Table of Contents

Page 4
Overview
Description of DOJ’s JustGrants web-based, streamlined grants age of management software

Page 6
Performance Reporting
Overview of the performance reporting functionality in JustGrants and various reporting schedules

Page 10
Upload Performance Measurement Data
These instructions provide steps to submit a performance report as an attachment generated from another system

Page 18
Submit Performance Report with Question Sets
Step-by-step directions to submit a performance report using an associated set of predetermined questions

Page 32
Change-Requested Performance Reports
Steps for locating, processing, and submitting Change-Requested Performance Reports.

Page 47
Performance Reporting Troubleshooting
Tips for troubles editing a Performance Report
Welcome
Overview

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

JustGrants provides transparency for applicants and grantees along with a user-friendly experience throughout the 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 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 recommended tool for all Grants Management work. This software is a living product. DOJ will continue to enhance its functionality and expand benefits.
Overview (Continued)

This Job Aid Reference Guide (JARG) will help the user navigate the software when moving through the JustGrants grants management functions, including:

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

This JARG 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**

While using JustGrants, be aware:

- The system does not “auto save” work.
- A warning message will appear after 10 minutes of inactivity.
- The user will be automatically logged out if inactive for 15 minutes.
- Unsaved work will not be saved at logout.
Performance Reporting
Performance Reporting is integrated into the JustGrants system. Eventually, all users will complete required reporting using a Performance Measure Question Set directly in JustGrants within each Performance Report (PR).

- 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.

- Reports are either regular or final. The GAA can mark a report as the final performance report, meaning that all grant activities are complete, funds are obligated, and the award is ending early.

- Final reports are due no later than 120 days after the end of the award.

- PRs are generated based on frequency and due date as determined by the program with which an award is made.

- PRs generated for an award’s last reporting period will automatically be final reports, all others are regular PRs.

There are two methods which can be used to submit PRs.
Either of the following methods can be used to submit performance measures:

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

How can the user determine which method is required to submit a performance measure?

**IS THE AWARD:**

- A 2020 award (or later) OR
- A legacy award that had performance measures in GMS?

Is there a question set associated with the PR?

- Yes
- No

**NOTE:** Question sets are only relevant for 2020 (or later) awards and legacy awards that had performance measures in GMS. If a PR does not include a question set to fill out, attach documents as directed by the grant manager.
The most common reporting frequencies and due dates for DOJ award recipients are listed below.

<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>~ QUARTERLY (OJP) ~</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>~ SEMI-ANNUAL REGULAR (OJP and OVW) ~</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>~ ANNUAL FISCAL YEAR ~</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1</td>
<td>September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>~ ANNUAL CALENDAR ~</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>December 31</td>
<td>January 30</td>
</tr>
<tr>
<td>~ COPS SEMI-ANNUAL ~</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>~ OVW ANNUAL ~</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>December 31</td>
<td>March 30</td>
</tr>
<tr>
<td>~ ANNUAL OTHER ~</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>
Upload Performance Measurement Data
Step 1: Upload Performance Measurement Data

1) After logging in as a Grant Award Administrator, select the Performance Report to open from My Worklist.

NOTES: Use the Case Filter from the Case Status field to find and open the PR. The oldest report must be completed and submitted before others can be submitted.
Step 1: Upload Performance Measurement Data (continued)

Open Performance Report

Items in My Worklist are assigned to the User.

Another method to locate the PR is to open a Funded Award in edit mode and navigate to the Performance Report tab.

Funded Awards are found in the Awards menu. Select Begin on the Programmatic task line in the Assignments section or select Begin for the specific Performance Report. If Begin does not appear, the award may not be in edit mode.
**Step 2: Upload Performance Measurement Data**

**Report Type**

NOTE: The GAA can mark a report as the final performance report, meaning that all grant activities are complete, funds are obligated, and the award is ending early.

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. A PDF of the data entered and uploaded in the secondary systems will be saved. The grantor agency will provide explicit guidance on what a grantee should include in their PR.

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

Upload Attachments

3) Type any relevant comments in the **Comments** field.

4) In the **Attachments** section, select **Upload** to upload the PDF of the PMT, secondary system report, or grant program-specific performance measures form as directed by the grant manager.

