provides a read-only view of the completed application.

  – **Check for Errors:** Selecting the "Check for Errors" button will trigger the system to confirm that all required fields throughout the application were completed. If required fields are missing, errors will display next to those application sections.

  – **Certify and Submit:** Once submitted, the application status will change to "Submitted."

  – For a detailed look at the process of checking for errors in JustGrants, watch the video on the Application Submission training page.

- Application Submitters can "Reopen" an application before the JustGrants application deadline. Note: Once reopened, the application must be resubmitted before the deadline.

ADDITIONAL APPLICATION RESOURCES

- **JustGrants Training and Resources**
- Office of Community Oriented Policing Services (COPS Office)
  – **COPS Application Materials and Additional Support**

- Office of Justice Programs (OJP)
  – **OJP Grant Application Resource Guide**
- Office on Violence Against Women (OVW)
  – **Resources for Applicants**

🖥 HAVING TECHNICAL ISSUES?

If you encounter technical issues at any point during the grant application process, contact the appropriate user support desk for assistance. Keep your correspondence and issue/tracking numbers — these will help with troubleshooting. **If technical issues prevent you from submitting your application prior to the deadline, carefully follow the guidance provided in the solicitation and be prepared to share your user support correspondence.**

- **SAM.gov:** Contact the SAM Help Desk (Federal Service Desk).

- **Grants.gov:** Contact the Help Desk at 800-518-4726 or support@grants.gov.

- **JustGrants:**

  – COPS Office and OJP applicants: contact JustGrants.Support@usdoj.gov or 833-872-5175 Monday through Friday from 7:00 a.m. to 9:00 p.m. ET; Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

  – OVW applicants: contact OVW.JustGrantsSupport@usdoj.gov or 866-655-4482 Monday through Friday from 7:00 a.m. to 5:00 p.m. ET.

Post-Submission Status and Notifications

- Once the application deadline passes, DOJ will begin its thorough internal review process. The status of the application will remain "Submitted."

- An application may be sent back to the applicant for programmatic or financial clarification. See How to Respond to Application Change Requests for additional guidance.

- Generally, award notifications are made by the end of the federal fiscal year, which is September 30.

- If an application is selected for funding:

  – The assigned Application Submitter, Authorized Representative, and Entity Administrator will receive an email notice from JustGrants. Note: Keep assigned users current to ensure notices are sent to the appropriate entity contacts.

  – Users will see the new award under their entity's "Awards" section.

- DOJ provides information about funded awards on the COPS Office, OJP, and OVW websites.