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Budget, MOUs, Additional Components, Disclosures and Assurances
Explains how to add attachments related to budget information, as well as disclosures, MOUs, and other sections of the application.

Page 75
Application Submission
Follow steps to review, certify and edit an application, as well as resolve any submission errors.

Page 82
Appendix
Contains terms and additional information relevant to the application submission process
Welcome
Welcome to JustGrants!

JustGrants is the Department of Justice’s (DOJ) web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

• Efficient processes that allow for tracking progress and entering data directly;
• Improved data accuracy and access to that data through data validation and reporting tools;
• Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;
• Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
• Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is the tool for all grants management work.

This software is a living product that evolves and improves over time. DOJ continues to enhance the software’s functionality and expand benefits for all users.
This Job Aid Reference Guide will help the user navigate the software and move through JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

**IMPORTANT**

In JustGrants, be aware:

- The system **does not** “auto save” the user’s work.
- A warning message appears after 10 minutes of inactivity (per security requirements).
- The user will be automatically logged out 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.
JustGrants Initial Release

JustGrants is brand-new system software. The user will be accessing the initial release. Using this version, the user will have everything needed to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. To visualize this, think of JustGrants as a house being built. The builder starts with the basics: walls, a roof, and a door. The building is livable.

Occasionally, new features are added like an extra bathroom, a front porch, or a deck. After all major elements are in place, the owner can continue to personalize and modify it to make it ideal. JustGrants is built similarly — it’s accessible now with finishing touches added based on user feedback.

Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing the user to enter information into an application, access it, accept a grant package, manage the funded award, and complete Closeout activities.
Application Submission
Welcome to Application Submission. This is just the beginning of the journey.

The Application Submission process involves completing and submitting web-based forms, as well as attachments, that are required by the published solicitation.

Applicants have two application submission deadlines:

- One deadline for Grants.gov
- One deadline for JustGrants

JustGrants provides a streamlined pathway for applicant submission information, aside from forms SF-424 and SF-LLL which are completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The SF-424 data fields marked as mandatory must be fully completed in Grants.gov in order to complete part one of this two-step application process. The submission of preliminary estimations or responses is acceptable.
Data transferred to JustGrants from the SF-424 can be edited in JustGrants during part two of DOJ’s application process. However, there are two exceptions to these edits:

- **Entity identifiers:** These can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (Authorized Representative and Application Submitter) listed in the SF-424 on Grants.gov are imported into JustGrants. Any information related to these two contacts that needs to be changed must be made by the organization’s Entity Administrator (EA) in the DIAMD secure user management system.

**Printing**

Printing the application before it is submitted is recommended. Note that the Application Submitter (discussed on the following page) can print the application at any time.

For more information about printing an application, refer to the *Printing an Application in JustGrants* Quick Reference Guide (QRG) located on the JusticeGrants.usdoj.gov resources website.
Overview: Application Submitter

Just Grants also provides:

- The ability to use a web-based Budget Detail Worksheet to establish a shared structure and narrative for all of DOJ.
- A streamlined validation process to clear budgets more quickly.
- A new Just Grants Entity Administrator role assigned to the user who created the SAM.gov account.
- A new Application Submitter (AP) role in JustGrants with specific application abilities and responsibilities.

Application Submitter Abilities & Responsibilities

- **✓ Identify the forms needed to submit an application in JustGrants.**
- **✓ Complete a web-based budget form.**
- **✓ Complete an application on behalf of an entity, including certifying the information.**
- **✓ Submit the application in JustGrants.**

**Begin by locating an application.**
Locate an Application
Locate an Application

My Worklist

Users can only edit applications assigned to them.

1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.

2) Select the **Application** link on the left to open a list of submitted applications for the user’s entity.

**Note:** In the Applications screen, search for a **Grant Package** instead of an application.
Locate an Application: Selecting

Select Application

3) Select the application to open.

- The Assignments screen displays if the application was opened from the Applications menu. Select the Begin link for the Standard Application Screen Flow Display, and the Application screen should appear.
- If the application was opened from the My Worklist section of the Home screen, it will open automatically in edit mode.
4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.