**NOTE:** The **Comment** field should not be used as part of a performance measure narrative or to supplement the performance measures report.
Step 5: Upload Performance Measurement Data

Upload Attachments

Upload files as needed.

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

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

7) The **Category** defaults to **Performance Report**. If the category does not default to Performance Report, use the dropdown menu to change the category to Performance Report.

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

Upload Attachments

Select Submit to complete the report.

9)  Select **Submit** to complete the report or select **Save** to save and return later.

**NOTE:** Once submitted, the report is routed to the **Grant Manager** for review.
Submit Performance Report with Question Sets
Step 1: Submit Performance Reports with Question Sets

My Worklist displays work assigned to the User.

1) After logging in as a Grant Award Administrator select the Performance Report from My Worklist.

NOTE: Use the case filter from the case status field to locate the Performance Report.
Step 1: Submit Performance Reports with Question Sets (continued)

Question Sets

My Worklist items are assigned directly to the User.

Another method to locate the PR is to open a Funded Award in edit mode and navigate to the Performance Report tab. Funded Awards are found in the Awards menu. Select Begin on the Programmatic task line in the Assignments section or Begin for the specific Performance Report. If Begin does not appear, the award may not be in edit mode.

NOTE: The oldest report must be completed and submitted before others can be submitted.
Steps 2 - 3: Submit Performance Reports with Question Sets

Select Report Type

2) Select the type of report (Regular or Final) to submit. PRs generated in the last reporting period on the award will automatically be Final reports, all others are Regular.

3) Select the link for the appropriate Question Set to answer relevant questions.

NOTE: PRs are generated based on frequency and due dates as determined in the solicitation. The grantor will provide guidance on what grantee should include in the PR. Once Final is selected and confirmed, it is not possible to change back to Regular without technical assistance.
Step 4: Submit Performance Reports with Question Sets

Select Begin

Begin allows for editing the Question Set.

4) Select Begin.

NOTE: The PR 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. Changes cannot be made to the question set while it is in read-only mode.
Steps 5 - 6: Submit Performance Reports with Question Sets

Answer Questions

5) Answer all the questions on the screen.

6) Select **Continue** to move to the next page or select **Save** and come back later.

**NOTE:** Questions vary among awards; those with a red asterisk must be answered. The Question Set cannot be submitted unless the required questions are answered. Many questions include validations, while some answers generate additional questions to be answered.
Step 7: Submit Performance Reports with Question Sets

Complete Report

Selecting **Finish** does not submit the report.

7) On the last page of the Performance Report, **Continue** is replaced with **Finish**. Select **Finish** when complete or select **Save** and come back later.

**NOTE:** Selecting Finished does not submit the PR. Additional steps are needed to submit a Performance Report.
Step 8: Submit Performance Reports with Question Sets

Print or Close the Performance Report.

8) Select Actions located in the upper right corner, then select Close to navigate back to the Performance Report for submission.

NOTE: A copy of the questions can be printed by selecting Print from the Actions menu.
Steps 9 - 10: Submit Performance Reports with Question Sets

9) When the PR screen opens, the question set status shows as **Resolved-Completed** and **Submit** is available at the bottom of the PR screen.

10) To edit the Question Set, select **Re-Open**. 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: Submit Performance Reports with Question Sets

Upload Attachments

11) Type any relevant comments in the **Comments** field.

12) In the **Attachments** section, select **Upload** to upload additional documents as directed by the Grant Manager.

**NOTE:** Do not use the **Comment** field as part of a performance measure narrative or to answer items in the question set. Comments and attachments are visible to the Grant Manager.
Step 13: Submit Performance Reports with Question Sets

Upload Attachments

13) Locate the file to upload from the user’s workstation or shared drive.

Upload required or supporting documentation.
Steps 14 - 16: Submit Performance Reports with Question Sets

Upload Attachments

Attachment Category is Performance Report.

14) Update the file name by typing a new 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 **Attach**.
Step 17: Submit Performance Reports with Question Sets

Submit Report

17) Select Submit to complete the PR or select Save to save and return later.

