



Application Submission

Job Aid Reference Guide



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Welcome

Overview



Welcome to JustGrants!

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

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

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
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

Overview (cont.)

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
- 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](#).

Overview: Be Aware

CONFIRMATION MESSAGE

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**



Application Submission

Application Submission Overview

Welcome to *Application Submission*. This is the beginning of the journey.

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

Applicants have two application submission deadlines:

Application Submission Overview (cont.)

Data transferred to JustGrants from 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 (UEI, TIN, ORI, etc.):** These can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (**Authorized Representative** and **Application Submitter**) listed in SF-424 on Grants.gov are imported into JustGrants. **Any changes related to these two contacts 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
- A streamlined validation process to clear budgets more quickly
- A JustGrants Entity Administrator (EA) role responsible for managing Entity-level information as well as Entity User Roles and Assignments
- An Application Submitter (AS) role in JustGrants with specific application abilities and responsibilities
- **Up to three Application Submitters can now be added to each Application!**

Application Submitter Abilities and 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.

Application Status Codes

Application has been assigned

Pending - New

Application has been opened and work has begun

Pending - Draft

Application has been submitted to DOJ for review

Submitted

Grant manager has returned the application for additional changes

Pending-Change Requested

Application has been returned to the Application Submitter for financial changes

Pending-Financial Change Requested

Overview: Single vs. Multiple Submitters

JustGrants allows up to three Application Submitters to edit or submit a single application.

A **single** Application Submitter will:

- Locate the application in the **My Worklist** section of the Home Page
- Open the application directly for editing
- Enter all data in the application and submit

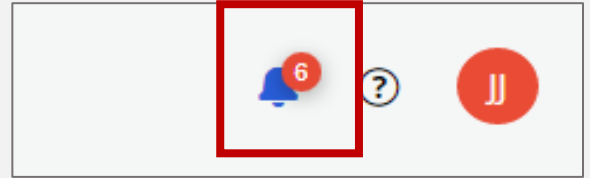


Multiple Application Submitters will:

- Open the application from **My Worklist** or the **Applications menu** depending on which Application Submitter is controlling the application
- Self-assign ownership of the application
- Not be able to open an application if another submitter has it open
- Be notified if another Application Submitter is actively working in the application



Application Notifications



Bell Notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Notifications regarding multiple application submitters are created when:

- One of the Application Submitters is editing the application
- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from the application
- The application has been submitted



Email Notifications are sent to all Application Submitters on an application when:

- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from an application
- Deadline approaching (5 days prior)
- The application has been submitted
- The application has been recalled



**Locate an Application:
Single Application
Submitter**

Single Submitter Application

Steps 1 - 2

My Worklist

- 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 applications for the user's entity.

NOTE: Applications may also be referred to as **Grant Packages** in JustGrants.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The 'Home' link is highlighted with a green box and a circled '1'. The main content area shows the 'My Worklist' section, which contains a table of applications. The table has the following columns: Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains the following data:

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM
A-262781	05/21/2021	Grant Package	Deadline-Due	06/04/2022 06:28 AM

The 'Applications' link in the left sidebar is highlighted with a green box and a circled '2'.

Single Submitter Application

Step 3

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 and this screen will not appear.

The screenshot displays the JUSTgrants interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (00774386) PENDING-DRAFT'. Below this, there is an 'Assignments' section with a 'View all' toggle. A table lists assignments with columns for 'Task' and 'Assigned to'. One assignment is shown: 'BudgetWrapperCOPScreenFlow (Complete and Submit)' assigned to 'justgrants024.application | jgltsext'. A green circle highlights the number '3' in the 'Assigned to' column, and a green box highlights the 'Begin' button. Below the assignments table is an 'Information' section with tabs for 'Grant Package' and 'Application Versions'. The 'Grant Package' tab is active, showing details for 'O-COPS-2022-170953-STG', including SolicitationID (SI-170953), Solicitation Title (COPS SVPP Short Titl), Application Case ID (A-396553), Application Group Case ID (AG-128027), and Grant Manager. The right sidebar contains 'Recent documents (0)', 'Participants (3)', and a 'Privacy Policy' link at the bottom left.

Task	Assigned to
BudgetWrapperCOPScreenFlow (Complete and Submit)	justgrants024.application jgltsext

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-COPS-2022-170953-STG		SI-170953
		Solicitation Title
		COPS SVPP Short Titl
Application Case ID		Application Group Case ID
A-396553		AG-128027
Grant Manager		SF424_2_1

Single Submitter Application

Step 4

Subheader

4) The application is open and ready for data entry.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00769149) **PENDING-DRAFT** Due March 31, 2024 3:57:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name SMART	Funding Opportunity Number O-SMART-2022-169120-STG	Funding Opportunity Title Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date March 31, 2024 3:57:00 PM EDT

CFDA Information

CFDA Number 00.000	CFDA Program Title Grants.gov Applicant S2S Testing
-----------------------	--------------------------------------------------------

Project Information

Project Title Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...	Proposed Project Start Date 10/1/2022	Proposed Project End Date 12/31/2024
------------------------------------------------------------------------	------------------------------------------	-----------------------------------------

Solicitation Instructions

- Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit

Participants (5)

- BC Bethany Case Entity Administrator

Cancel Save Continue



Locate an Application: Multiple Application Submitters

Multiple Submitter Application

Step 1

Locate Application

1) From the JustGrants Home page, select the **Applications** menu.

NOTE: If there are multiple Application Submitters assigned to an application, the Application Submitter with current control of the application will be able to locate the application in their worklist. The other Application Submitter(s) will locate the application from the **Applications** menu.

The screenshot displays the JustGrants Justice Grants System interface. On the left sidebar, the 'Applications' menu item is highlighted with a green box and a circled '1'. The main content area shows a table of applications with the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The table contains 10 rows of application data.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	08/04/2023
GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
GRANT00784320	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 2

Sort and Filter

- 2) Use the sort and filter feature in the list header to locate the application.

The screenshot shows the JUSTgrants Justice Grants System interface. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Applications' and shows 5000 results. A table lists applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A filter dropdown menu is open over the 'Application Submitter' column, showing a search box and a list of checkboxes for various submitter IDs. A green circle with the number '2' is placed over the filter dropdown. A green box highlights the filter dropdown menu.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	08/04/2023
GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
GRANT00784320	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 3

View Application Users

- 3) Select the caret to the left of the Case ID to view all entity users associated with the application, including all Application Submitters.

The screenshot shows the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal, and Training Resources. The number '3' is circled next to the 'Applications' option. The main content area displays a table of applications with the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00782665 is highlighted, and its caret is circled in green.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	08/04/2023
GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
GRANT00784320	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 4

View Multiple Submitters

- 4) Application Submitter, Application Submitter 2, and Application Submitter 3 are all able to open, edit, and submit the application, however, the following circumstances apply:
- Only one Application Submitter can edit an application at a time
 - If another Application Submitter is currently working in the application, a message will display
 - Application Submitters can reassign ownership to themselves
 - Only the Application Submitter currently assigned will locate the application in their worklist – the others will only find it in the Applications menu

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications with the following data:

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00777580	David Gaetani justgrants026.applicationsubmitter jgtstext Amy Callaghan		Draft	OVW	Programmatic	12/31/2023

Below the table, the 'Application Details' section is visible, showing the following information:

Solicitation Title: 9.0 Grants.gov Data-Do Not Use
Project Title: Dunya Yilmazer Feb0222 FY22 Adam Walsh Act 516.750 - Support for Adam Walsh Act Implementation Grant Program _ Individual Applicant

The 'Assigned To' table shows the following data:

Role	Assigned To	Pending Assignments	Assigned to	Status
Entity Administrator	justgrants026@gmail.com	BudgetWrapperOJPScreenFlow	justgrants26@gmail.com	Pending-Draft
ApplicationSubmitter2	xmso86@gmail.com			
ApplicationSubmitter3	justgrants026.applicationsubmitter@gmail...			
Application Submitter	justgrants26@gmail.com			

A green box highlights the 'Assigned To' column for 'Application Submitter2', 'Application Submitter3', and 'Application Submitter'. A green circle with the number '4' is overlaid on the screenshot.

Multiple Submitter Application

Step 5

Open the Application

5) Select the **Case ID** to open the application.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Applications' and shows '5000 results'. A table lists applications with columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00776780 is highlighted, and its ID is circled in green with the number 5 inside. The 'Export List' button is visible in the top right of the table area.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	08/04/2023
GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
GRANT00784320	justgrants026.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 6

Select the **Begin** Link

- 6) When opening an application for editing from the **Applications** menu, select the **Begin** link to initiate edit mode. If the **Begin** link is not selected in this screen, the application remains in read-only mode.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00774386)' in 'PENDING-DRAFT' status. Under the 'Assignments' section, a task 'BudgetWrapperCOPScreenFlow (Complete and Submit)' is assigned to 'justgrants024.applicationsubmitter jgltsext'. A 'Begin' link is highlighted with a green box and circled with a green '6'. Below this, there is a table with the following data:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-COPS-2022-170953-STG	SolicitationID SI-170953	Solicitation Title COPS SVPP Short Titl
Application Case ID A-396553	Application Group Case ID AG-128027	SF424_2_1
Grant Manager		

The right sidebar shows 'Recent documents (0)' and 'Participants (3)'. The participants list includes: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.authorizedrep.jgltsext (Authorized Representative), and justgrants024.applicationsubmitter.jgltsext (Application Submitter).

Multiple Submitter Application

Step 7

Data Entry

7) The application is open and ready for data entry.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Data Entry' button. The main content area is titled 'Grant Package (00769149) PENDING-DRAFT' with a due date of 'March 31, 2024 3:57:00 PM EDT'. The interface is divided into several sections:

- Standard Applicant Information:**
 - Funding Opportunity:**

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT
 - CFDA Information:**

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing
 - Project Information:**

Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024
- Solicitation Instructions:**
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit
- Participants (5):**
 - BC Bethany Case Entity Administrator

At the bottom of the form, there are 'Cancel', 'Save', and 'Continue' buttons. A 'Privacy Policy' link is located in the bottom left corner.



Handling Duplicate Submissions



Duplicate Application Submissions

Overview

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.

The screenshot displays the 'Check for Duplicate Applications' screen in the JustGrants system. The page header includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. A navigation sidebar on the left lists various system functions. The main content area features a 'Grant Package' header with a 'NEW' badge and a 'Due' date of April 30, 2022. A red banner below the header states, 'The deadline for this application has passed'. A green banner indicates '1 day 17 hours from now'. The main section is titled 'Check for Duplicate Applications' and contains a message: 'Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV. Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.' Below this message is a table with the following data:

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Below the table, there is a section for selecting an option for the application TC-564-499952819566658 GRANT00772033, with two radio buttons: 'Remove this application' and 'Continue with this application'. At the bottom of this section are 'Cancel', 'Save', and 'Submit' buttons. The right-hand sidebar shows 'Recent documents (0)' and 'Participants (5)', listing users like JohnElectronicBusinessPoc Doe, MD Kamal, Emre Eren, and Lucia Turck-Gamble.

Duplicate Application Submissions

Step 1

Review All Applications

- 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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Monitoring | Federal Forms | Training Resources

Grant Package (00772033) NEW Due April 30, 2022 3:04:00 PM EDT Actions

▲ The deadline for this application has passed
1 day 17 hours from now

Check for Duplicate Applications
DUE IN 8 DAYS FROM NOW

Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV.
Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Select an option for TC-564-499952819566658 GRANT00772033

Remove this application Continue with this application

Cancel Save Submit

Recent documents (0)
No documents

Participants (5)

- JD JohnElectronicBusinessPoc Doe
Entity Administrator
- JJ MD Kamal
AuthorizedRepresentative
- JJ Emre Eren
AuthorizedRepresentative2
- JJ Lucia Turck-Gamble
Application Submitter

ApplicationInfo GrantSubmissionHeader OpportunityID SolicitationID Solicitation Title
O-COPS-2022-309592-DEV

Privacy Policy



Cancel an Application

Cancel the Application

Steps 1 – 2

List of Applications

If you initiated an application but no longer intend to submit, you have the option to cancel the application. This is an optional process and should be understood that canceling an application must be done cautiously, as once it is canceled, it cannot be restored.

