

# DOJ Grant Application Submission Checklist

Prepare early—any time during the year—to ensure your registration and users are up to date in every system you’ll use to apply for DOJ funding. Then, when opportunities post, you will be ready to apply through a two-step process:

- **Step 1:** Submit the first part of the application in Grants.gov by the specified deadline.
- **Step 2:** Complete the application in JustGrants by the specified deadline.

The following tips will help you prepare for and complete DOJ grant applications. For additional guidance on the application process, visit the JustGrants [Application Submission webpage](#).



## BEFORE YOU BEGIN: SAM.gov Registration

To apply for any federal funding, your organization must have an active registration in the System for Award Management ([SAM.gov](#)) and be assigned a Unique Entity Identifier (UEI).

Choose the action that best fits your entity’s needs:

- Get Started:** New to the system? Sign up for a SAM.gov account, register your entity, and request a UEI.
- Renew Entity:** Already signed up? Renew your entity’s registration and confirm your UEI and contacts. (Registrations must be renewed each year.)
- Check Entity Status:** Unsure whether it’s time to renew or if your organization is in the system? Check your status in SAM.gov.

**Start the SAM.gov registration process at least 30 days before application deadlines.**

**An expired or incomplete SAM.gov registration will prevent you from applying for funding.**

## Tips for Using SAM.gov

- Confirm the email address for your entity’s Electronic Business Point-of-Contact (E-Biz POC) in SAM.gov. For first time applicants, the E-Biz POC will add users and validate information in Grants.gov and JustGrants.
- Use an [IRS Employer Identification Number \(EIN\)](#)—*not* a Social Security Number—when registering in SAM.gov.
- Individual entities (e.g., Fellows) are exempt from SAM.gov registration.

**For assistance with technical issues, visit the [SAM.gov Help Desk \(Federal Service Desk\)](#) online or contact the Help Desk at 866-606-8220.**



## STEP 1: Apply in Grants.gov

The first step in the DOJ application process is to apply in [Grants.gov](#). Complete the following actions and refer to the [Grants.gov Quick Start Guide](#) for more details. You must have an active SAM.gov registration to complete this step.

- ❑ **Register and Confirm User Roles:** Every person who uses Grants.gov to apply for a grant must have an active Grants.gov account. Individual users can be associated with multiple organizations in Grants.gov.
  - **New Applicants:** For organizations new to Grants.gov, your SAM.gov E-Biz POC must create a Grants.gov account (using their email address listed in SAM.gov), add an organization profile using the entity's UEI, and assign roles to users.

Your E-Biz POC is automatically assigned the Grants.gov **Expanded Authorized Organization Representative** (Expanded AOR) role to manage the entity profile and users. The Expanded AOR can reassign the role to a different user.
  - **Returning Applicants:** Log in and confirm user roles and access. Grants.gov will deactivate your account after a year of inactivity.
- Note:** Certain roles (or privileges) are required to work on and submit applications in Grants.gov (e.g., **Expanded or Standard Authorized Organization Representative** (AOR) and **Workspace Manager**). These Grants.gov roles can be assigned to the same person or multiple people.
- ❑ **Create a Workspace:** Select a funding opportunity and click “Apply” to create a unique workspace tied to that funding opportunity.
- ❑ **Complete the [Application for Federal Assistance \(SF-424\)](#):** Use the online form within the workspace or complete the form offline and upload it to the workspace.
- ❑ **Sign and Submit:** Only an **Authorized Organization Representative** can “Sign and Submit” the application in Grants.gov.
  - **Submit the application at least 48 hours prior to the Grants.gov deadline** to allow time to correct any errors.

### Tip for Individual Entities

- Individual entities (e.g., Fellows) must use an [IRS Employer Identification Number](#)—not a Social Security Number—as your entity identifier in Grants.gov and JustGrants.