**Note:** There is a link to the solicitation at the top of the right-side column. This is a useful reference while filling out the application.
5) Select the *Save* button on the bottom right to save edits to the application.
6) Select the **Cancel** button on the bottom left to leave the application without saving any changes.

The cancel button will return the user to the Home screen.
Handling Duplicate Submissions
Duplicate Submissions

JustGrants supports the creation of multiple applications for unique projects under the solicitation (when allowed by the specific solicitation).

On this screen, JustGrants presents what it identifies as possible duplicates received from Grants.gov based solely on the entity identifier and solicitation title. The application submitter is asked to determine if these are intentional (unique projects) that should move forward for continued work/submission or unintentional (multiple system or human submissions received from Grants.gov) that should be withdrawn to prevent confusion and/or abandoned cases.
### Duplicate Application Submissions

#### Review all applications

![Image of application submissions](image)

**Determine whether to continue or remove each application**

1. Review each application on the list to determine if it should be completed or removed. Select the **Case ID** link to review the application details.

   - The option **Remove this application** resolves the duplicate application and changes the status to **Resolved Duplicate**.
   - The option **Continue with the application** creates a new case in JustGrants to be completed and submitted as a separate application.
Edit an Application
Edit an Application

List of Applications

Users can only edit applications assigned to them.

1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the **My Worklist** header, or

2) Select the **Application** link on the left and a list of the submitted applications for the entity is displayed.
Edit an Application
Application ID

3) Select the specific Application ID to begin.

Note: Applications that are ready for entry are in Pending-Draft status.
There are two ways to navigate through the application.

4) Navigate through the application using the links on the right or the Continue button on the bottom right.
5) Save edits to the application by selecting the **Save** button on the bottom right.

*Remember to save as changes are made.*
Edit an Application
Leaving the Application

Leave Application

6) Select the **Cancel** button on the bottom left to leave the application without saving any changes.
Note: After completing required budget information, verify that the “Total Estimated Funding” equals the “Total Project Costs” in the budget. Verify Federal Share equals Federal Funding, Non-Federal Share equals Match, and Program Income equals Program Income in the budget. (See page 49 – 53 of this guide.)

7) Select the Standard Applicant Information section. See the next page for detailed field information.

Note: Not every application will have all fields. Required fields may change based on requirements of the solicitation.
Standard Application Section Fields

The **Funding Opportunity** and **Assistance Listing** is prepopulated and not editable.

The **Project Information** section is prepopulated from the SF-424 and is editable.

The **Areas affected by project** field allows applicants to add the geographic areas impacted by the project. Select the **Add** button to include up to ten entries.

**Applicant type** is prepopulated from the SF-424 and can be edited by selecting a different option from the dropdown list.

**Application Submitter Contact Information** is prepopulated and cannot be edited.

**Type of Applicant** is prepopulated from the SF-424 and can be edited by selecting a different option from the dropdown list.

**Executive Order and Delinquent Debt Information** is prepopulated from the SF-424 and can be edited by selecting a different radio button.

**Is the Applicant Delinquent on Federal Debt?** section is prepopulated from the SF-424 can be edited by selecting a different radio button.
Edit an Application  
Confirming Authorized Representative

Authorized Representative

Managing offices upload funding opportunity information.

8) Select **Confirm Authorized Representative** in the Standard Applicant Information section. Select an **Authorized Representative** from the dropdown box and select the **Confirm Authorized Representative** button. At this time, DOJ requires that an **Authorized Representative** has legal authority to enter into contracts with the federal government and is sometimes directed by state/local law. If the person selected has delegated authority, it is the responsibility of the person listed to maintain documentation that they possessed delegated authority on the date of application submission.
Note: This is an example of an application for funding from the COPS office, which requires two Authorized Representatives.

Applications for funding from OVW or OJP require and display one Authorized Representative.

Note: If the dropdown box does not include the preferred Authorized Representative, contact the Entity Administrator to ensure that the Authorized Representative has been invited to create a JustGrants user account. An Authorized Representative will only be displayed in the dropdown box if the account is active. For more information on managing users, access the Entity Management Resources website: https://justicegrants.usdoj.gov/training/training-entity-management.
9) Select **Verify Legal Name and Address** in the Standard Applicant Information section.