- 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 applications for the entity is displayed.

The screenshot displays the JUSTarants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, and Training Resources. The 'Home' link is highlighted with a green box and a circled '1'. The 'Applications' link is also highlighted with a green box and a circled '2'. The main content area shows a 'Welcome' message, an 'Alerts (0)' section, and a 'My Worklist' section. The 'My Worklist' section displays a table with 191 results, showing columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains several rows of application data.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-486617	04/30/2022	Grant Package	New	02/03/2023 01:29 PM
A-486617	04/30/2022	Grant Package	New	02/02/2023 05:15 PM
A-486617	04/30/2022	Grant Package	New	01/25/2023 02:13 PM
A-486617	04/30/2022	Grant Package	New	01/25/2023 09:54 AM
A-486617	04/30/2022	Grant Package	New	01/25/2023 08:48 AM
A-486617	04/30/2022	Grant Package	New	01/21/2023 08:55 AM
A-486617	04/30/2022	Grant Package	New	01/13/2023 01:46 PM
A-486617	04/30/2022	Grant Package	New	01/12/2023 05:39 PM

Cancel the Application

Step 3

Actions Menu

3) Select the Actions Menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' status indicator with a 'PENDING-DRAFT' label and a due date of 'September 22, 2023 10:39:00 PM EDT'. A red circle highlights the number '3' in the top right corner, and a green box highlights the 'Actions' dropdown menu. The main content area is divided into three sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Standard Applicant Information' section includes fields for 'Funding Opportunity Number' (O-OVW-2023-184100-STG), 'Funding Opportunity Title' (New Redesign), and 'Due Date' (September 22, 2023 10:39:00 PM EDT). The 'CFDA Information' section includes 'CFDA Number' (16.016) and 'CFDA Program Title' (Culturally and Linguistically Specific Services Program). The 'Project Information' section includes 'Project Title' (Test), 'Proposed Project Start Date' (9/1/2023), and 'Proposed Project End Date' (9/30/2023). A sidebar on the left contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, and Training Resources. A right sidebar contains 'Solicitation Instructions' and a list of application steps, with 'Standard Applicant Information' selected. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Cancel the Application

Step 4

Cancel Application

4) Select the **Cancel Application** option.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' with a 'PENDING-DRAFT' status and a due date of 'September 22, 2023 10:39:00 PM EDT'. The main content area is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains a table with the following data:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office on Violence Against Women	O-OVW-2023-184100-STG	New Redesign
Competition Identification Number	Competition Identification Title	Due Date
		September 22, 2023 10:39:00 PM EDT

The 'CFDA Information' section shows:

CFDA Number	CFDA Program Title
16.016	Culturally and Linguistically Specific Services Program

The 'Project Information' section shows:

Project Title	Proposed Project Start Date	Proposed Project End Date
Test	9/1/2023	9/30/2023

On the right side, there is a sidebar with a list of actions. The 'Cancel Application' option is highlighted with a green box and a green circle containing the number '4'. The sidebar also includes options for 'Standard Applicant Information', 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Data Requested with Application', 'Proposal Narrative', 'Budget and Associated Documentation', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. The bottom of the page shows a URL: https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS/_3yZ68xxi_jpDExTOT4XnAjzjAXmVNeW*/ITABTHREAD2?pyActivity=pzRunActionWrapper&pzFromFrame=pyWorkPage&pzPrimaryPageName=pyWorkPage&pzTransactionId=4747453a9bfc0320878abf...

Cancel the Application

Step 5

Enter Reason

- 5) Enter the reason for cancelling the application. This is a required field.

NOTE: It should be noted that canceling an application is an operation that is not reversible. Once an application is canceled, it may not be reopened by an applicant.

To submit an application on a solicitation once it has been canceled, it will be necessary to begin a new application in Grants.gov.

The screenshot shows the JUSTgrants interface for a 'Grant Package (00800725)' in a 'PENDING-DRAFT' state. The 'Case Resolve Status' is 'Resolved-Cancelled'. A green box highlights the 'Comments' field, which is currently empty. A green circle with the number '5' is next to the 'Comments' label. Below the comments field is a green bar with the text: 'By clicking on Cancel Application, you are confirming to cancel this application.' The progress bar shows the following steps: INITIATE (checked), COMPLETE AND SUBMIT (current step), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The table below provides application details:

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A.446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

At the bottom left, there is a 'Cancel' button. At the bottom right, there are 'Save' and 'Continue' buttons. The right sidebar contains 'Solicitation Instructions' and a list of 'Standard Applicant Information' items.

Cancel the Application

Step 6

Select Continue

6) Select the **Continue** button.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms
Training Resources

Grant Package (00800725) **PENDING-DRAFT** ⌚ Due: September 22, 2023 10:39:00 PM EDT Actions

Case Resolve Status
Resolved-Cancelled

Comments
We decided not to pursue this funding.

By clicking on Cancel Application, you are confirming to cancel this application.

INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A-446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

Standard Applicant Information
Confirm Authorized Representative
Verify Legal Name and Address
Proposal Abstract
Data Requested with Application
Proposal Narrative
Budget and Associated Documentation
MOUs and Other Supportive Documents
Additional Application Components
Disclosure And Assurances
Other
Certify and Submit

Participants (3)

Cancel Save **Continue**

Cancel the Application

Step 7

Application
Canceled

- 7) The status of the application is **Resolved-Canceled**. The application is no longer active and may not be restored.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows a 'Grant Package' with ID 00800725 and a status of 'RESOLVED-CANCELLED', which is highlighted with a green box and a circled '7'. A green message bar states: 'Thank you! The next step in this case has been routed appropriately.' Below this, a table provides details for the application:

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A-446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

On the right side, there are sections for 'Recent documents (0)' and 'Participants (3)'. The participants list includes:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants026.multipleroles.jgitsext, AuthorizedRepresentative
- justgrants026.applicationsubmitter.jgitsext, Application Submitter

The bottom left corner features a 'Privacy Policy' link, and the bottom right corner has a settings gear icon.



Complete Application Data Entry





Navigate the Application

Navigate the Application

Steps 1 - 2

List of Applications

- 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 applications for the entity is displayed.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The 'Home' link is highlighted with a green box and a circled '1'. The 'Applications' link is also highlighted with a green box and a circled '2'. The main content area shows a 'Welcome' message, an 'Alerts (0)' section, and a 'My Worklist' section. The 'My Worklist' section contains a table with the following data:

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2021 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM
A-260455	05/21/2021	Grant Package	Pending-ChangeRequested	09/01/2021 08:46 AM

Navigate the Application

Step 3

Application ID

3) Select the specific **Case ID** to begin.



NOTE: Applications in **New** or **Pending-Draft** status may be edited.

The screenshot displays the JUSTgrants application interface. The sidebar on the left contains a menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The 'Applications' item is circled with a green circle containing the number '3'. The main content area shows a 'Welcome' message and an 'Alerts (0)' section. Below that is the 'My Worklist' section, which contains a table of applications. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. A green box highlights the 'Case ID' column. The table lists several applications, including A-239234, A-248223, A-256218, A-257223, A-240246, A-260418, A-260497, A-262781, and A-239299. The 'Case Status' column shows various statuses such as 'New', 'Submitted', and 'Pending-ChangeRequested'. An 'Export List' button is visible in the top right corner of the table area.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2021 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM

Navigate the Application

Step 4

Navigating an Application

- 4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.



NOTE: It is best to use the **Continue** button to move to the next screen, as this button checks for any errors in the section before moving forward. If a required field (indicated by a red asterisk) is left blank, an error message displays at the top of the page.

Moving to the next screen using the navigation menu does not provide an error check.

NOTE: There is a link to the **Solicitation Instructions** directly above the Navigation menu. This link provides direct access to all solicitation requirements.

The screenshot displays the JUSTgrants application interface. The main content area shows the 'Standard Applicant Information' section with fields for 'Funding Opportunity' and 'CFDA Information'. The 'Funding Opportunity' section includes fields for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169120-STG), and Funding Opportunity Title (Ashfflqbal HoldTest). The 'CFDA Information' section includes fields for CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes fields for Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). The right-hand navigation menu is highlighted with a green box, showing the 'Solicitation Instructions' link. A green circle with the number '4' is placed over the 'Standard Applicant Information' link in the menu. The 'Continue' button is highlighted in the bottom right corner.

Navigate the Application

Step 5

Save Edits

- 5) Save edits to the application by selecting the **Save** button on the bottom right.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Save Edits' button. The main content area is titled 'Grant Package (00769149) PENDING-DRAFT' with a due date of 'March 31, 2024 3:57:00 PM EDT'. The interface is divided into several sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains fields for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169120-STG), and Funding Opportunity Title (AshfiIqbal HoldTest). The 'CFDA Information' section shows CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). On the right side, there is a 'Solicitation Instructions' panel with a list of steps, and a 'Participants (5)' section. A green circle highlights the number '5' in the 'Participants (5)' section, and another green circle highlights the 'Save' button at the bottom right of the interface.

Navigate the Application

Steps 6 - 7

Cancel or Close

- 6) Select the **Cancel** button on the bottom left to return to the Home Page without saving any changes.
- 7) Select the **Close** option in the **Actions** menu to close the application after saving all changes made.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area shows the 'Grant Package (00769149)' with a 'PENDING-DRAFT' status and a due date of March 31, 2024. The application is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Project Information' section contains fields for 'Project Title', 'Proposed Project Start Date', and 'Proposed Project End Date'. A 'Cancel' button is located at the bottom left, and an 'Actions' menu is at the bottom right. The 'Actions' menu is open, showing options: 'Refresh', 'Cancel Application', 'Print', and 'Close'. A green circle highlights the 'Close' option. A green box highlights the 'Cancel' button. A green circle with the number '7' is placed over the 'Actions' menu, and a green circle with the number '6' is placed over the 'Cancel' button.



**Edit Application:
Multiple Application
Submitters**

Edit Application

Steps 1 - 2

Actions Menu

Applications with multiple Application Submitters are still assigned to one Application Submitter at a time, however, the other Application Submitters assigned to the application can take ownership as long as another Application Submitter is not currently editing.

- 1) Select the **Actions Menu** in the application.
- 2) Select the **Edit Application** option. A pop-up window appears with the following message: “Are you sure you want to edit this application?”

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package' (00777580) in 'PENDING-DRAFT' status, due on December 31, 2023. Below this, there's an 'Assignments' section with a table showing a task 'BudgetWrapperOJPScreenFlow (Complete and Submit)' assigned to 'Amy Callaghan'. A table below lists application information, including Application Case ID 'A-414904' and Solicitation Title '9.0 Grants.gov Data-'. On the right, an 'Actions' dropdown menu is open, with 'Edit application' highlighted. A red circle labeled '1' points to the 'Actions' dropdown, and another red circle labeled '2' points to the 'Edit application' option. A 'Participants' list on the right shows users like JohnElectronicBusinessPoc Doe, David Gaetani, and Amy Callaghan.