NOTE: Once submitted, the report is routed to the Grant Manager for review.
Step 18: Submit Performance Reports with Question Sets

Confirm Final

Select **Confirm** to finalize.

18) If the report type is final, this confirmation page will appear after selecting submit. Read the disclosure and select **Confirm**.

**NOTE:** Selecting **Cancel** returns the Grant Award Administrator to the Performance Report, allowing the Grant Award Administrator to make any changes before submitting.
Change-Requested Performance Report
Step 1: Change-Requested Performance Report

Select Performance Report

Use the Case Type caret to refine a search.

1) To edit a Change-Requested PR by the Grant Management Reviewer, use the Grant Award Administrator homepage to select the PR Case ID from My Worklist.

NOTE: To find a PR using the Case Status dropdown, select the caret corresponding to Case Type and filter by Case Type Performance Reports.
Step 2: Change-Requested Performance Report

Select Performance Report

Select Case ID from My Worklist.

2) Select the PR Case ID from My Worklist.

NOTE: Case Type displays: Performance Report, Case Status Pending ChangeRequest, and Last Uploaded date.
Step 3: Change-Requested Performance Report

Review GMR Comments

3) Review Grant Management Reviewer comments from the Grants Management Comments History section and take appropriate actions.

NOTE: This is the GMR’s specific guidance to the GAA about what must be changed for the Performance Report to be considered acceptable.
Step 4: Change-Requested Performance Report

Change Report Type

4) Change the **Type of Performance Report**, if necessary, by selecting the appropriate radio button.

NOTE: The Performance Report status bar shows the current status is **Pending Change**.
5) If a Performance Measure Question Set was completed, it can be viewed in reader mode by selecting the Question Set link. The Question Set status is Resolved-Completed and cannot be edited.

NOTE: The current Question Set status is Resolved-Completed.
Step 6: Change-Requested Performance Report

Enter GAA comments in **Comments** field.

6) Enter Grant Award Administrator comments into the **Comments** section. Comments are optional.

**NOTE:** Review and edit the comment history.
Step 7: Change-Requested Performance Report

Upload Attachments

7) If documents or attachments are needed, select Upload.
Step 8: Change-Requested Performance Report

**Upload Attachments**

8) Use **Select File** to upload attachments from the user’s files.
Steps 9 – 11: Change-Requested Performance Report

Upload Attachments

9) From the **Confirmation** page, use **Select File(s)** to upload needed documents for the Performance Report.

10) Select **Performance Report** from the **Category**.

11) Select **Attach** to complete the document upload.
Step 12: Change-Requested Performance Report

Delete Attachments

Select trashcan to delete a file.

12) Select the trashcan at the end of the file line in the attachment section to delete an uploaded file.

NOTE: A newer document was added by the Grant Award Administrator (indicated by the DATE ADDED).
Step 13: Change-Requested Performance Report

Delete Attachments

Cannot delete files others attached.

13) This attachment was uploaded by the Grants Manager; therefore, the Grant Award Administrator cannot delete it. Note the trashcan is disabled. The Grant Award Administrator can view the attachment in read mode by selecting the document link.

NOTE: Users can only delete their documents they uploaded.
Step 14: Change-Requested Performance Report

Update Performance Report

Select Submit.

14) When finished completing all updates to the Progress Report, select Submit.
Step 15: Change-Requested Performance Report

Audit History

Select **Audit** to view PR history.

15) Select **Audit** to view an up-to-date history of the actions taken on the Performance Report.

**NOTE:** The status bar at the top of the page has changed to **Pending Review** and a notice is posted stating “Thank you! This case has been routed for approval.”
The **Audit** page displays an up-to-date historical description of all actions taken on the PR. Notice that the audit indicates the Performance Report was sent to the Grant Manager Reviewer for approval or rejection.
Performance Report
Troubleshooting
To open an award in edit mode, select **Begin** on the assignments screen after selecting the award from the Awards menu.

If **Begin** does not appear when opening an award, the award may be in read-only mode (cannot be edited). Another indicator that the award is opening in read-only mode is if the Funded Award Labels appear at the top of the screen.

If an Award opens in read-only mode, ensure the user is logged in under the correct role and that the entity has fully onboarded.