Welcome
Welcome to JustGrants!

**JustGrants** is the Department of Justice’s (DOJ) new 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.**

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software’s functionality and expand benefits for all users.
This Job Aid Reference Guide will help you navigate the software as you 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**

During the initial release of JustGrants, be aware:

• The system does not “auto save” your work.
• You will see a warning message after 10 minutes of inactivity (per security requirements).
• You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
• Unsaved work will not be saved at logout.
JustGrants Initial Release

JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you will have everything you need 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. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls, a roof, and a door. The building is livable.

Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.

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 you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.
Application Submission
Welcome to Application Submission. This is the just the beginning of your journey, so let’s get started.

This part of the Grants Lifecycle involves completing and submitting web-based forms as well as the 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, and aside from the SF-424 and the SF-LLL which are completed in Grants.gov, most of your application is entered in JustGrants. Your 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. Keep in mind: it’s okay to provide preliminary estimations or responses.
Data entered into 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 Entity’s Entity Administrator in the DIAMD secure user management system.

It is recommended that if you wish to print your application you do so right before you submit the application. Note that the Application Submitter (discussed on the following page) can print the application at any time.

For more information about printing an application, please refer to the *Printing an Application in JustGrants* Quick Reference Guide (QRG).
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.

Let’s begin by locating an application.
Locate an Application
Locate an Application

My Worklist

1) Select the **Home** link on the left to open a list of applications assigned to you under the Your Application Tasks header.

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

**Note:** You will be searching for a Grant Package rather than an application.
3) Select the application you want to open.

- The Application screen displays if this is the first time you are opening the Application.
- If the application has already been opened, you will select the **Begin** link for the Standard Application Screen Flow Display, and the Application screen should appear.
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.
6) To leave the application, select the **Cancel** button on the bottom left.

The cancel button will bring you back to the Home screen.
Submit an Application
Submit an Application

List of Applications

Users can only edit applications assigned to them.

1) As with Locating an Application, you will select the **Home** link on the left and a list of applications assigned to the user is displayed under the Your Application Tasks header.

2) Select the **Application** link on the left and a list of the submitted applications for the entity appears.
3) Select the specific **Application ID** you want to begin.

**Note:** Applications that are ready for entry are in Pending-Draft status.
Submit an Application
Navigating the Application

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.
Submit an Application
Leaving the Application

6) Again, if you wish to leave the application, select the **Cancel** button on the bottom left.

Cancel button will return you to the Home landing page.
Standard Application Information

7) Select the **Standard Applicant Information** section. The funding opportunity information is uploaded by the managing office. "Areas affected by project" is a new category that allows applicants to highlight geographic areas impacted by this award. Applicant types are populated from the SF-424 and are editable by the applicant.

**Note:** Not every application will have all fields. Required fields may change based on requirements of the solicitation.
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 only display one Authorized Representative.

8) Within the Standard Applicant Information section, select Confirm Authorized Representative. (COPS must also identify the government executive and law enforcement executive at this stage.)
9) Within the Standard Applicant Information section, select **Verify Legal Name and Address**. 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.
10) Select **Proposal Abstract** and the Proposal Abstract screen appears.

11) Insert text in the Proposal Abstract text box and the submitted Proposal Abstract will be pulled forward to the Funding Recommendation.
Submit 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**.

- Notice the asterisk at the title end. 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. Notice the prepopulated category.
Submit an Application
Adding Goals, Objectives, and Deliverables

Objective and Deliverable

13) Select Proposal Narrative then complete the following:

- Insert the Goal in the text box.
- Insert Objective 1.
- Add the objective by selecting the +New Objective link.
- Insert the Deliverable.
- Add the deliverable by selecting the +New Deliverable link.

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.
Duplicate Submissions

JustGrants does allow multiple applications from a single UEI under a single solicitation. When additional applications are submitted you will see a screen of potential duplicates as each new (additional) application from a UEI under the same solicitation comes in to JustGrants.

You can view the solicitation, application number, project title, and submitter name in order to determine if these are duplicates or if they should proceed as unique applications. You can click a case ID to see if it’s the same or different based on title.

This process is in place to prevent this possibility that duplicate applications are being presented. You will need to verify this information on the “Potential Duplicates” screen.

The Potential Duplicates screen highlights the current applications for a single solicitation. While some organizations (such as universities) may apply for several different projects under the same solicitation, most do not.
Web-Based Budget Detail Form
With most applications, you submit proposed budget detail information in the application via a web-based form. There are *some exceptions* that may require 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 include 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.
Overview (Continued)

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. Please check the solicitation for any match requirements.
The final values entered in this section will need to be identical to the information entered into the Standard Applicant Information (see page 23 for further details) in the application in order to be able to successfully submit the application.

