

# JUSTGRANTS TRAINING VIRTUAL Q&A SESSIONS: APPLICATION SUBMISSION AND AWARD ACCEPTANCE FREQUENTLY ASKED QUESTIONS (FAQS)

---

The JustGrants training team conducted two Virtual Q&A Sessions for Application Submission and Award Acceptance. Below are the frequently asked questions (FAQS) from the sessions on October 6, 2020 and October 20, 2020.

**1. What is the role of the Application Submitter?**

The Application Submitter role will be used to complete and submit the application, including the Web-based Budget Form. Note: Generally, formula applications will NOT use the web-based budget form and will attach their budget instead.

**2. Can more than one person be designated as the Application Submitter?**

Yes, there can be more than one Application Submitter assigned to your organization. However, there can be only one Application Submitter assigned per application.

**3. Who is my Entity Administrator?**

For every entity, the Entity Administrator role is initially assigned to the person who is currently designed as the E-Biz POC in SAM.gov. After the initial onboarding process, the current Entity Administrator may appoint someone else to fulfill this role.

**4. How do we appoint someone as our Authorized Representative?**

The Entity Administrator is able to appoint the appropriate user from your organization to be the Authorized Representative. However, that user must complete the onboarding process before any appointment can be made. The onboarding process starts with the Entity Administrator inviting all users from your organization to enroll.

**5. Can we have two Authorized Representatives in JustGrants?**

You can assign the Authorized Representative role to as many users as appropriate. However, for OJP and OVW, each award can only have one Authorized Representative. For the COPS Office, you can have two Authorized Representatives per award.

**6. How will our entity receive notifications for new awards that were awarded after GMS went down? Will these not be sent out until after JustGrants is operating on October 15, 2020?**

This is correct. All new award notifications will be sent out on or after October 15, 2020.

**7. Will users be able to download the complete application?**

Users will be able to print the review screen when they certify and submit the application.

**8. In Grants.gov, documents were uploaded from previous forms. Will this be the same process in JustGrants? And if so, will those documents be available prior to submitting the SF-LLL and SF-424 submission in Grants.gov?**

The solicitation will either 1) provide links to forms that need to be submitted in JustGrants or 2) a copy of the form will be included in the solicitation.

**9. Previously, we completed the PMT and submitted that with the written report in the legacy system. What is the different of how this is submitted with JustGrants?**

You will continue to complete performance measures in PMT for the time being and attach that report to your performance report in JustGrants. In the future (early 2021), you will complete all performance reporting in JustGrants. If your award had performance metrics in GMS, you will complete all performance reporting in JustGrants starting on October 15, 2020.

**10. Are the Grant Administrators and Alternates able to view the Award Package in order to verify that any programmatic terms and conditions can be complied with before the Authorized Representative accepts the award?**

Yes, the Grant Award Administrator and the Alternates are able to access a read-only view of the Award Package. Grant Award Administrators or Alternates cannot take any action until the Authorized Representative accepts the award.

**11. How many Grant Award Administrators can we assign to each award?**

At this time, you can only assign one Grant Award Administrator and one Alternate Grant Award Administrator to each award.

**12. Can we assign one person as both the Grant Award Administrator and the Alternate Grant Award Administrator?**

It would be redundant to assign the same person as both the Grant Award Administrator and the Alternate Grant Award Administrator. The Alternate Grant Award Administrator is an optional role so if you do not want to name an Alternate, you don't need to.

**13. What is the correlation between JustGrants and ASAP? Is a separate registration required for both?**

JustGrants is the system for grant application and award management. ASAP is the payment drawdown system. You are required to register in both.

**14. Do we have to register in ASAP in order to register in JustGrants?**

No, registration in one system is not dependent on registration in the other. However, you do have to register in both systems to manage and receive payment on awards.

**15. Does an entity have to have ASAP.gov access before being able to see/accept an award?**

Yes, the entity must also complete ASAP enrollment to have full access to the award information and most importantly, access to funds.

