OVERVIEW

Once the DOJ initiates a financial change request, the Application Submitter for that award will receive an email notifying them of the Change Request. At this point, the Application Submitter can open the budget from their worklist and make the requested changes.

IN THIS GUIDE

This document describes procedures and step-by-step process for the Application Submitter opening the budget, as well as reviewing both the manual and web-based budget forms.
Application Submitter Opens Budget

1) Upon receiving an email with the information about the change request, navigate to My Worklist.

2) Select the Case ID for the application for which the change request was submitted. Note that the application must be in Pending-FinancialChangeRequest status.

3) Select the Budget Review Comments link. The comments entered by the Financial Grants Management Reviewer will appear.
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4) Review the comments and close the window. The application will appear.

NOTE: If a web-based budget was submitted with the application, you will be required to edit the budget items directly in JustGrants. If a budget detail and narrative attachment (manual budget) were submitted with your application, you will upload a new budget attachment.
NOTE: These steps occur after opening the budget. Steps for opening the budget can be found on pages 2-3 of this guide.

1) Upon opening the application, select the **Budget and Associated Documentation** section.

2) Select a subsection to review.

3) Within each subsection, select the line item, and edit fields within the line item as necessary.
Application Submitter Edits Application for Web-Based Budget

4) Select **Add Item** to add a line item.

5) Select **Delete Item** to delete a line item. Note that the line item you wish to delete must be selected before selecting **Delete Item**.

6) Enter comments regarding the changes made in the **Additional Narrative** field.

7) Select the **Consolidated Category Summary** once all subsections have been revised.

For OJP Applications only, the Application Submitter can add or delete a budget year by selecting **Add Year** or **Delete Year**.

NOTE: The Application Submitter must upload an Indirect Cost Rate Agreement.
8) Review the Consolidated Category Summary to ensure that all changes have been accounted for.

9) Select the Budget/Financial Attachments section.

10) Expand the caret for the subsection you wish to review, and select Upload to add any attachments if necessary.
11) Select **Select file(s)** to locate a file from your computer.

12) Once the file has been selected, choose an option from the **Category** dropdown.

   **NOTE:** select the category corresponding to the application component on the screen. If you want to add an attachment to the additional attachment section, you will need to select the budget other section. The documents uploaded should be visible in the screen.

13) Select **Attach**.
14) Select the **Disclosures and Assurances** section.

15) Select each of the following certifications (you will see the original date of certification and the new date of certification):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission
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16) Accept the assurance by selecting the checkbox.

17) Select the **Certify and Submit** section once all assurances have been accepted.

18) Select **Submit**. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.
Application Submitter Edits Application for Budget Attachment (Manual Budget)

NOTE: These steps occur after opening the budget. Steps for opening the budget can be found on pages 2-3 of this guide.

1) Select the **Budget and Associated Documentation** section.

2) Select the **Budget and Financial Attachments** subsection. A list of subsections for the Budget/Financial Attachments will appear.
Application Submitter Edits Application for Budget Attachment (Manual Budget)

3) Expand the caret for corresponding to the subsection you wish to review and select **Upload** to add any attachments if necessary.

4) Select the **Disclosures and Assurances** section.

**NOTE:** The Application Submitter must upload an approved Indirect Cost Rate Agreement if the budget includes Indirect Cost.
Application Submitter Edits Application for Budget Attachment (Manual Budget)

5) Select each of the following certifications (you will see the original date of certification and the new date of certification):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission
Financial Change Request for Application Submitter

Application Submitter Edits Application for Budget Attachment (Manual Budget)

6) Accept the assurance by selecting the checkbox.

7) Select the Certify and Submit section once all assurances have been accepted.

8) Select Submit. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.