Task	Assigned to
BudgetWrapperOJPScreenFlow (Complete and Submit)	AC Amy Callaghan

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-173642-STG		SI-173642
SolicitationID		Solicitation Title
		9.0 Grants.gov Data-
Application Case ID	Application Group Case ID	SF424_2_1
A-414904	AG-129439	
Grant Manager		

Edit Application

Step 3

Edit Application Message

- 3) Select **Submit** to proceed with editing the application or **Cancel** to return without saving changes.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog box titled "Edit application" is open, asking "Are you sure you want to edit this application?". The dialog has two buttons: "Cancel" and "Submit". A green circle highlights the number "3" in the bottom right corner of the dialog, and a green rectangle highlights the "Submit" button. The background interface shows a "Grant Package (0077580)" in a "PENDING-DRAFT" status, with a due date of December 31, 2023. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a main content area with tabs for Information, Grant Package, and Application Versions. A table of assignments is visible, showing a task assigned to Amy Callaghan. A participants list on the right includes JohnElectronicBusinessPoc Doe, David Gaetani, and Amy Callaghan.

Edit Application

Step 4

Select **Begin** Button

4) Select the **Begin** button to open the application in edit mode.

NOTE: The application remains assigned to the application submitter and appears only in this application submitter's Worklist until another application submitter selects the **Edit Application** option from the Actions menu.

The screenshot displays the JUSTgrants interface for a 'Grant Package (0077580)' in a 'PENDING-DRAFT' state, due on December 31, 2023. The main content area shows an 'Assignments' section with a table of tasks. The task 'BudgetWrapperOJPScreenFlow (Complete and Submit)' is assigned to 'justgrants026.applicationsubmitter jgltsext'. A green circle highlights the number '4' in the 'Assigned to' column, and a green box highlights the 'Begin' button next to it. Below the assignments, there is an 'Information' section with a table of application details.

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-173642-STG			SI-173642	9.0 Grants.gov Data-
Application Case ID		Application Group Case ID		SF424_2_1
A-414904		AG-129439		
Grant Manager				

The right sidebar shows 'Participants (4)' with the following list:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- David Gaetani, ApplicationSubmitter2
- justgrants026.applicationsubmitter jgltsext, ApplicationSubmitter3
- Amy Callaghan, Application Submitter


Edit Application Message

Multiple Submitters


Another User
Editing


NOTE: If another Application Submitter is currently working on the application, it will not be possible to transfer ownership until the current Application Submitter closes the application. In this case, an error message displays that reads: “User {Username} is currently editing the application. You cannot edit until {Username} closes the application.”


Grant Package (A-479045)



 **User** Randall Reese **is currently editing the application. You cannot edit until** Randall Reese **closes the application.**

Pulse

 **Post** ▾

 Start a conversation

No file chosen 

No posts yet



Standard Applicant Information

Standard Applicant Information

Step 1

Open Standard Applicant Section

- 1) 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The "Standard Applicant Information" section is highlighted with a green circle and the number "1". This section contains three sub-sections: "Funding Opportunity", "CFDA Information", and "Project Information".

Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information	
CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024

The right sidebar shows "Solicitation Instructions" with a list of sections. "Standard Applicant Information" is selected and highlighted in green. Below it, "Participants (5)" lists "BC Bethany Case Entity Administrator". At the bottom, there are "Cancel", "Save", and "Continue" buttons.

Standard Application Section Fields

The **Funding Opportunity** and **Assistance Listing** fields are prepopulated and not editable.

The **Project Information** section is prepopulated from SF-424 and can be edited.

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. Entries can be zip codes, states, precincts, or any other geographical area. If ten entries are not enough, additional areas can be added if the award is funded.

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

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

“Is the Applicant Delinquent on Federal Debt?” section is prepopulated from SF-424 can be edited by selecting a different radio button.



**Confirm Authorized
Representative**

Confirm Authorized Representative

Steps 1 - 2

OVW/OJP
Applications

- 1) Select **Confirm Authorized Representative** in the Standard Applicant Information section. Applications for funding from OVW or OJP require and display one Authorized Representative.
- 2) Select an **Authorized Representative** from the dropdown box.

Note the message at the top of this screen that reads: “Every application must have an Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.”

NOTE: Green checkmarks do NOT indicate a completed section, only that it has been opened.

The user will be prompted to complete all required information before submitting the application.

Grant Package (00777245) PENDING-DRAFT Due August 8, 2023 1:00:00 PM EDT

Confirm Authorized Representative

Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

Select Authorized Representative

(Select One)

(Select One)

justgrants024.multipleroles.jgitsext

justgrants024.authorizedrep.jgitsext

INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader OpportunityID	SolicitationID
O-NIJ-2022-173389-STG		SI-173389
Solicitation Title		9.0 grants.gov data
Application Case ID	Application Group Case ID	SF424_2_1

Participants (2)

JohnElectronicBusinessPoc Doe
Entity Administrator

Back Save Continue

Confirm Authorized Representative

Step 3

OVW/OJP
Applications

- 3) Select the **Confirm** button. To close the window without confirming the Authorized Representative, select **Cancel**.

NOTE: An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Confirm the individual being selected has the authority to do so. 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.

The screenshot shows the JUSTgrants Justice Grants System interface. A modal dialog box titled "Confirm Authorized Representative" is open, displaying the following text: "An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so." Below the text are two buttons: "Cancel" and "Confirm". A green circle with the number "3" is overlaid on the "Confirm" button. The background shows a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area displays "Grant Package (00777245) PENDING-DRAFT" and "Solicitation Instructions".

Confirm Authorized Representative

Step 4

COPS Office Applications

4) Applications from the COPS Office requires two (2) Authorized Representatives.

- Law enforcement Executive/Program Official
- Government Executive/Financial Official

A message on this page describes the role and requirements of each of these officials.

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 Authorized Representative has logged into JustGrants. The Authorized Representative's name can then be seen by accessing the Entity Users link and on the Confirmed Authorized Representative screen of the application.

The screenshot displays the JustGrants application interface. The top navigation bar includes the JustGrants logo and a user profile icon. The main content area is titled "Grant Package (00774184) PENDING-DRAFT" with a due date of "May 24, 2023 3:08:00 PM EDT". The central focus is the "Confirm Authorized Representative" section, which contains two dropdown menus: "Select Law Enforcement Executive/Program Official" and "Select Government Executive/Financial Official". Below these is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar shows application details:

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170931-STG			SI-170931	MS DATA CHP

On the right side, there is a "Solicitation Instructions" panel with a list of steps: Standard Applicant Information, Confirm Authorized Representative (highlighted), Verify Legal Name and Address, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. At the bottom right, there is a "Participants (2)" section with a "Continue" button.

Authorized Representative Error Messages

Message	Reason
The list of authorized representatives cannot be retrieved at this time. Please try again later.	The link between DIAMD and JustGrants is temporarily down. It will be restored in time.
Your Entity does not yet have any Authorized Representative Users. Contact your Entity Administrator to take this action.	No Authorized Representatives have been assigned for the Entity. The Entity Administrator must assign the role to an individual, and that individual must log in to JustGrants.

CONFIRMATION MESSAGE

Entity Administrator Action:

An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. **Please confirm the individual being selected has the authority to do so.**

NOTE: For more information on managing users, access the Entity Management Resources website:
<https://justicegrants.usdoj.gov/training/training-entity-management>.



Verify Legal Name and Address

Verify Legal Name and Address

Steps 1 - 3

Legal Name and Address

- 1) Select **Verify Legal Name and Address** in the Standard Applicant Information section.
- 2) Review all information in this screen for accuracy.
- 3) Check the acknowledgement check box at the bottom of the page.

NOTE: If information in this section is not correct, an authorized SAM.gov user must make changes in SAM.gov. Updated information will then be populated in JustGrants within 24 hours.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00774490) **PENDING-DRAFT** Due July 31, 2023 4:27:00 PM EDT

Actions

Mailing Address

Street 1	Street 2	County/Parish
111 Street Rd	—	—
City	Country	Congressional District
Washington	United States	88
State/U. S. Territory	Zip/Postal Code	
District of Columbia	602	

Designate as Legal Address

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Back Save Continue



Proposal Abstract

Proposal Abstract

Step 1

Proposal Abstract Step 1

- 1) Select **Proposal Abstract** and the Proposal Abstract screen will be displayed.

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 Grant Award Modification (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.



Proposal Abstract

Step 2

Enter Text

- 2) Type text in the **Proposal Abstract** text box. Use the formatting options at the top of the text box to format this entry.

Do not copy and paste from Microsoft Word. Either type directly in the text box or copy and paste into Notepad, then copy and paste from Notepad into JustGrants. This removes any embedded formatting that will cause issues in the **Proposal Abstract**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The central focus is the "Proposal Abstract" text box, which is highlighted with a green border. Above the text box is a rich text editor toolbar with various formatting options. To the right of the text box is a "Solicitation Instructions" panel with a list of sections: "Standard Applicant Information", "Proposal Abstract" (highlighted), "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". Below this is a "Participants (3)" section listing three users: "JohnElectronicBusinessPoc Doe Entity Administrator", "justgrants024.applicationsubmitter jgilsext Application Submitter", and "Application Submitter". At the bottom of the interface, there is a progress bar with steps: "INITIATE", "COMPLETE AND SUBMIT", "REVIEW", "BUDGET REVIEW", and "AWARDPACKAGEREADY". The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar are tabs for "Information", "Grant Package", and "Application Versions". A "Back" button is located at the bottom left, and "Save" and "Continue" buttons are at the bottom right.



Proposal Narrative

Proposal Narrative

Step 1

Upload Proposal Narrative

1) Select the **Upload** button in the Proposal Narrative section.

- Note the asterisk at the end of the title. The 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.



The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows the 'Proposal Narrative' section with a title 'Proposal Narrative *' and an 'Upload' button highlighted with a green circle and the number 1. Below the title, there is a section for 'Goals, Objectives, Deliverables, and Timeline' with a '+ New Goal' button and a 'Goal Statement' field. The interface also includes a sidebar with navigation options, a top navigation bar with the JUSTgrants logo and system name, and a right sidebar with 'Solicitation Instructions' and 'Participants'.

Proposal Narrative

Step 2

Select File

- 2) Either drag and drop the **Proposal Narrative** attachment into the white field or use the **Select file(s)** button to locate the file on the computer.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Proposal Narrative" section is active, showing a "Goals, Objectives, Deliverables, and Timeline" section with a "Goal Statement" field. A modal dialog box titled "Attach file(s)" is overlaid on the page, featuring a dashed box for file upload, a paperclip icon, and the text "Drag and drop files here". Below this, there is a "Select file(s)" button and a large green circle containing the number "2". The dialog also includes "Cancel" and "Attach" buttons. The background interface includes a left sidebar with navigation options like "Home", "Entity Profile", and "Applications", and a right sidebar with "Solicitation Instructions" and "Participants (3)".

Proposal Narrative

Steps 3 - 4

Check the
Category

- 3) The **Proposal Narrative** attachment is visible. Update the attachment name if needed.
- 4) The attachment is automatically assigned to the **Proposal Narrative** attachment category.

NOTE: DO NOT CHANGE THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the Proposal Narrative will not be visible in the Proposal Narrative section of the application.

The screenshot shows the JustGrants application interface. The main content area displays the 'Grant Package (00774490)' with a 'PENDING-DRAFT' status and a due date of July 31, 2023. The 'Proposal Narrative' section is active, and an 'Attach file(s)' dialog box is open. The dialog box contains a 'Name*' field with 'Proposal Narrative' entered, a 'File' field with 'Proposal Narrative.ppt', and a 'Category' dropdown menu with 'Proposal Narrative' selected. A green box highlights the 'Name*', 'File', and 'Category' fields. A green circle with the number '3' is around the 'Drag and drop files here' area, and another green circle with the number '4' is around the 'Attach' button.