## Tips for Completing the SF-424

- The user listed in Section 8F of the SF-424 is automatically designated the Application Submitter in JustGrants (next step in the application process). Confirm that their email address is correct.
  - If the Application Submitter will be the contact for multiple entities in JustGrants (e.g., a grant writer who completes applications for multiple entities), they must use a unique email address for each entity.
  - Provide preliminary information for the Descriptive Title of Applicant's Project (section 15), Proposed Project Start and End Dates (section 17), and Estimated Funding (section 18). This information can be updated later in JustGrants.
  - Refer to the notice of funding opportunity (NOFO) for guidance on how to complete section 19 regarding State Review.
  - If the “Submit” button is grayed out, you are not assigned an AOR role in Grants.gov and need to have an AOR submit the form.
- For assistance with technical issues, visit the [Grants.gov Support Center](#) online or contact the [Grants.gov Help Desk at 800-518-4726 or \[support@grants.gov\]\(mailto:support@grants.gov\)](#).**

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## Moving Into JustGrants

- The Grants.gov Workspace status will update once the Grants.gov application is submitted.
- You should receive a series of four notification emails as the form is processed through Grants.gov into JustGrants.
- Grants.gov data automatically populates a new application in JustGrants.
- The new JustGrants application is assigned to the person identified in Section 8F of the SF-424. This person becomes the Application Submitter in JustGrants.

### ENTITIES NEW TO JUSTGRANTS

If your entity is new to JustGrants, you must [onboard to JustGrants](#) to complete the application. Your **SAM.gov E-Biz POC is automatically assigned as the JustGrants Entity Administrator (EA)** and must follow the instructions they receive in an email from DOJ ([DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to create a JustGrants account. (The EA role may be reassigned once the entity is onboarded.)

The **JustGrants Entity Administrator** will:

- Manage Entity Users:** Invite users (who will receive instructions from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) to activate their JustGrants accounts) and assign them roles.
  - Log in to JustGrants to confirm critical users (i.e., **Application Submitter** and **Authorized Representative**) display under “Entity Users” on the entity page. Assign or reassign these users to work on specific applications in “Applications” on the entity page.
- Confirm Entity Profile Information:** If changes are needed, the **EA** must work with their entity to make the corrections in SAM.gov, which will update JustGrants within 5 days.
- Maintain Entity Documents:** Upload documents that will be needed by Application Submitters (e.g., Indirect Cost Rate Agreements). (Not a required step.)

Read the [JustGrants Entity Administrator Checklist](#) for more details on each action.

### Tips for Onboarding to JustGrants

- If an individual will be associated with MORE THAN ONE entity in JustGrants (e.g., a grant writer who will serve as an Application Submitter for multiple entities), that person must establish a unique email address for each entity.

Visit the [JustGrants Entity Management webpage](#) for more onboarding resources. For assistance with technical issues:

- **COPS Office and OJP applicants:** Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
- **OVW applicants:** Contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482.

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## STEP 2: Complete the Application in JustGrants

The second step of the DOJ application process is to apply in JustGrants. The JustGrants application will reflect the requirements outlined in the NOFO (link provided in the top right of the JustGrants application screen).

**Locate the Application:** There are two ways to locate the application in JustGrants, based on your assigned role:

- **Assigned Application Submitter:** Look for the application in your Worklist. (Follow the [Application Submission Job Aid Reference Guide](#) instructions if there are multiple Application Submitters.)
- **All Users:** Look under “Applications” on the entity page.

Note: Only Application Submitters assigned to an application can work on it in JustGrants.

**Enter Data in Required Fields and Upload Required Documents.**

- Follow the JustGrants prompts and complete all required fields (marked with an asterisk).
- After completing a section, select “Continue” to proceed to the next section.

**JustGrants applications generally contain the following sections. Please check the NOFO for which sections are required and the information requested for each section.**

### STANDARD APPLICANT INFORMATION

- Verify/update data pre-populated from Grants.gov.
- Confirm the Authorized Representative(s) for the application.
- Verify the entity’s legal name and address.

**These steps *must* be completed before you can submit an application.** Contact your Entity Administrator to update Authorized Representatives or the entity’s legal name/address, if needed.

### PROPOSAL ABSTRACT

- Enter a high-level summary of the proposed project (limited to 2,000 characters). Do not include personally identifiable information (PII).

### DATA REQUESTED WITH APPLICATION

- Complete surveys required for the application.

### PROPOSAL NARRATIVE

- Upload a detailed narrative that responds to the NOFO program requirements and describes how you plan to carry out the proposed project.

### Tips for Completing the JustGrants Application

- Attach documents within each section of the application.
- The appropriate “Category” for the document will be prepopulated based on the section of the application to which it is attached.
- Ensure every attachment has a unique, relevant name.
- To review attachments, select the relevant section of the application.
- Application Submitters can “Recall” an application before the JustGrants deadline to make changes. The application must be resubmitted before the deadline.