**Note:** This data is populated directly from the entity's SAM registration. If information in this section is not correct, the Entity Administrator must make changes in SAM.gov and the correct information will populate in JustGrants within 24 hours.
10) Select **Proposal Abstract** and the Proposal Abstract screen will be displayed.

11) Type or paste text in the Proposal Abstract text box. Use the formatting options at the top of the text box to format this entry.
Edit an Application

Editing Project Description

Edit Project Description

Insert text in the Proposal Abstract text box.

**Note:** During the Funding Recommendation and Approval Process, DOJ staff can edit the project description. This will not replace or re-write the abstract submitted in the application. Once awarded, grantees and DOJ staff can submit a Scope Change GAM to initiate the modification of a project description (or title), which would update the project description in the award if/when it is approved.
12) Select **Proposal Narrative**.

- Note the asterisk at the end of the title. This asterisk indicates that an attachment is required before the application can be submitted.
- Upload the attachment by selecting the **Upload** button and following the directions. **Use the Proposal Narrative attachment category.**
Edit an Application
Adding Goals

An application may include Goals, Objectives, Deliverables, and Timeline form. This will appear under the Proposal Narrative. The application submitter will insert the Goals, Objectives, Deliverables and Timeline directly in the form.

13) Select **+New Goal**.

14) Insert the **Goal Statement**

**Note:** Refer to the solicitation to review the goals and objectives requirements for the program. A link is found at the top of the screen.
Edit an Application
Adding Objectives and Deliverables

Objectives and Deliverables

Note: Application submitters must indicate the projected fiscal year and quarter the objective and/or deliverable will be completed.

15) Select +New Objective to insert a new objective for the goal.
16) Select the targeted Fiscal Year when the objective will be completed.
17) Select the targeted Quarter when the objective will be completed.
18) Select +New Deliverable to insert a new deliverable for the goal.
19) Select the targeted Fiscal Year when the deliverable will be completed.
20) Select the targeted Quarter when the objective will be completed.
Edit an Application
Save or Add Goals, Objectives and Deliverables

Save Goal and Add Another

Add multiple goals as needed

21) Select the **Save** button.

22) Select the **Add** button to continue adding goals.

**Note:** All goals added to the application appear on the left. Select the line under Goal Statement to view and edit goals that were created. Select the trash can icon to delete a goal, objective or deliverable.
Web-Based Budget Detail Form
Budget Detail Overview

With most applications, proposed budget detail information is submitted in the application via a web-based form. There are some exceptions that may require that budgets be attachments or not submitted at all.

Applicants should refer to both the solicitation instructions and the application components in the JustGrants application to determine if the web-based budget detail form is required. If it is required, the following pages will outline how to navigate and enter data into the various sections, including different views that applicants will have if they are applying for an OJP, OVW, or COPS opportunity.

The key differences between these views include:

- **Applications to OJP Solicitations** using the web-based form includes the ability to “add years” to track costs by year across multi-year projects.

- **Applications to COPS Solicitations** using the web-based form includes multi-year Sworn Officer or Civilian Categories instead of Personnel and Fringe Categories used by OJP and OVW Solicitations; and do not include conference cost indicators.

- **Applications to OVW Solicitations** using the web-based form do not include city, state, country indicators in the subawards and procurement sections.

For information about specific cost items, applicants should refer to solicitation instructions. There is also a link to the DOJ financial guide within each section.
Budget Detail Overview (cont.)

In addition to these bureau differentiations, the web-based budget forms include three general parts:

1. **Specific projected line-item costs, that include detail calculations within standard budget categories.** These cost calculations should include the total projected cost for that line item (including any portion that might be covered under required or proposed match or program income).

2. **Narrative descriptions of those projected costs within the standard budget categories.** The narrative sections here appear within the corresponding sections of the standard budget categories.