Proposal Narrative

Steps 5 - 6

Enter Goals and Objectives

- 5) The **Proposal Narrative** attachment is displayed within the application.
- 6) If **Goals, Objectives, Deliverables, and Timelines** are a requirement of the user's application, begin entry of goals by selecting the **+New Goal** link.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00774490) PENDING-DRAFT' with a due date of 'July 31, 2023 4:27:00 PM EDT'. The 'Proposal Narrative' section features a large green circle with the number '5' and an 'Upload' button. Below this is a table listing the uploaded file:

Name	Category	Created by	Application Number	Date Added	
Proposal Narrative.pdf	Proposal Narrative	justgrants024.applicationsubmitter.jgilsex		11/22/2022	

The 'Goals, Objectives, Deliverables, and Timeline' section features a large green circle with the number '6' and a '+ New Goal' link. Below this is a 'Goal Statement' section with 'No items' listed. The right sidebar contains 'Solicitation Instructions' and 'Participants (3)'. The bottom navigation bar includes a 'Back' button and a 'Continue' button.

Proposal Narrative

Steps 7 - 8

Goal Statement

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

- 7) Enter a **Goal Statement** in the appropriate field. This is a required field.
- 8) Use the **+New Objective** link to add a new objective for this goal. It is possible to add one or multiple objectives to each goal. This is a required field, so at least one objective must be entered.

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.

Proposal Narrative

Steps 9 - 10

Enter
Objective(s)

- 9) Enter as many objectives as are needed.
- 10) Use the **+New Deliverable** link to add a new deliverable for this goal. It is possible to add one or multiple deliverables to each goal. This is a required field, at least one deliverable must be entered.

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package' (00774490) in 'PENDING-DRAFT' status, due on July 31, 2023. The 'Goal Statement' field is highlighted with a green circle and the number 9. Below it, the 'Objectives' table has a row with the objective 'Provide after school care for up to 120 children', fiscal year '2023', and quarter 'Q2' highlighted with a green box. The '+ New Deliverable' link is highlighted with a green circle and the number 10. The interface includes a sidebar with navigation options, a top navigation bar, and a right sidebar with participant information.

Proposal Narrative

Steps 11 - 12

Enter Deliverables

- 11) Select **Add** to add another goal, **Save**, to save all data and continue working, or **Cancel**, to close the **Goals, Objectives, Deliverables, and Timeline** section without saving any data.
- 12) Select **Continue**.

The screenshot displays the JUSTgrants application submission interface. The main content area shows the 'Grant Package (00774490)' in a 'PENDING-DRAFT' status, with a due date of July 31, 2023, at 4:27:00 PM EDT. The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main form area is divided into sections for Goal Statement, Objectives, and Deliverables. The 'Add', 'Save', and 'Cancel' buttons at the bottom of the form are highlighted with a green box and the number 11. The 'Continue' button at the bottom right is also highlighted with a green box and the number 12. The 'Participants' section on the right lists three users: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.applicationsubmitter (Application Submitter), and jgitsxt (Application Submitter).

Proposal Narrative

Steps 13 - 14

Save Goal and
Add Another

13) Select the **Save** button.

14) 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.

The screenshot displays the 'Grant Package' form in the JUSTgrants system. The form is titled 'Grant Package (e-97d2-461a-a8ea-060e7184736f)' and is in a 'PENDING' status. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into sections: 'Goal Statement', 'Objectives', and 'Deliverables'. The 'Goal Statement' section has a text input field with a trash can icon to its left, which is highlighted by a green box and a line. The 'Objectives' section has a table with columns for 'Objective', 'Fiscal Year', and 'Quarter'. The 'Deliverables' section has a table with columns for 'Deliverable', 'Fiscal Year', and 'Quarter'. The 'Add' button is circled with a green circle and labeled '14', and the 'Save' button is circled with a green circle and labeled '13'. The right sidebar shows 'Participants (4)' with a list of participants: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants026.applicationsubmitter (Application Submitter). The bottom of the form has 'Back', 'Add', 'Save', and 'Cancel' buttons. The bottom right corner has 'Save' and 'Continue' buttons.



Budget Detail Overview



Budget Detail Overview (cont.)



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.

Budgets in JustGrants are entered in one of two ways, *based on the requirements in the solicitation*.

- **Web-based Budget** – this is the most common form of budget entry and requires that budget categories are populated line by line directly into JustGrants.
- **Attachment Budget** – this less common form of budget entry requires the budget to be uploaded as one or more files into the application.

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.

For information about specific cost items, applicants should refer to solicitation instructions. There is a link to the DOJ financial guide within each section.



Budget Structures

The COPS Office, OVW, and OJP present different budget structures in their applications. Guidance for entering budget data in an application is provided within the Quick Reference Guides linked below:

- **The COPS Office:** The COPS Office only uses web-based budgets in their applications.
- **OJP:** OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, SMART) may use either a web-based budget or an attached budget. Check the solicitation to determine which type of budget is required for the application.
- **OVW:** Currently, OVW only uses an attached budget.

DOJ Office	Budget Quick Reference Guide
COPS Office Web-based Budget	COPS Office Web-based Budget
OJP Web-based Budget	OJP Web-based Budget
OJP Attached Budget	OJP Attached Budget
OVW Attached Budget	OVW Attached Budget

Web-based Budget Detail Overview



When a web-based budget is required, there are different views that applicants have when applying for an OJP, OVW, or COPS Office opportunity.

The key differences between these views include:

- **Applications to COPS Solicitations** using the web-based form includes multi-year Sworn Officer or Civilian Categories instead of the Personnel and Fringe Categories used by OJP and OVW Solicitations; COPS Office budgets do not include conference cost indicators.
- **Applications to OJP Solicitations** using the web-based form includes the ability to “add years” to track costs by year across multi-year projects. In addition, the entry of federal and non-federal split at the individual cost item level is required.
- **Applications to OVW Solicitations** using the web-based form do not include city, state, country indicators in the subawards and procurement sections. Currently, OVW typically uses an attached budget.

Web-based Budget Detail Overview (cont.)

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

- 1** **Projected line-item costs** include detailed calculations within standard budget categories. Cost calculations include the total projected cost for that line item. Non-federal match amounts may be included in these line-item costs.
- 2** **Narrative descriptions of those projected costs** within the standard budget categories. The narrative sections appear within the corresponding sections of the standard budget categories.
- 3** **Auto-calculated budget summary** or consolidated category summary 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 enter the breakdown of total project costs across any requested federal funding, match, or program income. Check the solicitation for any match requirements.

Web-based Budget Detail Comparison

The web-based budget summary totals must be identical to the information entered in the **Standard Applicant Information** section (see page 48 for additional details) of the application to be able to successfully submit the application. If the numbers do not align, an error message is displayed on the budget summary page with instructions on how to correct the discrepancy.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (Federal share)	=	Federal Funds
Applicant Estimated Funding (Non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



Budget and Associated Documentation Attachment

Upload Budget Attachment

Step 1

Attach a Budget File

- 1) In some cases, applications require the budget to be uploaded as an attachment or series of attachments. If the budget section of the application appears as in the displayed image, use the **Upload** button to upload a spreadsheet with the budget figures. Notice that there is a separate **Upload** button for each section.

NOTE: PAY ATTENTION TO THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the uploaded document will not be visible in the correct section of the application.

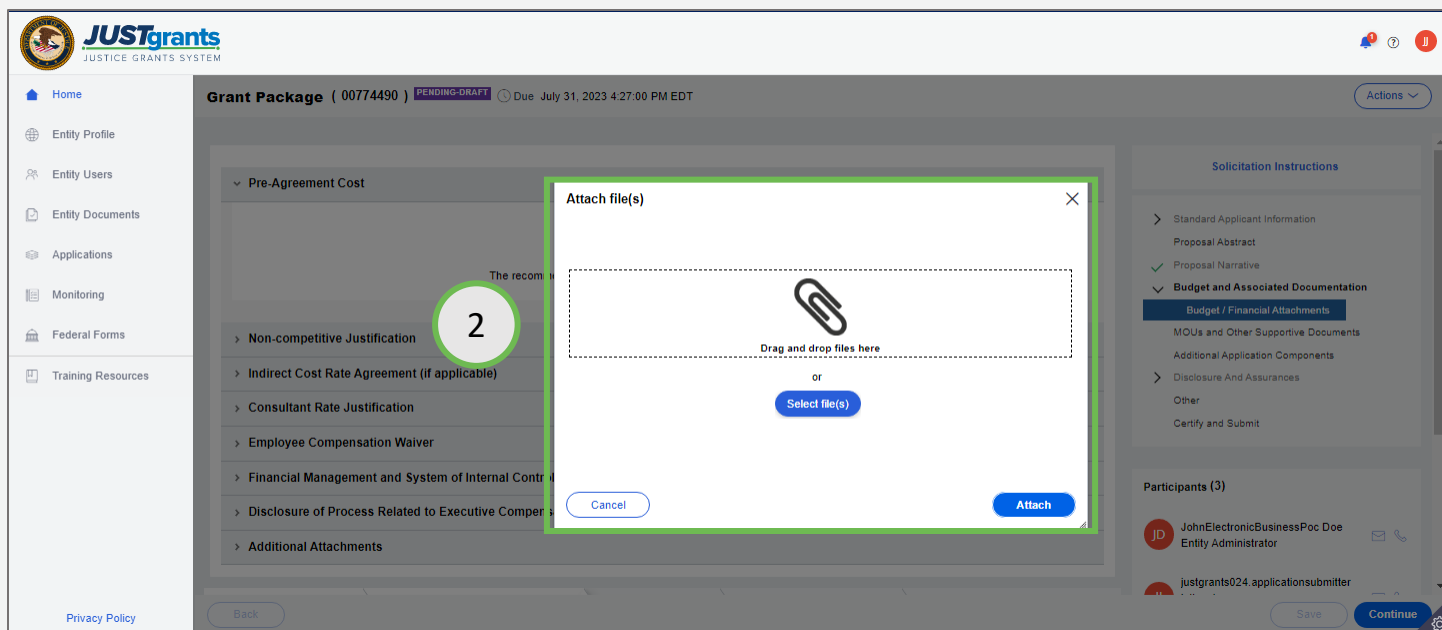
The screenshot displays the JustGrants application interface. The top navigation bar includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00774490) PENDING-DRAFT' with a due date of 'Due July 31, 2023 4:27:00 PM EDT'. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into sections: 'Pre-Agreement Cost', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate Justification', 'Employee Compensation Waiver', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Pre-Agreement Cost' section is highlighted with a green border and contains an 'Upload' button circled in green with the number '1' next to it. Below the button, it states 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right sidebar shows 'Solicitation Instructions' with a list of sections, including 'Budget and Associated Documentation' which is expanded to show 'Budget / Financial Attachments'. Below this, there is a 'Participants (3)' section listing 'JohnElectronicBusinessPoc Doe' and 'justgrants024.applicationsubmitter'. The bottom of the page has a 'Back' button and a 'Continue' button.

Upload Budget Attachment

Step 2

Select File

- 2) Drag and drop the budget file or use the **Select file(s)** button to upload the budget spreadsheet.



Upload Budget Attachment

Steps 3 - 4

Select Attach

- 3) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 4) Select **Attach**.

The screenshot shows the JUSTgrants application interface. A modal dialog titled "Attach file(s)" is open. The dialog contains a "Drag and drop files here" area (circled 3) and a "Select file(s)" button. Below this is a table with columns "Name", "File", and "Category". The table contains one row: "Pre-Agreement Costs", "Pre-Agreement Costs.docx", and "Pre-Agreement Cost". The "Attach" button is circled 4.

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs.docx	Pre-Agreement Cost

Upload Budget Attachment

Step 5

File Attached

- The file is attached in the section of the application that corresponds with the file category selected upon upload. Continue uploading all budget and financial documentation as required by the solicitation.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00749680)' and shows a 'PENDING-DRAFT' status. A red warning banner indicates 'The deadline for this application has passed'. The 'Pre-Agreement Cost' section is highlighted with a green circle around the number '5' and an 'Upload' button. Below this, a table lists the attached files:

Name	Category	Created by	Application Number	Date Added	
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationsubmitter.jgiltext		11/22/2022	

The right sidebar shows 'Solicitation Instructions' with a list of categories, including 'Budget and Associated Documentation' which is checked. The bottom of the interface features 'Back', 'Save', and 'Continue' buttons.