#### For assistance with technical issues:

- **COPS Office and OJP applicants:** Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
- **OVW applicants:** Contact [OVW. JustGrantsSupport@usdoj.gov](mailto:JustGrantsSupport@usdoj.gov) or 866-655-4482.

## BUDGET AND ASSOCIATED DOCUMENTATION

- Use the budget format specified in the NOFO.
  - **Web-based:** Completed within the JustGrants system.
  - **Attachment:** See NOFO for required format of budget attachments.
  - **None:** Some programs may not require a budget (e.g., some formula programs).
- Create a detailed budget broken down by category with clearly named expenses that are allowable, reasonable, and associated with the appropriate budget category.
- Attach other budget-related documents (e.g., Indirect Cost Rate Agreements).
- Ensure budget totals align across the “Standard Applicant Information” and “Budget and Associated Documentation” sections of the application.

## MOUS AND OTHER SUPPORTIVE DOCUMENTS

- For each named partner, attach a Memorandum of Understanding (MOU) or a letter of intent, as specified in the NOFO.

## ADDITIONAL APPLICATION COMPONENTS

- Attach additional documents as required in the NOFO.

## DISCLOSURES AND ASSURANCES

- Complete each of the disclosures and assurances listed in the application.

## Tips for Completing the Budget in JustGrants

- Carefully review the NOFO for budget instructions, allowable expenses, and match or cost-sharing requirements. (Every DOJ grant program is different.)
- Review the [DOJ Grants Financial Guide](#) for answers to general questions about budgeting and allowable expenses.
- Visit the [Application Submission training page](#) for additional resources on completing a budget in JustGrants.

## OTHER

- Attach files that may be needed for the application but not covered in other sections.

## CERTIFY AND SUBMIT

- Final Review:** Complete a read-only review of the full application.
- Check for Errors:** Select the “Check for Errors” button to confirm that all required fields were completed.
- Certify and Submit:** After ensuring the application is complete and error free, select the “Submit” button. The application status will change to “Submitted.”

## Additional Application Resources

- [JustGrants Training and Resources](#)
- Office of Community Oriented Policing Services (COPS Office): [How To Apply](#)
- Office of Justice Programs (OJP): [OJP Grant Application Resource Guide](#)
- Office on Violence Against Women (OVW): [Resources for Applicants](#)



## HAVING TECHNICAL ISSUES?

If you encounter technical issues at any point during the grant application process, contact the appropriate user support desk for assistance. Keep your correspondence and issue/tracking numbers—these will help with troubleshooting. **If technical issues prevent you from submitting your application prior to the deadline, carefully follow the guidance provided in the NOFO and prepare to share your user support correspondence.**

- **SAM.gov:** Visit the [SAM Help Desk \(Federal Service Desk\)](#) online or contact the Help Desk at 866-606-8220 Monday through Friday from 8:00 a.m. to 8:00 p.m. ET.
- **Grants.gov:** Visit the [Grants.gov Support Center](#) online or contact the Help Desk at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov) 24 hours a day, 7 days a week (except federal holidays).
- **JustGrants:** Visit the JustGrants Resources website or contact the appropriate Help Desk:
  - **COPS Office and OJP applicants:** Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 Monday through Friday from 7:00 a.m. to 9:00 p.m. ET; Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.
  - **OVW applicants:** Contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482 Monday through Friday from 7:00 a.m. to 5:00 p.m. ET.

### Post-Submission Status and Award Notices

- Once the application deadlines have passed, DOJ will begin its review. The status of the application will remain “Submitted.”
- Check the NOFO for details about the review process and timeline. Generally, award notices are made by the end of the federal fiscal year, which is September 30.
- During the review process, an application may be sent back to you for programmatic or financial clarification. See [How to Respond to Application Change Requests](#) for additional guidance.
- If an application is selected for funding:
  - The Application Submitter, Authorized Representative, and Entity Administrator assigned to the application in JustGrants will receive an email notice. Note: Keep assigned users current to ensure notices are sent to the appropriate entity contacts.
  - JustGrants users will see the new award under their entity’s “Awards” section.
  - DOJ provides information about funded awards on the [COPS Office](#), [OJP](#), and [OVW](#) websites.