3. **An automatically calculated budget summary or consolidated category summary that provides a high-level overview of the entered costs across all categories for the entire project period.**

The budget summary is the only section of the web-based budget form where applicants will enter the breakdown of total project costs across any requested federal funding, match, or program income will be entered. Check the solicitation for any match requirements.
The final values entered in this section must be identical to the information entered in the Standard Applicant Information (see page 23 for further details) in the application to be able to successfully submit the application.

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<th>Standard Applicant Information</th>
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<tr>
<td>Total Estimated Funding</td>
<td>=</td>
<td>Total Project Costs</td>
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<tr>
<td>Federal Estimated Funding (Federal share)</td>
<td>=</td>
<td>Federal Funds</td>
</tr>
<tr>
<td>Applicant Estimated Funding (Non-federal share)</td>
<td>=</td>
<td>Match Amount</td>
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<tr>
<td>Program Income Estimated Funding</td>
<td>=</td>
<td>Program Income Amount</td>
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Begin by adding items to the Budget Detail Form.
adding conference costs

1) Navigate to the **Budget and Associated Documentation** section.
2) Select **Conference Costs**.
3) Select **Yes** or **No** if the budget contains conference costs.

**Note:** This is not the formal conference cost reporting form submission.
Adding Personnel

4) Select **Personnel**, then select +**Add Item** to add names for personnel and costs.

5) Enter narrative description for the costs.
Adding Fringe

6) Select Fringe and then select **+Add Item** to add names and costs for fringe.

7) Enter a narrative description for the fringe costs.

Make sure to enter a narrative for fringe costs.
Adding Sworn Officer

8) Select **Sworn Officer** and then enter the position information, salary, and fringe benefits.

9) Verify the total salary and benefits — including proposed years.
Adding Civilian

10) Select **Civilian** and enter the position information, salary, and fringe benefits.

11) Add/copy the position, as appropriate.

12) Verify the total salary and benefits—including proposed years.
Adding Travel

13) Select **Travel** and then select **+Add Item** to add details and the costs for travel.

14) Enter a narrative description for the costs.
Adding Equipment

Remember to include a narrative description

15) Select **Equipment** and then select **+Add Item** to add details and the costs for equipment.

16) Enter a narrative description for the costs.
Adding Supplies

17) Select **Supplies** and then select **+Add Item** to add details and the costs for supplies.

18) Enter a narrative description for the costs.
Adding Subawards

OVW applicants will not see city, state, country.

19) Select **Subawards** and then select **+Add Item** to add details and the costs for Subawards.

20) Enter narrative description for the costs.
Adding Procurement

Be sure to indicate if a cost is a consultant cost.

22) Select **Procurement Contracts** and then select **+Add Item** to add details and the costs for procurement.

23) Select the Consultant Travel Request drop-down to indicate if a cost is a consultant cost.

**Note:** OVW applicants will not see city, state, country.
Adding Consultant Travel

23) If it is applicable and the user selects “yes” for Consultant Travel, enter the details for the travel in the respective fields that appear.

24) Enter a narrative description for the costs associated with procurement.

Note: OVW applicants will not see city, state, country.
Adding Other Costs

25) Select **Other Costs** and then select **+Add Item** to add details and the costs for other.

26) Enter narrative description for the costs.

Include a narrative description.
Adding Indirect Costs

27) Select **Indirect Costs**.

28) Select **+Add Item** to add an indirect cost item.

   a) Enter the description, base, indirect cost rate, total cost, non-federal contribution, and Federal request.
   b) Select **+Add** for each **Indirect Cost Item** to add.
Adding/ Deleting Years

Use the Add Year or Delete Year buttons to modify the budget detail form.

- **Adding Years**: If a year is added to one section of a budget, it will automatically add the years to all sections. If data is entered into categories before adding the next year, JustGrants offers the option to copy all costs forward to additional years as needed.

- **Deleting years**: If a year is deleted, it will automatically adjust and not appear across all sections of a budget.
Budget Summary
For COPS Office applications, review the total project cost in the summary.

1) Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

2) Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

Verify entered values correspond with values entered in the Standard Applicant Information (see page 34 of this guide for more information).
For OVW, review the total project cost in the summary screen.