**Budget and Associated
Documentation
Web-based Form**

Enter Web-based Budget

Overview

COPS, OJP

In most cases, JustGrants requires a budget to be entered using the web-based forms in the application. The categories in the application vary based on the solicitation requirements.

NOTE: Frequently use the **Save** button since JustGrants does not autosave work. Use the **Continue** button to move to the next section. The **Continue** button executes a validation check, while using the navigation menu does not.

The screenshot displays the JustGrants web application interface. The top navigation bar includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00749680)' and shows a 'PENDING-DRAFT' status. A warning message states 'The deadline for this application has passed'. The 'Conference Costs' section contains a question: 'Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?' with a 'Yes' radio button selected. A progress bar at the bottom shows the current step is 'BUDGET REVIEW'. A table below the progress bar lists application details. A green circle with the number '1' highlights the 'Solicitation Title' field. On the right, a 'Solicitation Instructions' sidebar lists various budget categories, with 'Conference Costs' highlighted in blue. At the bottom right, 'Save' and 'Continue' buttons are visible.

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-SMART-2019-13143-STG		SI-113143
Application Case ID	Application Group Case ID	Solicitation Title
A-260456	AG-100067	SF424_2_1
Grant Manager		

Enter Web-based Budget

Steps 1 – 3: Adding Conference Costs

OJP

- 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.



NOTE: There is a link to the DOJ Financial Guide at the top of the page for guidance when working within the Budget Detail Form.

The screenshot displays the JUSTgrants web application interface. The main content area is titled "Grant Package (-d215-4a45-83cc-ca954156054e)" and shows a "Conference Costs" section. This section asks, "Does this budget contain conference costs which is defined broadly to include meetings, exhibits, seminars, symposia, and training activities?" and includes a link to the "DOJ Financial Guide, Section 3.10". Below the question are two radio buttons for "Yes" and "No". A callout box with the number "3" points to these radio buttons. To the right, a "Solicitation Instructions" sidebar is visible, with a callout box with the number "2" pointing to the "Conference Costs" option under the "Budget and Associated Documentation" section. A callout box with the number "1" points to the "Budget and Associated Documentation" section header. At the top of the page, a callout box with the number "1" points to a link for the "DOJ Financial Guide". The interface also shows a navigation sidebar on the left with options like "Home", "Entity Profile", and "Applications". At the bottom, there are "Back", "Screenshot", "Save", and "Confirm" buttons.

Enter Web-based Budget

Add and Delete Year

OJP

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.

The screenshot displays the JUSTgrants web-based budget entry interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main header shows the grant package details: 'Grant Package (00748856)' in 'PENDING DRAFT' status, with a due date of 'March 11, 2021 9:10:00 PM EST'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Privacy Policy, and Recents (with a 'See all' link).
- Main Content Area:** Features a table for 'Other Costs' with columns: Description, Quantity, Basis, Costs, Length of Time, and Total Costs. Above the table are 'Add Year' and 'Delete Year' buttons, both highlighted with green boxes. Below the table, the 'Other Costs Total Cost' is displayed as '\$0.00'. There is also an 'Additional Narrative' section with a rich text editor.
- Right Sidebar:** Titled 'Solicitation Instructions', it contains a checklist of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation (with sub-items: Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts), Other Costs (with sub-items: Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, Additional Application Components), Disclosure And Assurances, and Other.
- Bottom:** Includes 'Back', 'Save', and 'Continue' buttons.

Enter Web-based Budget

Steps 4 – 5: Adding Personnel

OJP

- 4) Select **Personnel**, then select **+Add Item** to add names for personnel and costs.
- 5) Enter narrative description for the costs.

NOTE: OJP applications require a breakout of the Federal and Non-Federal portions of the project budget by individual cost item. After adding line-item costs, applicants enter the Non-Federal amount, and the Federal amount is calculated as the difference between the cost of the line item minus the Non-Federal amount. This applies to all budget categories.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00756901) PENDING-DRAFT Due June 29, 2021 11:48:00 PM EDT

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Year 1
Instructions

Personnel

+ Add Item Delete item

Computation - Show annual salary & amount of time devoted to the project for each name/position

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
		\$	Yearly		%	\$0.00	\$	\$0.00

Personnel Total Cost \$0.00
Total Non-Federal Amt (Match or Prog Inc) \$0.00
Total Federal Amount \$0.00

Additional Narrative

Font Size B I U X [Rich Text Editor Icons]

Back Save Continue

Enter Web-based Budget

Steps 6 – 7: Adding Fringe

OJP

- 6) Select **Fringe** and then select **+Add Item** to add names and costs for fringe.
- 7) Enter a narrative description for the fringe costs.

The screenshot displays the JUSTgrants web-based budget entry interface. The main content area is titled "Grant Package (00748856)" and includes a table for "Fringe Benefits". The table has columns for Name, Base, Rate (%), and Total Cost. Below the table, there is a text area for "Additional Narrative" with a rich text editor toolbar. A green box highlights the toolbar and text area, with a circled "7" next to it. On the right side, there is a "Solicitation Instructions" sidebar with a list of categories, and "Fringe Benefits" is highlighted with a blue bar and a circled "6".

Enter Web-based Budget

Steps 8 – 9: Adding Sworn Officer

COPS Office

- 8) Select Sworn Officer and enter the position information and number of officers requested. Then enter per officer information for salary and any applicable fringe benefits for each year of the program. Fringe benefits can be entered as a percentage of salary (fixed rate) or a fixed dollar amount per year (fixed amount).
- 9) Verify the total salary and benefits — including cost per year, total per officer, and total for all officers.

NOTE: Many COPS programs limit the allowable costs to certain categories (e.g., the CHP program only allowing Sworn Officer costs). Therefore, not all category pages will be available to applicants, depending on the solicitation. Please refer to the solicitation guidelines regarding allowable costs for the respective programs.

The screenshot displays the JUSTgrants web application interface. The main content area shows the 'Grant Package (00748976)' details, including the status 'PENDING-DRAFT' and the due date 'March 19, 2021 12:12:00 PM EDT'. The 'Instructions' section is expanded to 'Sworn Officer', and the 'Salary' field is highlighted with a green box. A green circle with the number '8' is around the 'Sworn Officer' text, and another green circle with the number '9' is around the 'Salary' field. The 'Solicitation Instructions' panel on the right shows 'Sworn Officer Positions' selected. The bottom navigation bar includes 'Back', 'Save', and 'Continue' buttons.

ApplicationInfo	GrantsSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2021-61256-QA			SI-61256	DWA2
Application Case ID	Application Group Case ID	SF424_2_1		
A-110490	AG-56162			

Enter Web-based Budget

Steps 10 – 12: Adding Civilian Personnel

COPS Office

- 10) Select **Civilian Personnel** 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.

Grant Package (00748976) PENDING-DRAFT Due March 19, 2021 12:12:00 PM EDT

Instructions

[Copy Position](#) [Add Position](#) [Delete Position](#)

Civilian Position 1

Position Description

10

Fringe Benefits

Summary Totals	Year 1	Year 2	Year 3
Benefits	\$0.00	\$0.00	\$0.00
Salary	—	—	—
Total	\$0.00	\$0.00	\$0.00

Civilian Position 1

Number of Positions

12

Total Salary and Benefits \$0.00

[INITIATE](#) [COMPLETE AND SUBMIT](#) [REVIEW](#) [BUDGET REVIEW](#) [AWARDPACKAGEREADY](#)

[Information](#) [Audit](#) [Grant Package](#)

[Back](#) [Save](#) [Continue](#)

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation**
 - Sworn Officer Positions
 - Civilian Personnel**
 - Travel
 - Equipment
 - Supplies
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Budget Summary
 - Budget / Financial Attachments
 - MOUs and Other Supportive Documents
 - Additional Application Components
- Disclosure And Assurances
- Other
- Confidential Data

Enter Web-based Budget

Step 13: Travel Category

COPS, OJP

13) Many of the budget categories work in a similar manner. As mentioned before, the categories are determined by the solicitation requirements. The **Travel** category displays different fields from the **Personnel** category, but the data entry process is the same in both cases.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00749680) **PENDING-DRAFT** Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

⚠ The deadline for this application has passed

Add Year **Delete Year**

Year 1 Year 2 Year 3

Instructions

Travel

+ Add item × Delete item Compute the cost of each type of expense X the number of people traveling.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal
1		Select...		\$					\$	

Travel Total Cost \$0.00 Total Non-Federal Amt (Match or Prog Inc) \$0.00 Total Federal Amount \$0.00

Back Save Continue

Enter Web-based Budget

Steps 14 – 15: Additional Narrative

COPS, OJP

- 14) As line items are entered, JustGrants tracks the total amount entered for the budget category below the line entries. This allows an application submitter to review and check totals against a spreadsheet, if desired.
- 15) The **Additional Narrative** field is not required; however, the expectation is that clear and specific explanations related to the entries in each category will be provided.

The screenshot shows the JUSTgrants web interface for a 'Grant Package (00749680)' in a 'PENDING-DRAFT' state. A red warning banner indicates 'The deadline for this application has passed'. Below this, there is a table for budget items with columns: Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal. A summary row shows: Travel Total Cost \$0.00, Total Non-Federal Amt (Match or Prog Inc) \$0.00, and Total Federal Amount \$0.00. Below the table is an 'Additional Narrative' text area with a rich text editor toolbar. A green box highlights the summary row, and a green circle with the number '14' is next to it. Another green box highlights the narrative text area, and a green circle with the number '15' is next to it. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a bottom navigation bar with 'Back', 'Save', and 'Continue' buttons.

Enter Web-based Budget

Step 16: Indirect Cost Category

COPS, OJP

16) The Indirect Cost category is common to many solicitations. To enter indirect cost line items, enter the description, the rate, and the indirect cost rate for each line. JustGrants multiplies the rate by the indirect cost rate to achieve a total.

NOTES:

1) Questions regarding specific instructions on a category should be addressed by reviewing the solicitation for guidance, or by consulting the [DOJ Grants Financial Guide](#).

2) 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.

The screenshot displays the JUSTgrants web application interface. The main content area is titled "Grant Package (00749680) PENDING-DRAFT" and includes a warning banner: "The deadline for this application has passed". Below this, there are buttons for "Add Year" and "Delete Year". The "Indirect Costs" section is highlighted with a green box and contains a table with the following columns: Description, Base, Indirect Cost Rate, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with a red '1' in the first column. Below the table, there are summary fields for "Indirect Costs Total Cost", "Total Non-Federal Amt (Match or Prog Inc)", and "Total Federal Amount", all showing \$0.00. The right-hand sidebar shows a checklist of "Solicitation Instructions" with "Budget and Associated Documentation" expanded to show "Indirect Costs" checked. The bottom of the interface has "Back", "Save", and "Continue" buttons.

Budget Summary

COPS

Summary
Screens

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 that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application.

NOTE: Some COPS solicitations have automatically calculated match percentage costs.

