Page 3
WELCOME
Begin with this exploration of JustGrants and the initial release of this new software

Page 6
PERFORMANCE REPORTING
An overview of the performance reporting functionality in JustGrants and various reporting schedules

Page 10
UPLOAD REPORT GENERATED FROM AN EXTERNAL SYSTEM
These instructions provide steps to submit a performance report as an attachment generated from another system

Page 17
QUESTION SETS
This section includes steps to submit a performance report using an associated set of predetermined questions

Page 29
PERFORMANCE REPORTING TROUBLESHOOTING
Tips if you have trouble editing the report
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; 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.
Performance Reporting
Performance Reporting Overview

Performance Reporting for your award is integrated into the JustGrants system. Eventually, all users will complete all required reporting using a Performance Measure Question Set directly in JustGrants within each Performance Report.

- Delinquent reports will result in a suspension of grant funds. Once the delinquent report is submitted, the suspension is lifted within 24 hours.
- The reporting cadence is determined by the solicitation, based on the program and funder.
- Final reports are due no later than 120 days after the end of the award.
- Performance Reports are generated based on the frequency and due date as determined by the program under which an award was made. Performance Reports generated for the last reporting period on the award will automatically be final reports, all others are regular.

Now let’s explore the two methods for submitting Performance Reports.
Submitting Performance Reports

One of the following methods can be used for submitting performance measures:

- Responding to the Question Set.
- Uploading report generated by an external system.

How to determine which method is required for submitting a performance measure

- **IS THE AWARD**
  - 2020 award (or later)
  - - Or -
  - A legacy award that had performance measures in GMS

- **Is there a question set associated with the performance report?**
  - Yes
  - No

- **Respond to the Question Set**
  - Upload a Report

For either method, grantees may also upload additional files to relay information about project progress.

**NOTE:** Question sets are only relevant for 2020 (or later) awards, and legacy awards that had performance measures in GMS. If a report does not include a performance measure question set to fill out in these cases, attach a document or documents as directed by your grant manager.

Contact your grant manager if you have questions about requirements.
Performance Report
FREQUENCY & DUE DATES

Below are the most common reporting frequencies and due dates for DOJ award recipients. Confirm the specific reporting requirements with your Grant Manager.

<table>
<thead>
<tr>
<th>REPORTING PERIOD START DATE</th>
<th>REPORTING PERIOD END DATE</th>
<th>REPORT DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>~ QUARTERLY (OJP) ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1</td>
<td>June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1</td>
<td>September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>October 1</td>
<td>December 31</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>~ SEMI-ANNUAL REGULAR (OJP and OVW) ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1</td>
<td>December 31</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>~ ANNUAL FISCAL YEAR ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1</td>
<td>September 30</td>
<td>October 30</td>
</tr>
<tr>
<td><strong>~ ANNUAL CALENDAR ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>December 31</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>~ COPS SEMI-ANNUAL ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 1</td>
<td>July 31</td>
<td>August 31</td>
</tr>
<tr>
<td>August 1</td>
<td>January 31</td>
<td>March 2</td>
</tr>
<tr>
<td><strong>~ OVW ANNUAL ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>December 31</td>
<td>March 30</td>
</tr>
<tr>
<td><strong>~ ANNUAL OTHER ~</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dynamic: Defined at solicitation</td>
<td>Dynamic: Defined at solicitation</td>
<td>Dynamic: Defined at solicitation</td>
</tr>
</tbody>
</table>
Performance Reporting:
Upload attachment of required performance measurement data, including reports generated from an external system
Step 1: Upload Performance Measurement Data

1. Log in as a Grant Award Administrator.
2. From My Worklist, select the Performance Report to open.

An alternative method to locate the Performance Report is to open a Funded Award in edit mode and navigate to the Performance Report tab. Funded Awards are from the Awards menu, and by clicking the Begin button on the Programmatic task line in the Assignments section or the Begin button for the specific performance report. If the Begin button does not appear, the award may not be in edit mode. Troubleshooting Performance Reports Using Question Sets Quick Reference Guide for more information.

Submission Tip! The oldest report must be completed and submitted first before others can be submitted.
Step 2: Upload Performance Measurement Data

UPLOAD ATTACHMENTS

The Report type defaults based on the reporting period.

2. Select the type of report to submit, **Regular** or **Final**.

**NOTE**: Grantees who report in PMT, other secondary systems, or use grant program-specific forms WILL NOT see a performance measure questions set but will respond to performance metrics in those secondary systems or forms. They will save the PDF of data entered into the secondary systems and upload or a grant program-specific form as part of the performance report.

The grantor agency will provide explicit guidance on what a grantee should include in their performance report.

Once **Final** is selected and confirmed, it is **not possible** to change a report back to **Regular** without technical assistance.
Steps 3 - 4: Upload Performance Measurement Data

3. Type any relevant comments in the **Comments** field.
   - **Submission Tip!** The **Comment** field should not be used as part of a performance measure narrative or to supplement the performance measures report.