1) Enter the match portion of the total project cost breakdown, if requested or required. The federal funds portion will automatically recalculate to not exceed 100% of total project costs.

2) Enter the projected program income of the total project cost breakdown, if requested or required. The federal funds portion will automatically recalculate to not exceed 100% of total project costs.

Verify entered values correspond with values entered in the Standard Applicant Information (see page 34 of this guide for more information).
1) When reviewing the typical multi-year consolidated budget for OJP, first review the total project cost summary.

2) Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

3) Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

4) Verify entered values correspond with values entered in the Standard Applicant Information (see page 34 of this guide for more information).
There are rare cases when applicants will be asked to differentiate the amount by proposed match by year and in multi-year budget summaries for OJP applications. If that is the case for an application:

1) Enter the match proportion by year in the editable fields at the bottom of the year-to-year summary.
2) The total match will automatically calculate for the total project cost breakdown.
Budget, MOUs, Additional Components, Disclosures and Assurances
Budget and Associated Documentation

 Budget Attachments

Whether or not there is a web-based form, applicants can select **Budget/Financial Attachments** to add documents such as the indirect cost rate agreement.

**Note:** If the Entity Administrator has added the indirect cost rate agreement to the Entity library, use the upload feature to search the library for the agreement.
Use the Profile button to locate files.

1) Select **Budget and Associated Documents**.
2) Select the **Indirect Costs** button.
3) Select **+Add Item** to add an indirect cost item.
   a) Enter the description, base, indirect cost rate, total cost, non-federal contribution, and Federal request.
   b) Select **+Add** for each **Indirect Cost Item**.
MOUs and Other Supportive Documents

MOUs

A variety of document types can be uploaded.

4) Select **Memoranda of Understanding (MOUs) and Other Supportive Documents**.

5) Select the **Upload** button and follow the prompts to upload a document.
6) Select Additional Application Components.

7) Select the subsection. **Note:** the subsections are customized for each solicitation. These are sections that are marked as critical components in the solicitation.
8) For this solicitation, the applicant may need to complete additional sections. Select each caret to expand the section.

- Tribal Authorizing Resolution
- Document of Anticipated Benefits to Qualified Opportunity Zones
- Research and Evaluation Independent and Integrity Statement
- Additional Attachments

a) Select **Upload** and follow the prompts to attach a document.

*Note:* There may be customized subsections added in the solicitation.

The user must change the category of the attachment.
Lobbying Disclosure

9) Select **Disclosures and Assurances**.

10) Select **Disclosure of Lobbying Activities**.

11) Click on the attachment. The attachment is the SF-LLL submitted in Grants.gov.

*The SF-LLL submitted in Grants.gov is visible.*
11) Select **Disclosure of Duplication In Cost Items**. In OJP, this is formerly known as disclosure of pending applications. Review current awards that are covered for federal assistance. This is where it is necessary to disclose if there are any pending applications active in the past 12 months.

*Note:* The applicant will check **Yes** or **No** if this has occurred in the past 12 months. If **yes**, add items to a chart to state the federal or state funding agency, and solicitation name/project name.
12a) If **Yes**, add the duplication in cost item by selecting **Add Item** and inserting the following:

- Federal or State Funding Agency
- Solicitation Name/Project Name
- Grantor POC Name
- Grantor POC Phone
- Grantor POC Email

To delete items or rows, highlight the row and select **Delete**.
Certified Standard Assurances

Standard Assurances

The date, time, and user that acknowledge are documented.

13) Select DOJ Certified Standard Assurances.

a) Select the Acknowledge box.
DOJ Lobbying Certifications

Lobbying Certifications

The date, time, and user that acknowledge are documented.

14) Select **DOJ Certifications Regarding Lobbying.**

   a) Select the **Acknowledge** box.
Other Disclosures and Assurances

15) Select **Other Disclosures and Assurances**. Use this section to upload any additional disclosures and assurances per the directions outlined in the solicitation.

16) Select the **Upload** button and follow the prompt.
16) Select **Declaration and Certification to DOJ as to Application Submission**.

a) Select the **Acknowledge** box.
Other Attachments

Upload any additional documents here.