Budget Category	Total Cost	
Sworn Officer Positions	\$0.00	
Civilian or Non-Sworn Personnel	\$0.00	
Travel	\$0.00	
Equipment	\$0.00	
Supplies	\$0.00	
SubAwards	\$0.00	
Procurement Contracts	\$0.00	
Other Costs	\$0.00	
Indirect Costs	\$0.00	
Total Project Costs	\$0.00	
Federal Funds:	\$0.00	100.00%
Match Amount:	<input type="text" value="\$0.00"/>	0.00%
Program Income:	<input type="text" value="\$0.00"/>	0.00%

Budget Detail Summary View

Back Save Continue

Budget Summary

Steps 1 – 2: OJP Multi-Year Consolidated Category Summary

Summary Screens

- 1) When reviewing the typical multi-year consolidated budget for OJP, first review the total project cost summary.
- 2) In the Budget Totals section, the Federal and Non-Federal breakout will automatically calculate based in the itemized entries. The user must identify what portion, if any, of the Non-Federal is Program Income by entering a value in that field. The default is that all Non-Federal is attributable to Match. **When entering a value for Program Income, the Match portion will automatically recalculate to not exceed 100% of Non-Federal costs.**

Typical

Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
SubAwards	\$0	\$0	\$0
Procurement Contracts	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
Total Direct Costs	\$67,876	\$58,075	\$125,951
Indirect Costs	\$0	\$0	\$0
Total Project Costs	\$67,876	\$58,075	\$125,951
Federal	\$67,796	\$58,028	\$125,824

1

Budget Totals		
	Total	Percentage
Total Project Cost	\$125,951	
Federal Funds	\$125,824 ▲	99.90%
Non-Federal Amount	\$127	0.10%
Match Amount	\$127 ▲	0.10%
Program Income	<input type="text" value="\$"/>	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

2

Budget Summary

Step 3: OJP Multi-Year Consolidated Category Summary

Summary
Screens

- 3) Verify that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application. If the values do not align, an error icon will display next to the value(s) with the discrepancy. By hovering over the error icon, a message will display. Click on that message for further instructions and option to update the Standard Application Information section with the Budget Totals values.

Typical

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Budget/Financial Attachments

Step 1: Budget/Financial Attachments

Budget/ Financial Attachments

- 1) In the **Budget and Financial Attachments** section, upload any documents that are required or requested to be added based on solicitation requirements. As with all attachments in the application, use the correct attachment category when uploading.

NOTE: Whether there is a web-based form, applicants can select **Budget/Financial Attachments** to add documents such as the indirect cost rate agreement.

The screenshot shows the JUSTgrants application interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal For, and Training. The main content area displays the 'Grant Package (00749680)' with a 'PENDING-DRAFT' status and a deadline of 'May 21, 2021 11:59:00 PM EDT'. A red banner at the top states 'The deadline for this application has passed'. The 'Pre-Agreement Cost' section is highlighted with a green box and contains an 'Upload' button and a table of attachments. The table has columns for Name, Category, Created by, Application Number, and Date Added. A red banner at the top indicates that the deadline for this application has passed.

Name	Category	Created by	Application Number	Date Added
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationsubmitter.jgiltext		11/22/2022

The recommended files to upload are PDF, Microsoft Word and Excel.

Other sections visible include 'Solicitation Instructions' with a list of requirements: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation (Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs), and Consolidated Category Summary.



MOUs and Other Supportive Documents

MOUs and Other Supportive Documents

Steps 1 - 2

MOUs

- 1) Select Memoranda of Understanding (MOUs) and Other Supportive Documents.
- 2) Select the Upload button and follow the prompts to upload a document.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features a prominent "Upload" button. A red banner at the top indicates that the deadline for this application has passed. The interface includes a navigation sidebar on the left, a progress bar at the bottom, and a "Solicitation Instructions" panel on the right. The "Solicitation Instructions" panel lists various document types, with "MOUs and Other Supportive Documents" highlighted. The "Participants" section shows the user's role as "Authorized Representative".

Grant Package (00749680) PENDING-DRAFT Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

Memoranda of Understanding (MOUs) and Other Supportive Documents

The recommended files should be in Microsoft Word and Excel.

Upload

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
 - MOUs and Other Supportive Documents**
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

Participants (4)

- justgrants024.multipleroles.igjitsex AuthorizedRepresentative
- AC Amy Callaghan Entity Administrator

Progress Bar: INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-SMART-2019-13143-STG	SolicitationID SI-113143	Solicitation Title Title
Application Case ID A-260456	Application Group Case ID AG-100067	SF424_2_1
Grant Manager		

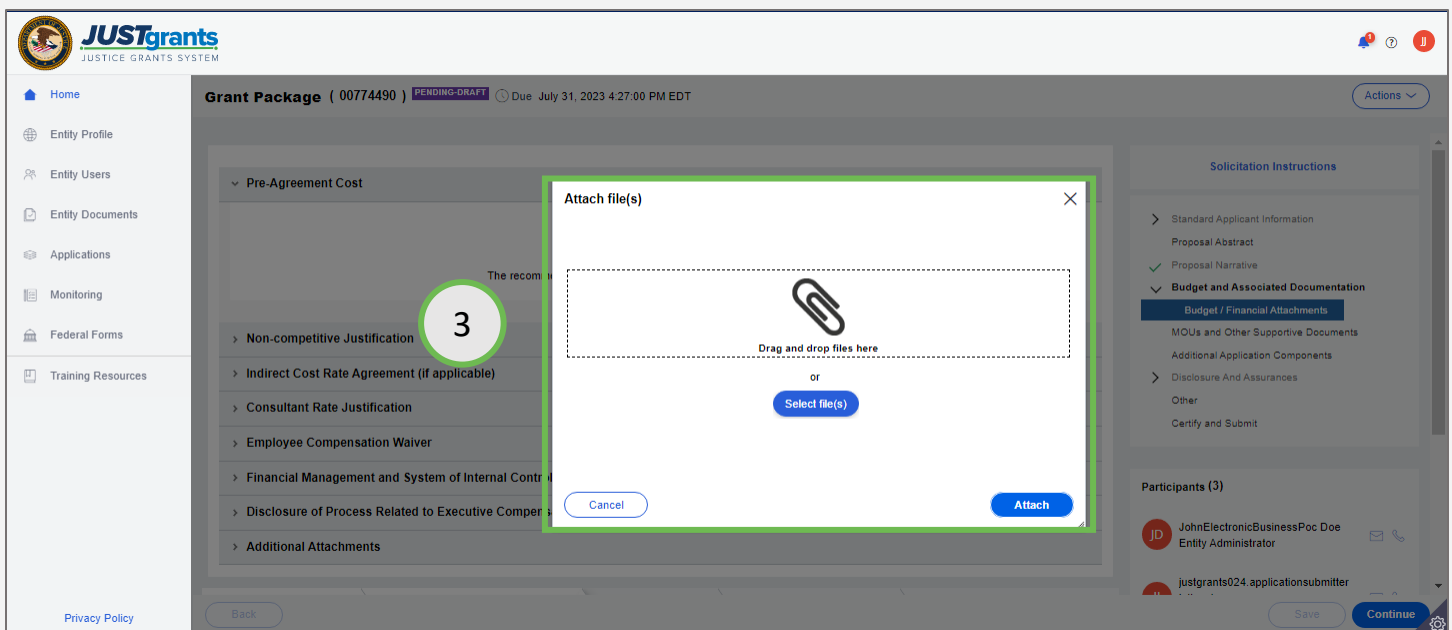
Buttons: Back, Save, Continue

MOUs and Other Supportive Documents

Step 3

Upload a File

- 3) Drag and drop the file or use the **Select file(s)** button to upload the document.



MOUs and Other Supportive Documents

Steps 4 - 5

Verify the
Category

- 4) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 5) Select **Attach**.

The screenshot shows the JUSTgrants application interface. A modal dialog titled "Attach file(s)" is open. The dialog contains a "Drag and drop files here" area with a paperclip icon, circled with a green "4". Below this is a "Select file(s)" button. A table is displayed with the following columns: "Name", "File", and "Category". The table has one row with "Pre-Agreement Costs" in the "Name" and "Category" columns. The "Attach" button at the bottom right of the dialog is circled with a green "5".

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs	Pre-Agreement Cost

MOUs and Other Supportive Documents

Steps 6 - 7

[View the File](#)

- 6) The file is attached in the section of the application that corresponds with the file category selected upon upload.
- 7) Continue uploading all MOUs and Other Supporting Documents as required by the solicitation.

Grant Package (00749680) PENDING-DRAFT Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

▲ The deadline for this application has passed

Memoranda of Understanding (MOUs) and Other Supportive Documents

6 [Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-SMART-2019-13143-STG			SI-113143	
Application Case ID		Application Group Case ID		SF424_2_1
A-260456		AG-100067		
Grant Manager				

Participants (4)

- justgrants024.multipleroles.igjitsex AuthorizedRepresentative
- AC Amy Callaghan Entity Administrator

[Back](#) [Save](#) [Continue](#)



Additional Components

Additional Components

Steps 1 - 4

Additional Components

- 1) Select **Additional Application Components**.
- 2) Select the subsection. **NOTE:** the subsections are customized for each solicitation. These are sections that are marked as critical components in the solicitation.
- 3) Most additional components display an **Upload** button. This allows the Application Submitter to upload a document from their computer.
- 4) In some cases, the relevant document may be saved in the Entity Documents library. Use the **Profile** button to locate an Entity Document.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources.
- Main Content Area:**
 - At the top, there is a section for "Proof of 501(c)(3) Status (Nonprofit Organization Only)" with a circled "2" next to it. Below this section are "Upload" and "Profile" buttons, with a circled "3" above the "Upload" button and a circled "4" below it. The text below the buttons reads: "The recommended files to upload are PDF, and Excel."
 - Below this are sections for "Confidentiality Notice Form" and "Additional Attachments".
 - A progress bar at the bottom of the main content area shows the current status: "INITIATE" (checked), "COMPLETE AND SUBMIT", "REVIEW", "BUDGET REVIEW", and "AWARDPACKAGEREADY".
 - At the bottom of the main content area, there is a table with columns for "Information", "Grant Package", and "Application Versions".
- Right Sidebar:**
 - Contains "Solicitation Instructions" with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components (highlighted with a blue box), Disclosure And Assurances, Other, and Certify. A circled "1" is next to the "Certify" item.
 - Below this is a "Participants (3)" section with two entries: "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants024.authorizedrep jigitsext AuthorizedRepresentative".
 - At the bottom right, there are "Save" and "Continue" buttons.

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader OpportunityID	SolicitationID
O-OVW-2022-171485-STG		SI-171485
		Solicitation Title
		FY2022
Application Case ID	Application Group Case ID	
		SF424_2_1

Additional Components

Steps 5 - 6

Upload Entity Document

- 5) Select the check box corresponding to the Entity Document(s) to attach to the application.
- 6) Select the **Attach** button.

The screenshot shows the JUSTgrants application interface. A modal dialog box titled "Select a file from my Entity Profile" is open, displaying a table of files. The table has the following columns: Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. The files listed are:

Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
Job Aid - Creating and Using Bookmarks_comments.docx	LegacyAttachments					4/20/22	JohnElectronicBusinessPoc Doe
Dunya's Test Data 1.pdf	LegacyAttachments		2022			12/15/21	JohnElectronicBusinessPoc Doe
Dunya's Test Data.xlsx	Budget Indirect Cost Rate Agreement		2022			12/15/21	JohnElectronicBusinessPoc Doe
Dunya's Test data 02.pdf	Budget Financial Management Questionnaire		2022			12/15/21	JohnElectronicBusinessPoc Doe
Email Template 1 JustGrants.pdf	File					11/4/20	tae song

The "Attach" button is highlighted with a green circle and the number 6. The "Cancel" button is also visible. The background shows the application header with the JUSTgrants logo and a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources.

Additional Components

Steps 7 - 8

Upload Files

- 7) For this solicitation, the applicant may need to complete additional sections. Select each caret to expand the section.
 - Tribal Authorizing Resolution
 - Letters of Support
 - Letter of Non-supporting
 - Proof of 501 (c) Status (Nonprofit Organization Only)
 - Confidentiality Notice Form
 - Additional Attachments
- 8) Select **Upload** and follow the prompts to attach a document.

