Overview

Once DOJ initiates a financial change request, the Application Submitter for that award will receive an email notifying them of the Change Request. At this point, the Application Submitter can open the budget from their worklist and make the requested changes.

In This Guide

This document describes procedures and the step-by-step process for the Application Submitter opening the budget, as well as reviewing both the manual and web-based budget forms.
1) Upon receiving an email with the change request information, navigate to My Worklist.

2) Select the Case ID for the application for which the change request was submitted. Note that the application must be in Pending-FinancialChangeRequest status.

3) Select the Budget Review Comments link. The comments entered by the Financial Grants Management Reviewer will appear.
Application Submitter Opens Budget

4) Review the comments and close the window. The application will appear.

**NOTE:** If a web-based budget was submitted with the application, the user will be required to edit the budget items directly in JustGrants. If a budget detail and narrative attachment (manual budget) were submitted with the application, the user will upload a new budget attachment.
Financial Change Request for Application Submitter

Application Submitter Edits Application for Web-Based Budget

NOTE: These steps occur after opening the budget. Steps for opening the budget are on pages 2 – 3 of this guide.

1) Upon opening the application, select the Budget and Associated Documentation section.

2) Select a subsection to review.

3) Within each subsection, select the line item, and edit fields, as needed.
Application Submitter Edits Application for Web-Based Budget

4) Select **Add Item** to add a line item.

5) Select **Delete Item** to delete a line item. Note that the line item to be deleted must be selected before selecting **Delete Item**.

6) Enter comments regarding the changes made in the **Additional Narrative** field.

7) Select the **Consolidated Category Summary** after all subsections have been revised.

**NOTE:** The Application Submitter must upload an Indirect Cost Rate Agreement.

For OJP Applications only, the Application Submitter can add or delete a budget year by selecting **Add Year** or **Delete Year**.
8) Review the **Consolidated Category Summary** to ensure that all changes have been accounted for.

9) Select the **Budget/Financial Attachments** section.

10) Expand the caret corresponding to the subsection to be reviewed and select **Upload** to add any attachments, if necessary.
**Financial Change Request for Application Submitter**

Application Submitter Edits Application for Web-Based Budget

11) **Select file(s)** to locate a file from the user’s computer.

12) **Select Attach.**
14) Select the **Disclosures and Assurances** section.

15) Select each of the following certifications (the original date of the certification and the new date of certification are displayed):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission
16) Accept the assurance by selecting the checkbox.

17) Select the **Certify and Submit** section after all the assurances have been accepted.

18) Select **Submit**. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.
Application Submitter Edits Application for Budget Attachment (Manual Budget)

NOTE: These steps occur after opening the budget. Steps for opening the budget are located on pages 2 – 3 of this guide.

1) Select the **Budget and Associated Documentation** section.

2) Select the **Budget and Financial Attachments** subsection. A list of subsections for the Budget/Financial Attachments will be displayed.
Application Submitter Edits Application for Budget Attachment (Manual Budget)

3) Expand the caret corresponding to the subsection to be reviewed and select **Upload** to add any attachments, if necessary.

4) Select the **Disclosures and Assurances** section.

**NOTE:** The Application Submitter must upload an approved Indirect Cost Rate Agreement if the budget includes Indirect Cost.
Financial Change Request for Application Submitter

Application Submitter Edits Application for Budget Attachment (Manual Budget)

5) Select each of the following certifications (the original date of certification and the new date of certification will be displayed):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission
Financial Change Request for Application Submitter

Application Submitter Edits Application for Budget Attachment (Manual Budget)

6) Accept the assurance by selecting the checkbox.

7) Select the **Certify and Submit** section after all assurances have been accepted.

8) Select **Submit**. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.