**16. Does the Application Submitter need access to ASAP or only the Financial Point of Contact?**

The roles in JustGrants are not correlated to the roles in ASAP. Only the persons at your organization who are involved in payment management need access to ASAP.

**17. Will the Entity Administrator have to give rights each time a grant is submitted, or can the submitter submit as many as possible?**

Yes, the Entity Administrator will need to assign roles to each new application and award.

**18. My Entity Administrator misspelled my name. How can I change it?**

The Entity Administrator can delete your user profile and add a new profile with your name spelled correctly.

**19. Will there be offline versions of the webforms so that applicants can prepare draft versions before entering in data into JustGrants?**

All forms, including web-based forms will be available in a library of Federal/DOJ forms. The solicitation will clearly state any required data/forms.

**20. My Entity Administrator hasn't been able to enter the Authorized Representative in JustGrants but was able to assign other others. What do I do now?**

Your Entity Administrator should be able to add these roles in the User Management System (DIAMD). Assignments to specific applications and awards should not happen in JustGrants until after October 15, 2020, because data is still being migrated from the legacy systems and changes will be lost.

**21. Can we have more than one Authorized Representative at a time?**

You can only have one Authorized Representative and an Alternate Authorized Representative at a time.

**22. Can we save and go back when filling out the application?**

Yes, you will be able to save and navigate through all the application components prior to submitting.

**23. Can all agency representative roles be added to JustGrants before October 15<sup>th</sup>?**

Entity Administrators should be adding all users through DOJ's Secure User Management system (DIAMD). Entity Administrators should add users and assign roles that these users may have. All of this can happen now and after October 15, 2020. Please reference the [Entity Management training materials](#) on the JustGrants website for more information and guidance.

**24. When will the Application Submitter/Authorized Representative be notified it they were assigned to that role?**

Ideally, the Entity Administrator will communicate to all entity users about their expected roles in the system. After a user has successfully onboarded and logged in, that user will receive notifications about new assignments within the system.

**25. Do all applications have to go through Grants.gov and JustGrants?**

Yes, all applications have to be initiated in Grants.gov and then completed in JustGrants.

**26. Do we need to plan extra time to complete the Grants.gov submission before the completing the full application submission in JustGrants before the due date?**

There will be two deadlines for every solicitation: 1) a Grants.gov deadline and 2) a JustGrants deadline.

**27. How long will applicants have in between submitting the Grants.gov portion of the application and the full application in JustGrants?**

The deadlines will vary based on the solicitation, but there will be sufficient time for the application information to transfer between systems.

**28. Does the Application Submitter need to be the same person who submits the initial information on Grants.gov?**

No. Any of the entity's users can be assigned as the Application Submitter once the application has passed from Grants.gov to JustGrants.

**29. Will JustGrants issue a notification when the application has successfully been transferred from Grants.gov to JustGrants for completion and submission?**

Yes. After JustGrants receives the application from Grants.gov, the Application Submitter will get an email with a link to complete the application by the due date.

**30. If we receive our first award notification on October 15, 2020, what is the timeframe we have to accept it in JustGrants?**

You will have 45 calendar days after receiving a notification to accept an award.

**31. If we are receiving a continuation grant, do we still need to accept our award?**

Yes, you must accept the award.

**32. If our Authorized Representative has not completed onboarding, does this mean that we're not able to accept our awards?**

Yes, only someone with the Authorized Representative role can accept an award on behalf of your entity.

**33. Will we be able to copy and paste information into JustGrants when submitting applications?**

Yes, you will be able to copy and paste information from other documents.

**34. Do we have to sign the award package electronically? Or, are we still able to upload PDFs?**

The Authorized Representative must sign the award package electronically.

**35. Will we be able to download and/or print the award package before signing?**

Yes, you can select print from the actions tab on your screen and then you can PDF or print it.

**36. Can the Grant Award Administrator draft and submit performance and progress reports?**

Yes, they will be able to submit performance reports in JustGrants.

For additional information on Application Submission, review the reference materials located [here](#).  
For additional information on Grant Award Acceptance, review the reference materials located [here](#).