NOTE: There may be customized subsections added in the solicitation.

The screenshot displays the JUSTgrants application interface. The main content area shows a 'Grant Package' (00782039) in 'PENDING-DRAFT' status, due on October 31, 2023. The 'Tribal Authorizing Resolution' section is expanded, showing an 'Upload' button and a table of documents. The table has columns for Name, Category, Created by, Application Number, and Date Added. One document is listed: 'Supporting Documentation.docx' in the 'Tribal Authorizing Resolution' category, created by 'justgrants024.applicationsubmitte' on 11/25/2022. Below the table is an 'Additional Attachments' section. The interface also features a navigation menu on the left, a progress bar at the bottom, and a 'Solicitation Instructions' panel on the right.

Name	Category	Created by	Application Number	Date Added
Supporting Documentation.docx	Tribal Authorizing Resolution	justgrants024.applicationsubmitte	rjgitsext	11/25/2022



Disclosures and Assurances

Disclosures and Assurances

Steps 1 - 3

Lobbying Disclosure

- 1) Select **Disclosures and Assurances**.
- 2) Select **Disclosure of Lobbying Activities**.
- 3) Click on the attachment. The attachment is the **SF-LLL** form submitted in Grants.gov.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774544) **PENDING-DRAFT** Due July 25, 2023 9:42:00 AM EDT

Disclosure of Lobbying Activities *

Name	Category	Created by	Application Number	Date Added
Form SFLLL_2_0-V2_0.pdf	LobbyingActivitiesDisclosure			06/08/2022

1/2

Solicitation Instructions

- Standard Applicant Information
- Budget and Associated Documentation
- Additional Application Components
 - Disclosure And Assurances**
 - Disclosure Of Lobbying Activities**
 - DOJ Certified Standard Assurances
 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (2)

JohnElectronicBusinessPoc

Back Save Continue

Disclosures and Assurances

Step 4

Duplication Disclosure

- 4) Select **Disclosure of Duplication In Cost Items**. In OJP, this is formerly known as a 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.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of July 30, 2023, 12:31:00 PM EDT. The "Disclosure of Duplication in Cost Items" section is highlighted with a green box and contains two radio button options:

- 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.

The "Solicitation Instructions" sidebar on the right lists various sections, with "Disclosure of Duplication in Cost Items" highlighted in green. A large green circle with the number "4" is overlaid on the "COMPLETE AND SUBMIT" step of the progress bar and the highlighted sidebar item. The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022
Application Case ID	Application Group Case ID			SF424_2_1
A-400391	AG-128247			
Grant Manager				

Disclosures and Assurances

Step 5

Cost Items Disclosure

5. 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**.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The "Disclosure of Duplication in Cost Items" section contains two radio button options: "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..." and "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." The "Yes" option is selected. Below the text is a table with columns: "Federal or State Funding Agency", "Solicitation Name/Project Name", "Grantor POC Name", "Grantor POC Phone", and "Grantor POC Email". The table has a header row and one empty row below it. A green box highlights the "Add Item" button and the table headers. The right-hand panel shows "Solicitation Instructions" with a list of items, including "Disclosure of Duplication in Cost Items" which is highlighted with a green box. The bottom of the interface shows a progress bar with steps: "INITIATE", "COMPLETE AND SUBMIT", "REVIEW", "BUDGET REVIEW", and "AWARDPACKAGEREADY". The "COMPLETE AND SUBMIT" step is currently active. The bottom right corner has "Save" and "Continue" buttons.

Disclosures and Assurances

Step 6

Standard Assurances

- 6) Select DOJ Certified Standard Assurances.
 - a) Select the **Acknowledge** box.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Monitoring
Federal Forms
Training Resources

Grant Package (00774779) PENDING-DRAFT Due July 30, 2023 12:31:00 PM EDT

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Acknowledge I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID

Signing Date / Time

Privacy Policy Back Save Continue

Disclosures and Assurances

Step 7

Lobbying Certifications

- 7) Select DOJ Certifications Regarding Lobbying.
 - a) Select the Acknowledge box.

The screenshot displays the JUSTgrants application interface. The left sidebar contains a navigation menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A green circle highlights the number '7' next to the 'Applications' item. The main content area shows a 'Grant Package (00774779) PENDING-DRAFT' with a due date of 'Due July 30, 2023 12:31:00 PM EDT'. The text in the main area includes a paragraph about making a good faith effort to maintain a drug-free workplace, followed by a section titled '5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS'. Below this, there is a paragraph of legal text regarding the Public Safety Partnership and Community Policing Act of 1994. A red box highlights a checkbox with the text: 'I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.' Below this text are fields for 'SignerID', 'Signing Date / Time', and 'Save' and 'Continue' buttons.

Disclosures and Assurances

Steps 8 - 9

Disclosures & Assurances

- 8) Select **Other Disclosures and Assurances**. Use this section to upload any additional disclosures and assurances per the directions outlined in the solicitation.
- 9) Select the **Upload** button and follow the prompt.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Other Disclosures and Assurances" and contains an "Upload" button, which is circled in green with the number 9. Below the button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface includes a progress bar with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides application details:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-171485-STG		SI-171485
SolicitationID		Solicitation Title
		FY2022
Application Case ID	Application Group Case ID	SF424_2_1
A-400391	AG-128247	
Grant Manager		

The "Solicitation Instructions" sidebar on the right lists various requirements, with "Other Disclosures and Assurances" highlighted in green and circled with the number 8. Other instructions include: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure Of Lobbying Activities, Disclosure of Duplication in Cost Items, DOJ Certified Standard Assurances, and DOJ Certifications Regarding Lobbying. At the bottom of the sidebar, there are options for "Declaration and Certification to DOJ as to Application Submission" and "Other".

Disclosures and Assurances

Steps 10 - 11

Declaration & Certification

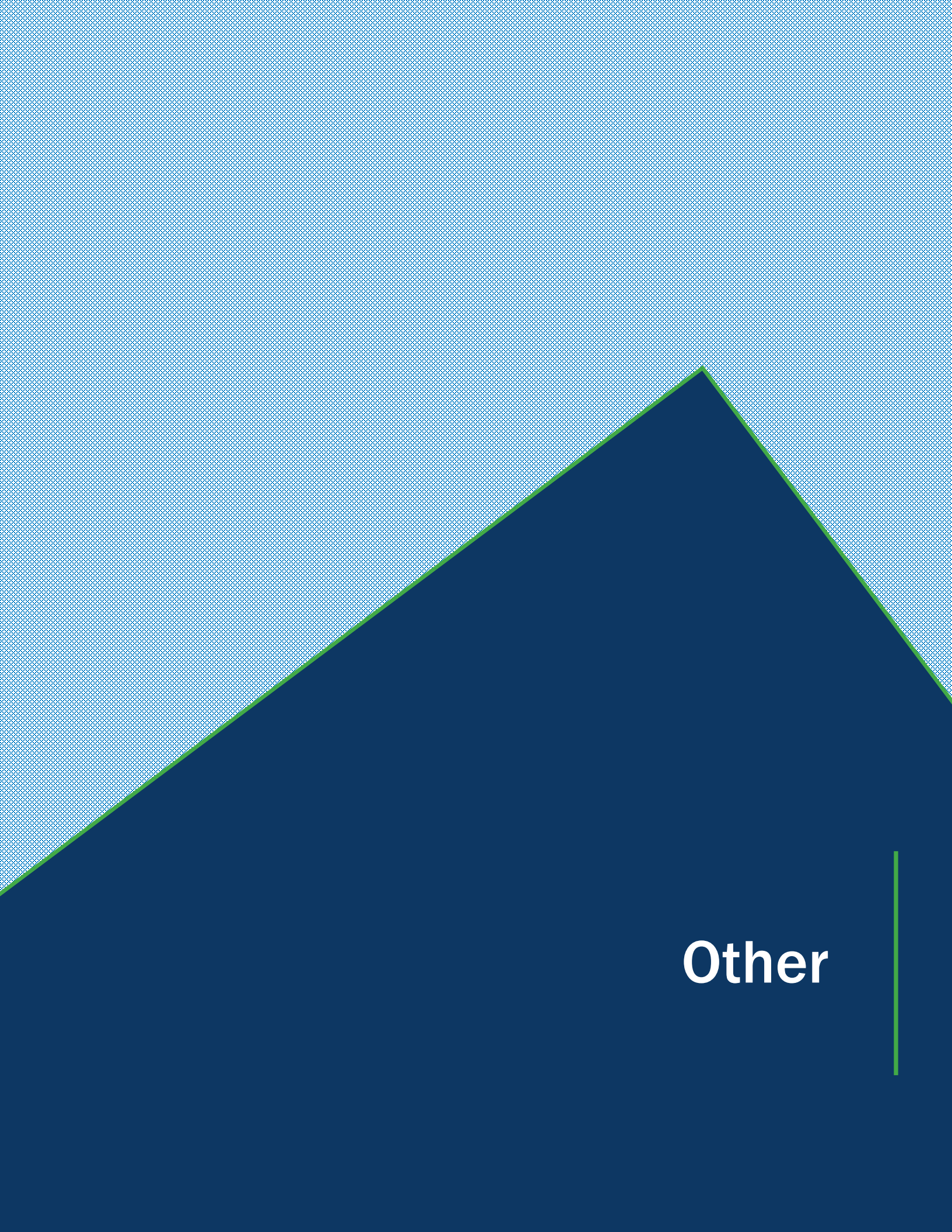
10) Select **Declaration and Certification to DOJ as to Application Submission**.

11) Select the **Acknowledge** box.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The page is divided into three main sections:

- Left Sidebar:** Contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources.
- Main Content Area:** Displays the "Declaration and Certification to the U.S. Department of Justice as to this Application Submission". It includes three numbered paragraphs of text regarding the applicant's declaration and certification. Below the text is a blue box with a radio button and the text "I agree with the above statements." and a "SignerID" field.
- Right Sidebar:** Contains a list of application components with checkmarks indicating their status. The component "Declaration and Certification to DOJ as to Application Submission" is highlighted with a green box. Other components include Standard Applicant Information, Proposal Abstract, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Disclosure Of Lobbying Activities, Disclosure of Duplication In Cost Items, DOJ Certified Standard Assurances, DOJ Certifications Regarding Lobbying, Other Disclosures and Assurances, Other, and Certify and Submit.

A green circle with the number "11" is overlaid on the "I agree with the above statements." radio button. A "Back" button is located at the bottom left, and "Save" and "Continue" buttons are at the bottom right.



Other

Other Attachments

Steps 1 - 2

Other Attachments

- 1) Select **Other**.
- 2) Select the **Upload** button and follow the prompts to upload a document from the computer.

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.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Other" and contains an "Upload" button, which is circled in green and labeled with the number "2". Below the button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface also shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGES. The "COMPLETE AND SUBMIT" step is currently active. In the right-hand sidebar, under "Solicitation Instructions", the "Other" option is highlighted with a green circle and labeled with the number "1". Below this, there are sections for "Participants (3)" and "Certify and Submit". The bottom of the page includes a "Back" button and "Save" and "Continue" buttons.

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022

Application Case ID	Application Group Case ID	SF424_2_1
A-400391	AG-128247	



Application Submission

Application Submission

Steps 1 - 4

Certify and Submit

- 1) Select **Certify and Submit**.
- 2) Review the application by selecting the carets to the left of the application section accordion file.
- 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 **Check for Errors** button.