<table>
<thead>
<tr>
<th>Standard Applicant Information</th>
<th>Equals</th>
<th>Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Funding</td>
<td>=</td>
<td>Total Project Costs</td>
</tr>
<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>
</tr>
<tr>
<td>Program Income Estimated Funding</td>
<td>=</td>
<td>Program Income Amount</td>
</tr>
</tbody>
</table>

Let’s begin adding items to the Budget Detail Form.
Adding Conference Costs

The DOJ Financial Guide can answer many common questions.

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:** There is a link to the DOJ Financial Guide at the top of the page for guidance as you work with the Budget Detail Form.

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 your narrative description for the costs.

**Editing abilities will vary office to office.**
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.
Make sure to include proposed years.

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.

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**Make sure to verify all information.**
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

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

Always include a narrative description

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.
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.
23) If it is applicable and you select “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 your narrative description.
Adding Indirect Costs

27) Select the **Indirect Costs** button tab.

28) Select **+Add Item** to add an indirect cost item.
   a) You will be expected to enter the description, base, indirect cost rate, total cost, non-federal contribution, and Federal request.
   b) Select **+Add** for each **Indirect Cost Item** you need to add.
You can use the **Add Year** or **Delete Year** buttons to modify your budget detail form.

- **Adding Years:** If you add a year to **one** section of a budget, it will automatically add the years to **all** sections. If you first enter data into the categories before you add a next year, you will have the option to copy all costs forward to additional years if you wish.

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

1) Then 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, when you reach the summary, review the total project cost.

1) Then 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) For OJP, when reviewing the typical multi-year consolidated budget, 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).
For OJP, there are some rare cases when applicants will be asked to differentiate the amount by proposed match by year, in multi-year budget summaries for OJP applications. If that is the case for an application you are completing:

1) Enter the match proportion by year in the editable fields at the bottom of the year-to-year summary.
2) Then the total match will automatically calculate for the total project cost breakdown.

Note: Verify entered values correspond with values entered in the Standard Applicant Information (see page 34 of this guide for more information).
Budget Attachments
(and Associated Documentation)
Budget Attachments and Associated Documentation

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 rather than your workstation.
1) Select **Budget and Associated Documents**.
2) Select the **Indirect Costs** button.
3) Select **+Add Item** to add an indirect cost item.
   a) You will be expected to enter the description, base, indirect cost rate, total cost, non-federal contribution, and Federal request.
   b) Select **+Add** for each **Indirect Cost Item** you need to add.
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. As a reminder, 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.
Lobbying Disclosure

9) Select Disclosures and Assurances.

10) Select Disclosure of Lobbying Activities.

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 you 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.
### Cost Items Disclosure

**Disclosure of Duplication in Cost Items**

- **No**: [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.
- **Yes**: My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

#### Add Item

<table>
<thead>
<tr>
<th>Federal or State Funding Agency</th>
<th>Solicitation Name/Project Name</th>
<th>Grantor POC Name</th>
<th>Grantor POC Phone</th>
<th>Grantor POC Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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**.
Standard Assurances

13) Select DOJ Certified Standard Assurances.

a) Select the Acknowledge box.

The date, time, and user that acknowledge are documented.
Budget Attachments
DOJ Lobbying Certifications

Lobbying Certifications

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

   a) Select the **Acknowledge** box.

The date, time, and user that acknowledge are documented.
Disclosures & Assurances

OVW has some additional disclosures.

15) Select **Other Disclosures and Assurances**. Use this section to include any additional information.

   a) Select the **Upload** button and follow the prompt.
Budget Attachments
Declaration and Certification

Declaration & Certification

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

16) Select **Declaration and Certification to DOJ as to Application Submission**.

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

Upload any documents needed here.

17) Select **Other**.

18) Select the **Upload** button and follow the prompt.
Certify and Submit

19) Select **Certify and Submit**.

20) Review the application by selecting the carets.

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

Use the carets to review the information in each section.
Final Review

21) Items that are marked with a red asterisk (highlighted here with green boxes) are required components. You will not be able to submit the application until the section is complete or an attachment is included.

22) Select the **Final Review and Certification of Application confirmation** box.
23) Select the **Submit** button on the bottom right. Upon submitting, there is a notification in the “bell” alerts letting you know that it’s been submitted.
Confirmation of submission will be at the top of the screen.

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.
Attachments
## Award Attachments

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

### Attach the following Items as required to award deliverables for DOJ review.

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

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

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 © 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.
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, update 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 you 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.

UEI
Unique Entity Identifier (UEI) is a unique number assigned 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. 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 needs to 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 active.**
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 apply.**

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.