Welcome
Welcome to JustGrants!

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

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

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

JustGrants is the tool for all grants management work. Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software’s functionality and expand benefits for all users.
Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:

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

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

IMPORTANT

During the initial release of JustGrants, be aware:

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

JustGrants is brand-new system software. What you will be using is the initial release. Using this version, you will have everything you need to:

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

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls, a roof, and a door. The building is livable.

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

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

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

You are now at the stage in the process where your entity will need to submit Federal Financial Reports (FFR). JustGrants will help you all along the way.

In JustGrants, an FFR is submitted by a Financial Manager. FFRs may be submitted 10 calendar days or less from a reporting period end date until the due date. Once the due date passes, a delinquent report can still be submitted by a Financial Manager. A Financial Manager also has privileges to edit and resubmit FFRs. The most recent Quarterly FFR can be reopened and resubmitted if the due date has not passed. Similarly, a Final FFR can be reopened and resubmitted up to 90 days after the project period end date.

You must contact your awarding office to reopen and resubmit a final FFR anytime beyond 91 days after the award end date. Funds are frozen one day after the due date if the report is not submitted. Funds are released once the delinquent FFR is submitted.

The FFR (SF-425) can be accessed via the following link: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html

FFR reporting quarterly periods and due dates are on the following page.
## Important Dates: FINANCIAL REPORTS

### FFR Reporting Periods

<table>
<thead>
<tr>
<th>Date range reported for the Federal Financial Report (FFR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 – Mar. 31</td>
</tr>
<tr>
<td>April 1 – June 30</td>
</tr>
<tr>
<td>July 1 – Sept. 30</td>
</tr>
<tr>
<td>Oct. 1 – Dec. 31</td>
</tr>
</tbody>
</table>

### Due Date

<table>
<thead>
<tr>
<th>Date the FFR is due for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
</tr>
<tr>
<td>July 30</td>
</tr>
<tr>
<td>October 30</td>
</tr>
<tr>
<td>January 30</td>
</tr>
</tbody>
</table>

### Funds Frozen

<table>
<thead>
<tr>
<th>Date the funds are frozen if the FFR is not submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
</tr>
<tr>
<td>July 31</td>
</tr>
<tr>
<td>October 31</td>
</tr>
<tr>
<td>January 31</td>
</tr>
</tbody>
</table>
• Financial Managers may submit FFRs 10 calendar days or less from the reporting period end date until the due date. Once the due date passes, Financial Managers will continue to be able to submit a delinquent report.

• To enforce FFR compliance, JustGrants will collect the FFR and communicate with the ASAP account and will lock out a grantee if they have a delinquent submission.

• Grantees can reopen and revise submitted reports prior to the due date.

• Web-based FFRs in JustGrants is modeled after the structure of the OMB Standard Form 425 (SF-425).

• Cumulative expenditures must be entered in line 10e, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: The amount from the awards inception to the end of the reporting period.
## Federal Financial Reports

### Validations

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Description</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10e</td>
<td>Federal Share of Expenditures</td>
<td>If less than the previous reporting period, the user must enter a response in Block 12.</td>
</tr>
<tr>
<td>10f</td>
<td>Federal Share of Unliquidated Obligations</td>
<td>For final reports, this cannot be greater than zero.</td>
</tr>
<tr>
<td>10h</td>
<td>Unobligated Balance of Federal Funds</td>
<td>This cannot be negative.</td>
</tr>
<tr>
<td>10j</td>
<td>Recipient Share of Expenditures</td>
<td>If less than the previous reporting period, the user must enter a response in Block 12.</td>
</tr>
<tr>
<td>10o</td>
<td>Unexpended Program Income</td>
<td>This cannot be negative.</td>
</tr>
<tr>
<td>11c</td>
<td>Period To (Indirect Cost Rate)</td>
<td>Date must be before 11c Period From (Indirect Cost Rate).</td>
</tr>
<tr>
<td>11f</td>
<td>Federal Share (Indirect Cost Rate)</td>
<td>Must be equal or less than 11e, Amount Charged (Indirect Cost Rate). This cannot be negative.</td>
</tr>
</tbody>
</table>
Steps 1 - 3: Submitting Financial Reports

1) Navigate to the Home link on the left-hand side.
2) Go to your Task List.
3) Open the FFR you want to edit/submit.

FFRs assigned to you appear in **My Worklist**
Steps 4 - 5: Submitting Financial Reports

Open FFR

4) Once the FFR opens, the Recipient Information appears.
5) Select **Continue** to move to the next screen.

**Note:** The data on this page is prepopulated from the award document and the entity profile.
Steps 6 - 7: Submitting Financial Reports

Report Information

6) The Report Information screen contains several required fields.
   a) Enter the **Recipient Account Number**.
   b) Select the **Report Type**.
   c) Select the **Basis of Accounting**.

7) Scroll down to the **Transactions** section.
Step 8: Submitting Financial Reports

Report Information

Continue to enter information in the fields.

8) The following fields are not editable because they are not required for DOJ:
   a) 10a. Cash Receipts
   b) 10b. Cash Disbursements
   c) 10c. Cash on Hand (line a minus b)
Step 9: Submitting Financial Reports

Report Sections

9) Enter information in the following fields as appropriate:

10d. Total Federal funds authorized
   • Prepopulated from the Award Document

10e. Federal share of expenditures
   • Enter the cumulative amount of federal fund expenditures.