Application Submission

Steps 5 - 6

Check for Errors

- 5) Open all accordion files with a red triangle error indicator to view specific errors.
- 6) Open the caret next to the error message at the top of the page to list all application errors.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The main content area shows a "Grant Package (00774544)" in a "PENDING-DRAFT" status, with a due date of "July 25, 2023 9:42:00 AM EDT". A red banner at the top of the main content area reads "Expand to view errors". Below this banner, the "Certify and Submit" section is highlighted with a green box, and a green circle with the number "6" is placed next to it. The "Standard Applicant Information (JGITS 424 and General Agency Information)" accordion is expanded, showing a red triangle error indicator. The "Proposal Abstract" accordion is also expanded, and a green circle with the number "5" is placed next to it. The right sidebar contains "Solicitation Instructions" and "Participants (2)". The bottom of the page features a "Back" button and "Save", "Check for Errors", and "Submit" buttons.

Application Submission

Step 7

Read Error Message

- 7) Read through the error messages to understand all required corrections. The details to locate errors in the application are found in the corresponding accordion files.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a notification bell icon with a red '7' badge. The main content area shows a 'Grant Package (00774544)' in a 'PENDING-DRAFT' status, with a due date of July 25, 2023, at 9:42:00 AM EDT. A large green circle highlights the number '7' in the top left corner of the main content area. Below this, a red error message is displayed, which has been expanded to show the following text: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.' Below the error message, the 'Certify and Submit' section is visible, featuring input fields for 'Standard Applicant Information (JGITS 424 and General Agency Information)', 'Proposal Abstract', and 'Proposal Narrative'. A red warning triangle is present next to the 'Standard Applicant Information' field. To the right, a 'Solicitation Instructions' sidebar lists various sections: 'Standard Applicant Information', 'Budget and Associated Documentation', 'Additional Application Components', 'Disclosure And Assurances', and 'Other', with a 'Certify and Submit' button at the bottom. The bottom of the interface includes a 'Privacy Policy' link, a 'Back' button, and 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Steps 8 - 9

Open Subsections

- 8) Within a section, there may be errors within the subsections, which are indicated by a triangular red error indicator.
- 9) Select an error indicator to view the fields that require correction.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00774544) PENDING-DRAFT' with a due date of 'Due July 25, 2023 9:42:00 AM EDT'. A red banner indicates an error: 'Expand to view errors'. The error message reads: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.' Below this, the 'Certify and Submit' section is visible, with a red error indicator next to 'Standard Applicant Information (JGITS 424 and General Agency Information)'. A green box highlights the 'Authorized Representative' subsection, which has a red error indicator and a link to 'Edit application'. A green circle with the number '9' is overlaid on the 'Authorized Representative' subsection. The bottom of the page features a 'Privacy Policy' link, a 'Back' button, and 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Steps 10 - 11

Correct Errors

- 10) Within a section, there may be errors within the subsections, which are indicated by a triangular red error indicator.
- 11) Select an error indicator to view the fields that require correction.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00774544) PENDING-DRAFT' with a due date of 'Due July 25, 2023 9:42:00 AM EDT'. A red error indicator (a triangle with an exclamation mark) is present in the top left of the main content area, next to the following message:

Authorized Representative Operator ID:
The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user.

The main content area is divided into two sections: 'Confirm Authorized Representative' and 'Solicitation Instructions'. The 'Confirm Authorized Representative' section contains the following text: 'Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.' Below this text is a dropdown menu labeled 'Select Authorized Representative' with the following options: '(Select One)', '(Select One)', 'justgrants024.multipleroles.jgitsext', and 'justgrants024.authorizedrep.jgitsext'. The 'Solicitation Instructions' section contains a list of instructions: 'Standard Applicant Information', 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Budget and Associated Documentation', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. The 'Confirm Authorized Representative' instruction is highlighted in blue. At the bottom of the main content area, there is a progress bar with the following steps: 'INITIATE', 'COMPLETE AND SUBMIT', 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY'. The 'COMPLETE AND SUBMIT' step is currently active. Below the progress bar, there are tabs for 'Information', 'Grant Package', and 'Application Versions'. A 'Back' button is located at the bottom left of the main content area. The bottom right of the interface shows a 'Participants (2)' section with a user profile for 'JohnElectronicBusinessPoc.Doe' and 'Save' and 'Continue' buttons.

Application Submission

Step 12

Submit

12) Once all errors have been corrected, select the **Submit** button on the bottom right. Upon submitting, a notification in the “bell” alerts indicates that the application has been submitted.

NOTE: It is recommended to print the application before submitting it. 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.

The screenshot displays the JUSTgrants application submission interface. The top left corner features the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The top right corner shows a notification bell icon and a red indicator. The main content area is titled 'Grant Package (00774544) PENDING-DRAFT' with a due date of 'Due July 25, 2023 9:42:00 AM EDT'. Below this, there is a section for 'Expand to view errors'. The main content area is titled 'Certify and Submit' and contains several sections: 'Standard Applicant Information (JGITS 424 and General Agency Information)', 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', and 'Additional Attachments'. On the right side, there are 'Solicitation Instructions' and a 'Participants (2)' section. The 'Submit' button is highlighted with a green circle and the number 12. A notification bell icon in the top right corner is also highlighted with a green box.

Application Submission

Step 13

Validation Checks

13) 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: Once the application is submitted, the Application Submitter(s), Authorized Representative, and Entity Administrator receive an email confirming the application was submitted.

The screenshot displays the JUSTgrants interface for a submitted application. A green box highlights a confirmation message: "Thank you! The next step in this case has been routed appropriately." The application status is "SUBMITTED". A green circle with the number "13" is overlaid on the page. A grey box contains the note: "NOTE: In the event of successful validations, a confirmation notification appears at the top of the page." The interface also shows a list of participants, including the Entity Administrator, Authorized Representative, and Application Submitter.



Recall Application

Recall Application

Step 1

Locate Submitted Application

An application can be recalled PRIOR TO THE JUSTGRANTS DEADLINE for further work if it has been submitted prematurely.



A recalled application **MUST BE RESUBMITTED** prior to the JustGrants deadline.

1) Select the **Application ID** for the application to recall.

NOTE: Only the assigned Application Submitter can recall a submitted application.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training. The main content area shows a table of applications with 5000 results. The table columns are Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00770034 and status 'Submitted' is highlighted with a green border. A red circle with the number '1' is placed over the 'Application ID' column header.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00774386	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Draft	COPS	Programmatic	
GRANT00774387	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Draft	COPS	Programmatic	
GRANT00774388	justgrants024.applicationsubmitter jgitsext	justgrants024.multipleroles jgitsext	Draft	COPS	Programmatic	
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024

Recall Application

Step 2

Select Recall Application

2) Select Recall Application from the Actions Menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00770034)' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. Below this, there is a table with columns for 'Information', 'Grant Package', and 'Application Versions'. The table contains the following data:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-OVW-2022-169635-STG	SolicitationID SI-169635	Solicitation Title Ashif Print Preview
Application Case ID A-399756	Application Group Case ID AG-127665	SF424_2_1
Grant Manager		

An 'Actions' menu is open on the right side of the page, listing various options. The 'Recall Application' option is highlighted with a green box. A green circle with the number '2' is overlaid on the table, indicating the step to select the application.

stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS_/.../ITABTHREAD?pyActivity=%4...

Recall Application

Steps 3 - 4

Enter Reason for Recall

- 3) Type a reason for the recall in the Recall Application Confirmation pop-up window
- 4) Select **Submit**.

NOTE: All information regarding the recall of a submitted application is captured in the audit trail.

NOTE: The assigned application submitter, Authorized Representative, and Entity Administrator will receive an email notification that the application was recalled and is no longer considered to be submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. A 'Recall Application Confirmation' pop-up window is centered on the screen, overlaid on a 'Grant Package' page. The pop-up contains the following text: 'If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline. If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.' Below this text is a text input field labeled 'Reason *' with a red asterisk, which is highlighted with a green border. A circled '3' is placed to the left of this input field. At the bottom of the pop-up are 'Cancel' and 'Submit' buttons. The background interface shows a sidebar with navigation options like 'Home', 'Entity Profile', 'Applications', and 'Monitoring'. The main content area displays details for a 'Grant Package (00770034)' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. A table of application information is visible, and a 'Participants (3)' list is on the right side.

Recall Application

Step 5

Use Begin Button to Open

- 5) Select the **Begin** button in the **Assignments** screen to begin editing the recalled application.

NOTE: While the application is in a **Recalled** state, the application will appear in the assigned user's **My Worklist**.

Once the recalled application has been resubmitted, it will no longer appear in the Worklist, but will be found in the **Applications** menu.

The **Recalled Flag** displays while the application is in Pending-Draft status or if the deadline passes and the application was not submitted.

Once an application is submitted, the **Recalled** flag will no longer appear.

NOTE: A **Recalled** indicator appears in the application header.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00770034)' and shows a 'PENDING-DRAFT' status with a 'Due March 20, 2024 3:30:00 PM EDT' and a 'RECALLED' indicator. The 'Assignments' section is active, showing a table with tasks and assigned users. A green circle with the number '5' highlights the 'Begin' button in the 'Assigned to' column. The 'Information' section below the table provides details about the application, including the Solicitation Title 'Ashif Print Preview' and the Application Case ID 'A-399756'. The right sidebar shows 'Recent documents (0)' and 'Participants (4)'. A 'Privacy Policy' link is visible in the bottom left corner.

Task	Assigned to
Standard Applicant Information Screen Flow (Complete and Submit)	justgrants024.applicationsubmitter jgltsext
Fix Correspondence	Administrator
Fix Correspondence	Administrator
Fix Correspondence	Administrator

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-169635-STG			SI-169635	Ashif Print Preview
Application Case ID		Application Group Case ID		SF424_2_1
A-399756		AG-127665		

Recall Application

Step 6

Edit the Application

- 6) Use the **Continue** button to navigate to any section of the application that needs modification and make all edits.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top, the logo and navigation menu are visible. The main content area shows a 'Grant Package (00770034)' in a 'PENDING-DRAFT' status, which has been 'RECALLED'. The application details are organized into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section includes fields for Federal Agency Name (Office on Violence Against Women), Funding Opportunity Number (O-OVW-2022-169635-STG), and Funding Opportunity Title (Ashif Print Preview). The 'CFDA Information' section shows CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes Project Title (Ashif Iqbal Peer Review Print Preview Test), Proposed Project Start Date (10/1/2020), and Proposed Project End Date (9/30/2022). On the right side, there is a 'Solicitation Instructions' panel with a list of application components, and a 'Participants (4)' section listing 'JohnElectronicBusinessPoc Doe' as an Entity Administrator. A large green circle with the number '6' is overlaid on the 'Continue' button at the bottom right of the application form.

Recall Application

Steps 7 - 10

Re-Submit the Application

- 7) Use the **Check for Errors** button to verify the completeness of the application.
- 8) Correct any errors that are returned.
- 9) Select the **Save** button to save any edits without submitting the application.
- 10) Select the **Submit** button to resubmit the application.

NOTE: A recalled application **MUST** be resubmitted prior to the JustGrants deadline.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Grant Package (00770034)' with a 'PENDING-DRAFT' status and a 'Due March 20, 2024 3:30:00 PM EDT' deadline. A red 'RECALLED' badge is visible. The 'Certiify and Submit' section contains a list of application components: Standard Applicant Information (JGITS 424 and General Agency Information), Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Attachments, Disclosures and Assurances, and Other. A 'Solicitation Instructions' sidebar on the right lists these components and includes a 'Certify and Submit' button. Below this, a 'Participants (4)' section shows a user profile for 'JohnElectronicBusinessPoc Doe' with the role 'Entity Administrator'. At the bottom of the interface, there are three buttons: 'Save', 'Check for Errors', and 'Submit'. A green circle highlights the number '10' in the bottom right corner.



Appendix





Attachments



Application Attachments

Application Submitters can attach these items to applications.

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

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



**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:

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

1

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

2

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

3

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

4

For more information

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

5

Grants.gov is a website 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.

February 2024
Version 3.3



JUSTgrants
JUSTICE GRANTS SYSTEM