Welcome
Begin with this exploration of JustGrants and the initial release of this new software

Accept/Decline Award
This section includes step-by-step directions of the four steps needed to accept or decline your award package

Grantee Acceptance
This overview of accepting an award will get you up to speed with this guide and the key takeaways of the process

Appendix
This section provides Record Type Prefixes, JustGrants Terminology, and background on SAM.Gov and Grants.gov
Welcome to JustGrants!

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

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

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

JustGrants is your tool for all grants management work.

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

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

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

**IMPORTANT**

During the initial release of JustGrants, please be aware:

- The system **does not** “auto save” your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.
JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls; roof; and a door. The building is livable.

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

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

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.
Grantee Acceptance
Overview

At this point in the process your entity will need to either approve or decline your award. This section will show you how, and how to access the information you will need to review and approve inside the award details.

After funds have been obligated and the award package approved, JustGrants emails an award notification that the Automated Standard Application for Payments (ASAP) has begun. You will need to enroll in the ASAP system if you have not done so to complete additional documentation.

You will complete the entire process of reviewing and accepting the award within JustGrants. All of the Award Package information is available on one screen, along with a Work Queue that calls out awards that require your response.

If you decline an award, then a Closeout will need to be processed.

If the Authorized Representative changes between the time of application submission and award receipt, the Entity Administrator (OA) will need to update the Authorized Representative in JustGrants.

No grant adjustment is needed. The change will be made to the Entity Profile and will require the OA to invite the new Authorized Representative as the signing authority for the organization. Once invited and authenticated, the new information will reflect on the award package details.
Key Takeaways

• Prior to accepting an award, the entity administrator must assign a financial manager, a grant administrator and an authorized representative for each award.

• COPS grantees will have two Authorized Representatives assigned to each award; both are required to accept the award.

• When the Authorized Representative(s) log(s) into their JustGrants account, they will be able to view all awards accepted by their organization.

• An email notification will be sent to the Application Submitter, the Authorized Representative and the Entity Administrator to sign and accept their award.

• The system-generated award notification email is saved in JustGrants for audit purposes and becomes part of the history of the award.

• The process of accepting/declining an award no longer requires printing and signing a PDF to accept the award. It is now done electronically by the Authorized Representative(s).
Accept or Decline an Award
Accept or Decline Award

Pending Awards

My Worklist displays all available awards.

Sign into JustGrants.

1) Select an award from My Worklist.
Accept or Decline Award Step 2

Tab Approvals

Make sure to select each checkbox.

2) To accept the award, you will need to open and accept the information for each tab of the Award Details page.

Once updated, the notification column will read: “notification scheduled”.

Note: You should carefully review the Award Conditions of the award.
Accept or Decline Award Step 3

Approval of Award

You can choose to Accept or Decline the Award.

The Authorized Representative title, the contact information, and the day/date automatically populate the Acceptance tab.

3) Once all acceptance boxes in each tab have been selected, click **Accept** to proceed. After accepting, the system will display a banner indicating that the award has been accepted.

**Note:** If a user fails to complete a section by accepting a section, the **Accept** button will not function.
Accept or Decline Award Step 4

Decline Award

You can choose to Accept or Decline the Award.

If you do not wish to accept the award:

4) Select the **Decline** button to proceed.
Appendix
Prefixes
# Record Type Prefixes

The following case number prefixes are used in JustGrants.

<table>
<thead>
<tr>
<th>CASE</th>
<th>CASE NUMBER PREFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A-</td>
</tr>
<tr>
<td>ASAP Authorization</td>
<td>AA-</td>
</tr>
<tr>
<td>Annual Programmatic Review*</td>
<td>APDR-</td>
</tr>
<tr>
<td>Award Package</td>
<td>AW-</td>
</tr>
<tr>
<td>Funding Approval</td>
<td>FA-</td>
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<tr>
<td>Funded Award</td>
<td>FAW-</td>
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<tr>
<td>Funded Supplemental Award</td>
<td>FAWS-</td>
</tr>
<tr>
<td>Federal Financial Report</td>
<td>FFR-</td>
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<tr>
<td>Grant Award Modification</td>
<td>FFR-</td>
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<tr>
<td>Monitoring</td>
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<td>ST-</td>
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<tr>
<td>UFMS Obligation</td>
<td>UO-</td>
</tr>
</tbody>
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*Desk Review
Terminology
Annual Programmatic Desk Review
The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

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

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

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

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

**C–G**

**Category**
Documents uploaded to the Entity Documents repository are categorized as:

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

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

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

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

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

G – R

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

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

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

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

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

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**S–U**

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

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

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

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov generally will appear in JustGrants the following day. Keep in mind:

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

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

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

4. **If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.**
Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov provides a central website where federal agencies can post discretionary funding opportunities that grantees can easily find and apply to.

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.