4. In the **Attachments** section, select the **Upload** button to upload the PDF of the PMT, secondary system report, or grant program-specific performance measures form as directed by your grant manager.
Step 5: Upload Performance Measurement Data

5. Locate the file to upload from your workstation or shared drive.
Steps 6 - 8: Upload Performance Measurement Data

6. Update the name of the file, if necessary, by typing a new file name in the **Name** field. This is a required field.

7. The **Category** defaults to Performance Report. This should not be changed for the performance measures data attachment. If the category does not default to Performance Report, use the dropdown menu to change the category to Performance Report.

8. Select the **Attach** button.
Step 9: Upload Performance Measurement Data

Upload Attachments

Submit to complete the report or save and come back later.

9. Select Submit.

Note: Once submitted, the report is routed to the Grant Manager for review.
Performance Reporting: Question sets
Step 1: Submitting Performance Reports with Question Sets

**QUESTION SETS**

1. Log in as a Grant Award Administrator.
2. From **My Worklist**, select the Performance Report to open.

An alternative method to locate the Performance Report is to open a Funded Award in edit mode and navigate to the Performance Report tab. Funded Awards are editable when opened from the Awards menu, and by clicking the Begin button on the Programmatic Task line in the Assignments section or the Begin button for the specific Performance Report. If the Begin button does not appear, the award may not be in edit mode. Please refer to the **Troubleshooting Performance Reports Using Question Sets Quick Reference Guide** for more information.

**Submission Tip!** The oldest report must be completed and submitted first before others can be submitted.
Steps 2 - 3: Submitting Performance Reports with Question Sets

2. Select the type of report to submit, either **Regular** or **Final**. Performance reports generated for the last reporting period on the award will automatically be Final reports, all others are Regular.

3. Select the link for the **Question Set** in the Question Set column to answer the question.

**NOTE**: Performance reports are generated based on the frequency and due dates as determined in the solicitation. The grantor agency will provide explicit guidance on what a grantee should include in their performance report.

Once Final is selected and confirmed, it is not possible to change a report back to Regular without technical assistance.
Step 4: Submitting Performance Reports with Question Sets

**SELECT BEGIN**

The Begin button allows you to edit the question set.

4. Select the **Begin** button at the top of the screen.

**Note:** The Performance Report is displayed in read-only mode. It is possible to print the questions by selecting the Actions button in the upper right corner, and selecting the Print option, but no changes can be made to the question set while it is in read-only mode.
Steps 5 - 6: Submitting Performance Reports with Question Sets

ANSWER QUESTIONS

5. Answer all the questions on the screen.

6. Select the **Continue** button to move to the next page.

**Note:** Questions vary from one award to another; those with a red asterisk are required. You will not be able to submit a survey unless the required questions have been answered.

Many questions include validations, such as a requirement that the answers be entered in integers or as specific dates. Some answers generate additional questions.
Step 7: Submitting Performance Reports with Question Sets

7. On the last page of the performance report, the Continue button is replaced with the **Finish** button. Select **Finish** when complete.

**Note:** Selecting Finished does not submit the Performance Report. There are additional steps to take in order to submit a Performance Report.
Step 8: Submitting Performance Reports with Question Sets

CLOSE REPORT

Print or close the report.

8. Click on the **Actions** button, then click **Close** to navigate back to the performance report to submit the performance report.

**Note:** You can also print a copy of the questions by selecting **Print** from the Actions menu.
Steps 9 - 10: Submitting Performance Reports with Question Sets

9. When the performance report screen opens, the question set status shows as **Resolved-Completed** and the **Submit** button is available at the bottom of the Performance Report screen.

10. To edit the Question Set, select the **Re-Open** button. The Question Set will re-open in edit mode. Click **Begin** to edit the Question Set.

**Note:** If the Resolved-Completed status is not displayed, open the Actions menu and select the Refresh option.
Steps 11 - 12: Submitting Performance Reports with Question Sets

11. Type any relevant comments in the Comments field.
   - **Submission Tip!** The **Comment** field should not be used as part of a performance measure narrative or to answer items in the question set.

12. In the **Attachments** section, select the **Upload** button to upload any additional document as directed by your grant manager.

**Note:** Comments and attachments will be visible to the Grant Manager.
Step 13: Submitting Performance Reports with Question Sets

Upload any required or supporting documentation.

13. Locate the file to upload from your workstation or shared drive.
Steps 14 - 16: Submitting Performance Reports with Question Sets

UPLOAD ATTACHMENTS

The Attachment Category should be Performance Report.

14. Update the name of the file, if necessary, by typing a new file name in the **Name** field. This is a required field.

15. The **Category** defaults to Performance Report. This should not be changed for a performance measures data attachment.

16. Select the **Attach** button.
Step 17: Submitting Performance Reports with Question Sets

17. Select Submit.

The Submit button routes the report to your Grant Manager for review.

Note: Once submitted, the report is routed to the Grant Manager for review.
To open an award in edit mode, the Begin button must be selected on the assignments screen after selecting the award from the Awards menu.

If the Begin button does not appear when opening an award, the award may be in read-only mode (meaning it cannot be edited).

Another indicator that the award is opening in read-only mode is if the Funded Award Labels (a) appear at the top of the screen.

If the Award is opening in read-only mode, ensure that you are logged in under the correct role, and that your entity has fully onboarded.