10f. Federal Share of Unliquidated Obligation
   • Insert as appropriate

10g. Total Federal share (sum of lines e and f)
   • System calculated

10h. Unobligated balance of Federal Funds (line d minus g)
   • System Calculated

10i. Total recipient share required

A new change for FY21: Cumulative expenditures must be entered in line 10e, 10j, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: The amount from the awards inception to the end of the reporting period.
Step 10: Submitting Financial Reports

Report Sections

Many fields in the FFR have validations.

10) Enter information in the following fields as appropriate:
   a) For discretionary awards, the recipient share will be prepopulated from the budget summary.
   b) For Formula awards, the recipient share will need to be inserted.
   c) 10j. Recipient share of expenditures
      - Insert as appropriate
   d) 10k. Unobligated balance of Federal Funds (line d minus g)
      - System calculated
Steps 11 - 12: Submitting Financial Reports

11) Enter information in the following fields as appropriate:
   a) 10k. Remaining recipient share to be provided (line i minus j)
   b) 10l. Total Federal program income earned
   c) 10m. Program Income expended in accordance with the deduction alternative
   d) 10n. Program Income expended in accordance with the addition alternative
   e) 10o. Unexpended program income

12) Select Continue.
13) In the Remarks and Certification screen, enter text in box 12. Additional Information.

**Note:** If the figures in line 10e or 10j are less than the previous reporting period, you are required to add additional narrative in Box 12 “Remarks” explaining this discrepancy. Failure to do so will result in a validation error.
Step 14: Submitting Financial Reports

Uploaded Documents

You can upload multiple documents as needed.

14) Select **Upload Supporting Documents** to attach a document.
Steps 15 - 16: Submitting Financial Reports

Certification

Once submitted, the FFR is routed for review and approval.

15) Review the certification information.
16) Select the **Submit** button.
Step 17: Submitting Financial Reports

UFMS is the financial system.

17) The FFR status will be changed to “Resolved-Completed” once the FFR data is transferred to UFMS.
Edit and Resubmit, View, and Print Federal Financial Reports
The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR, and the next FFR has not been generated.

**Example A: It is February 26, 2021, and the Financial Manager wants to edit the FFR which includes information from the 10/1/20 – 12/31/20 reporting period.**

<table>
<thead>
<tr>
<th>FFR-1</th>
<th>FFR-2</th>
<th>FFR-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period: 7/1/20 to 9/30/20</td>
<td>Reporting Period: 10/1/20 to 12/31/20</td>
<td>Reporting Period: 1/21/21 to 3/31/21</td>
</tr>
<tr>
<td>Due Date of Report: 10/30/20 (previous FFR)</td>
<td>Due Date of Report: 1/30/21 (direct previous FFR)</td>
<td>Due Date of Report: 4/30/21 (current FFR)</td>
</tr>
</tbody>
</table>

The Financial Manager *can* edit and resubmit FFR-2 because it is:
- The directly previous FFR case AND
- The next FFR has not been generated.

FFR-2 can be edited until March 31, the final day of the next reporting period, when the next report is generated.
The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR, and the next FFR has not been generated.

**Example B: It is April 1, 2021. The Financial Manager wants to edit the FFR which includes information from the 10/1/20 - 12/31/20 reporting period.**

The Financial Manager **will not** be able to reopen and edit FFR-2 because FFR-4 has already been generated. The Financial Manager will be able to reopen and edit FFR-3 until June 30 because that is the most recently submitted FFR.
Step 1: Edit and Resubmit an FFR

Reopen FFR

1) From the JustGrants landing page, select **Awards**.
Step 2: Edit and Resubmit an FFR

Reopen FFR

Select the FFR.

2) Select the Award ID for the FFR you wish to resubmit. The FFR will open.
3) Select **View Case** for the FFR you wish to resubmit.
Steps 4 - 5: Edit and Resubmit an FFR

Use the Actions Menu to reopen an FFR.

4) Open the **Actions** menu.

5) Select **Reopen**.
Steps 6 - 7: Edit and Resubmit an FFR

6) Make edits as needed. You will need to include a comment in Box **12. Additional Information** to explain the reason for reopening and editing an FFR.

7) Select **Submit**.
Step 1: View Submitted FFRs

View the FFR

All submitted FFRs can be viewed from the Award.

1) From the Award, open the **Federal Financial Reports** tab.
Step 2: View Submitted FFRs

View the FFR

Click the FFR number.

2) Select the FFR you would like to view.
Step 3: View Submitted FFRs

View the FFR

Viewing the FFR is read-only.

3) You can view the submitted report in its entirety.
Steps 1 - 2: Print FFR

Print the FFR

1) From the Federal Financial Report, open the **Actions** Menu.
2) Select the **Print** option.
Step 3: Print FFR

Print the FFR

3) Use the options in your printer to print the FFR.

Print as a PDF and save or print to a local printer.
Appendix
Prefixes
The following case number prefixes are used in JustGrants.

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

*Desk Review
Terminology
JustGrants Terminology

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

A–C

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

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

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

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

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

C–G

Category
Documents uploaded to the Entity Documents repository are categorized:

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

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

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

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

The JustGrants arrival brings along some new words and phrases 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

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

S–U

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

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

Urgency
The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.