17) Select Other.

18) Select the Upload button and follow the prompt.

Note: Other attachments are files that are not required in other sections of the application. For example, a proposal narrative should be found in the Proposal Narrative section, not Other Attachments.
Submit Application
Validation Errors
Use the carets to review the information in each section.

1) Select **Certify and Submit**.

2) Review the application by selecting the carets to the left of the application section accordion file.

**Note:** Select the caret (>) to the left of any section to open and review the section prior to certifying and submitting.
Submit Application
Final Review

3) Items that are marked with a red asterisk are required components. It is not possible to submit the application until the section is complete or an attachment is included.

4) Select the **Final Review and Certification of Application confirmation** box.
Note: It is recommended that the user should print the application before submitting the application. However, the Application Submitter can print an application at any time. Refer to the *Printing an Application in JustGrants Quick Reference Guide (QRG)* for further details.

5) Select the **Submit** button on the bottom right. Upon submitting, there is a notification in the “bell” alerts indicating that the application has been submitted.
JustGrants validates the following to successfully route the application:

- In the Budget worksheet, the federal amount needs to match the federal amount on the standard information screen or SF-424. If it does not, there will be an error. The federal amount can be changed in the Project Information Section of the Standard Applicant Information.
- All required items have been submitted.
- All certifications have been submitted.

Note: In the event of successful validations, a confirmation notification appears at the top of the page.
As the last step in the application submission, the user will be presented with the Certify and Submit accordion list displaying all application materials.

JustGrants will call out any errors with a red triangle (highlighted above) in any accordions that contains errors.

Click the error message to expand it and review any errors.

**Note:** The user must resolve these errors before checking the Final Review and Certification of Application confirmation checkbox and submitting the application.
1) Open the error list using the **Expand to view** caret.

2) The error message list will report back any validation errors that the user will need to resolve in the application.

3) Open the accordions for any section called out with a red triangle to drill down to the specific error location.

4) Open the application, resolve any errors, check the Certification of Application confirmation checkbox and submit.
Appendix
Attachments
## Award Attachments

*Entity Administrators and Authorized Representatives can attach these items to awards*

### Attachments

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Required for DOJ Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Application Components Other</td>
<td></td>
</tr>
<tr>
<td>Additional Project Title Information</td>
<td></td>
</tr>
<tr>
<td>Application Attachments</td>
<td></td>
</tr>
<tr>
<td>Areas Affect by Project</td>
<td></td>
</tr>
<tr>
<td>Bibliography/References</td>
<td></td>
</tr>
<tr>
<td>Budget Consultant Rate Justification</td>
<td></td>
</tr>
<tr>
<td>Budget Financial Management Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Budget Indirect Cost Rate Agreement</td>
<td></td>
</tr>
<tr>
<td>Budget Non-competitive Justification</td>
<td></td>
</tr>
<tr>
<td>Budget Other</td>
<td></td>
</tr>
<tr>
<td>Budget Pre-Agreement Cost</td>
<td></td>
</tr>
<tr>
<td>Budget Sole Source Justification</td>
<td></td>
</tr>
<tr>
<td>Budget Worksheet</td>
<td></td>
</tr>
<tr>
<td>Confidentiality Notice Forms</td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae or Resumes</td>
<td></td>
</tr>
<tr>
<td>Delinquent Debt Explanation</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Process related to Executive Compensation</td>
<td></td>
</tr>
<tr>
<td>Disclosures and Assurances</td>
<td>File</td>
</tr>
<tr>
<td>Human Subjects Protection</td>
<td></td>
</tr>
<tr>
<td>Letter of Non-supplanting</td>
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<tr>
<td>Letters of Support</td>
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</tr>
<tr>
<td>List of individuals in the Application</td>
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<tr>
<td>Lobbying Activities Disclosure</td>
<td>MOU Document</td>
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<tr>
<td>Opportunity Zone</td>
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<tr>
<td>Other Attachment</td>
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</tr>
<tr>
<td>Other Project Period GAM Attachment</td>
<td></td>
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<tr>
<td>Privacy Certificate</td>
<td></td>
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<tr>
<td>Program/Project Congressional Districts</td>
<td></td>
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<tr>
<td>Project Timeline</td>
<td></td>
</tr>
<tr>
<td>Proof 501 (C) Status (Nonprofits only)</td>
<td></td>
</tr>
<tr>
<td>Proposal Narrative</td>
<td></td>
</tr>
<tr>
<td>Request to Use Incentives or Stipends</td>
<td></td>
</tr>
<tr>
<td>Tool, Instruments, Questionnaires, Tables, Maps</td>
<td></td>
</tr>
<tr>
<td>Tribal Authorizing Resolution</td>
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</tbody>
</table>
Prefixes
Record Type Prefixes

