#### **ENTITY USERS**

# **Printing Award Documents**



#### **OVERVIEW**

JustGrants gives you the option of printing award documents or saving them as a PDF. This guide provides you with step-by-step instructions for printing award documents in JustGrants.

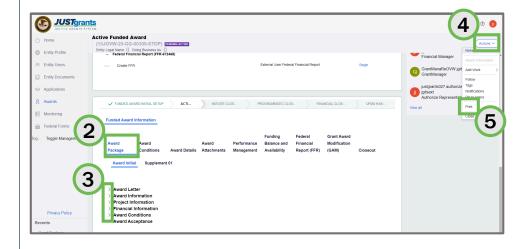
### **INSTRUCTIONS**

- 1) Select the award from My Worklist or from the awards page.
- 2) Navigate to the Award Package Tab.
- Review each section by selecting the caret corresponding to each section to expand that section.

**NOTE:** If more than 50 award conditions appear in the Award Conditions section, select **Load More** after the 50<sup>th</sup> award condition to view all conditions.

- 4) After expanding each section, select the **Actions** dropdown menu.
- 5) Select **Print.**

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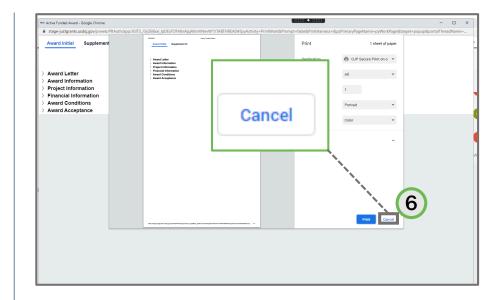
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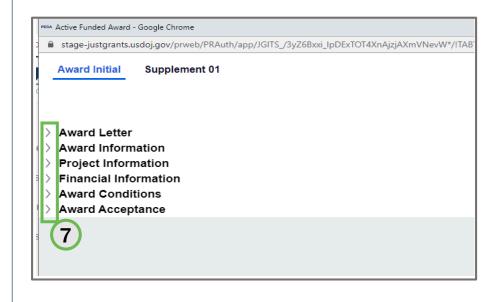
JUSTICE GRANTS SYSTEM

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- 6) The Print dialogue box will appear. Select **Cancel** to make the print dialogue box disappear, as each section cannot be reviewed when the print menu appears.
- Select the caret corresponding to each section to expand and review that section.

**NOTE:** If more than 50 award conditions appear in the Award Conditions section, select **Load More** after the 50<sup>th</sup> award condition to view all conditions.





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- 8) After opening all sections, right click on the screen. A menu will appear.
- 9) Select **Print** and the print dialogue box will appear. From there, either print the document or select the option to Save as PDF.

**NOTE:** The award document will save as a PDF as the default choice.

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A Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.									
B. Certify to DQJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and bein; that the following are true as of the date of this award acceptance; there concluded or there was conducted (including by applicant) legal councel as expropriate and made available to me) a diligent review of all terms and conditions; of and all supporting materials submitted in connection with, this award, including any surances and certifications (including anything submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection with a person on behalf of the applicant befalter, or at the time of the application submission and any materials that acceptance; and certification), and (2) I have the legal autionity to accept this award on behalf of the applicant.									
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