The following case number prefixes are used in JustGrants.

<table>
<thead>
<tr>
<th>Case</th>
<th>Case Number Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A-</td>
</tr>
<tr>
<td>ASAP Authorization</td>
<td>AA-</td>
</tr>
<tr>
<td>Annual Programmatic Review*</td>
<td>APDR-</td>
</tr>
<tr>
<td>Award Package</td>
<td>AW-</td>
</tr>
<tr>
<td>Funding Approval</td>
<td>FA-</td>
</tr>
<tr>
<td>Funded Award</td>
<td>FAW-</td>
</tr>
<tr>
<td>Funded Supplemental Award</td>
<td>FAWS-</td>
</tr>
<tr>
<td>Federal Financial Report</td>
<td>FFR-</td>
</tr>
<tr>
<td>Grant Award Modification</td>
<td>GAM-</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M-</td>
</tr>
<tr>
<td>Performance Report</td>
<td>PR-</td>
</tr>
<tr>
<td>Solicitation Initiation</td>
<td>SI-</td>
</tr>
<tr>
<td>Solicitation Template</td>
<td>ST-</td>
</tr>
<tr>
<td>UFMS Obligation</td>
<td>UO-</td>
</tr>
</tbody>
</table>

*Desk Review
Terminology
JustGrants Terminology

The JustGrants arrival brings along some new words and phrases the user will need to know.

A–C

Annual Programmatic Desk Review
The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions
In the legacy system, this was referred to as “Special Conditions”.

Case Identification (ID)
The Case ID is the unique identifier for every type of record in JustGrants. For example, the Case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status
The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.
JustGrants Terminology

The JustGrants arrival brings along some new words and phrases the user will need to know.

C–G

Category
Documents uploaded to the Entity Documents repository are categorized:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501(c) Status (Nonprofit Organization Only)

Financial Manager
The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs), and initiating closeout.

Funded Award
A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator
This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.
JustGrants Terminology

The JustGrants arrival brings along some new words and phrases the user will need to know.

G–R

Grant Award Modification (GAM)
A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office
Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names
Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.
JustGrants Terminology

The JustGrants arrival brings along some new words and phrases the user will need to know.

S–U

Survey Repository
A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply in these questionnaires provide the basis for performance reporting in funded awards.

Unique Entity Identifier (UEI)
Unique Entity Identifier (UEI) is a unique number assigned by SAM.gov to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency
The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.
SAM.gov and Grants.gov
What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added/updated in SAM.gov generally appears in JustGrants the following day. Due to changes in 2022, entity validation for first time registrations AND renewals may take longer than it did in the past. START EARLY! Keep in mind:

1. All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

2. Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

3. All Entity information is registered in SAM.gov and must be updated there by the Entity Administrator rather than through a grant modification.

4. If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is reactivated.

5. **For more information**
   
   https://justicegrants.usdoj.gov/resources/system-for-award-management
Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov is a central website where federal agencies can post discretionary funding opportunities for grantees to easily find and submit applications.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

1. Helps the grant community learn about available opportunities.
2. Facilitates interaction with the Federal Government.
3. Simplifies grant application, saving money, time, and hassle.
4. Makes researching and finding federal grants easier.
5. Makes electronic grant application processing easier.
6. Provides a secure, reliable source to apply for federal grants.