Application Mechanics

Submitting an Application
Application Mechanics

FEATURES
This Webex features: Chat, a Multimedia Viewer, and Q&A.
For technical assistance select Chat to alert the host.

VIDEO
Video is disabled for all participants.

CAPTIONING
Live-captioning is available. Follow the instructions given in the chat.

AUDIO
Do not unmute. Attendees are muted to limit background noise.
If you cannot hear click the arrow next to the Mute/Unmute icon.

DIAL-IN
Still can’t hear? Phone-in using the meeting invite details.
Submitting Questions

Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to “All Panelists.”

If you need technical assistance with WebEx, please let us know via the WebEx chat.
Agenda

• Onboarding
  • Management of Roles
• Application Submission
• Grants.gov
  • Funding Opportunities
• Resources
• Questions
Onboarding
Onboarding: From Grants.gov to JustGrants

START

Obtain a DUNS number.

Register with SAM.gov and confirm

Acquire confirmation for AOR from E-Biz POC

Search Grants.gov
Select correct Competition ID

Access Funding Opportunity and Application Package from Grants.gov

ApplicationSubmitter completes and submits the SF-424 and SF-LLL
System creates the Entity Administrator and Application Submitter in JustGrants

Note: You will need to acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

E-Biz POC = Entity Administrator (for onboarding)

Complete and submit application in JustGrants

FINISH
JustGrants Onboarding

Entity Administrator invites users in DIAMD

Assigns JustGrants roles to each user in DIAMD

Users receive email from DIAMD

- Register in DIAMD
- Login to JustGrants

Note: Only 1 user can be assigned to a role on a specific award at a time.

E-Biz POC = Entity Administrator (for onboarding)

Entity Administrator assigns users to awards in JustGrants

Note: Users will not be visible in JustGrants until they have successfully logged into JustGrants after creating their account.

Assigns Grant Award Administrator to individual awards

Assigns Financial Manager to individual awards

Assigns Authorized Representative to Grant Award Package

Users can now access and edit awards

Note: Only 1 user can be assigned to a role on a specific award at a time.
General Application Submission Tips

For best results, use Chrome or Microsoft Edge to access JustGrants.

If a user has a hyphen in their email address and they are unable to access work items in JustGrants, contact customer support.

If you are already onboarded, add the role of the Application Submitter to users before applying.

Establish a unique email for each DUNS/UEI for which you need to take action.

Multi-factor authentication is required at every log in—users set up their preferences when registering, and must click SEND CODE every time they log in.
Entity Roles
There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

- **Entity Administrator**: Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants. The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.
- **ApplicationSubmitter**: Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.
- **Authorized Representative**: Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.
- **Alternate Grant Administrator**: Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.
- **Grant Award Administrator**: Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.
- **Financial Manager**: Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

Multiple roles can be assigned to a single user.
JustGrants has six foundational roles; application submission has three key roles: Application Submitter, Authorized Representative, and Entity Administrator.

### Application Submitter
- Identify application submission forms in JustGrants
- Complete a web-based budget form
- Complete an application on behalf of an entity—certifies information
  - For APPLICATIONS, only the Application Submitter can take actions (edit/submit).

### Authorized Representative
An Authorized Representative must be onboarded before an application can be submitted.
- They need to be selected from an existing user list in the application.

### Entity Administrator
- Onboard and complete entity profile before application submission
- Onboard the Authorized Representative
- Change Application Submitter assignments—if needed

COPS awards may require two Authorized Representatives: A law enforcement AND a government executive.
Entity Administrator
Add a Member
Add a Member Demo

Video Demonstrations are available in the session recording.
Register Account Demo

Video Demonstrations are available in the session recording.
Replace Entity Administrator
Replace Entity Administrator Demo

Video Demonstrations are available in the session recording.
QUESTIONS:
Onboarding
Application Submission
Grants.gov
Application Submission Overview

Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants

It’s OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.

A JustGrants submission should include all items as defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.
Grants.gov

DOJ applications require you to complete two things:

1) Select **Apply for Grants** under the Applicants column.
2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
3) Click the Workspace icon to use Grants.gov.

The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

1) Confirming the receipt of the SF-424 and SF-LLL.
2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.
Grants.gov: Registration

https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov: Application Tips

Use the Office of Justice Programs (OJP) Grant Application Resource Guide for guidance in preparing and submitting applications for OJP funding.

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Grants.gov is a primary source for finding federal funding opportunities and applying for that funding.

Grants.gov provides instructions on registering and submitting, with guidance through the process:

- Register
- User Roles
- How to Search for a Federal Grant
- What's in a Grant Opportunity?
- Intro to Applying on Grants.gov
Grants.gov: Funding Opportunities

• To locate a funding opportunity with DOJ, start at the **Search Grants** tab.

  Then use filters to narrow your search:

  • Opportunity Status
  • Funding Instrument Type
  • Eligibility
  • Category
  • Agency
Grants.gov: Applying
The SF-424 in Grants.gov

The **person** and **email** listed in **SECTION (F)** of the SF-424 will automatically become the Application Submitter for your entity’s application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the Entity Administrator reassigns it **AFTER** submission in Grants.gov.
What to Expect after Submitting in Grants.gov

It is possible to first receive an email from Grants.gov indicating that your application has been received, but then later receive a rejection notice.

Submitting your SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any problem(s) that cause rejection.

Grants.gov will assign a tracking number that will connect to your JustGrants Application number.
Application Submission
JustGrants
Web-based Forms for Submission in JustGrants

This data will need to be submitted directly into the system:

- Proposal abstract
- Solicitation-specific data submitted with the application
- Goals, objectives, deliverables, and timeline
- Budget detail form
- Applicant disclosure of duplication in cost items
An applicant pushing the Submit button multiple times in Grants.gov will cause duplicate submissions. In this scenario the user will be asked to withdraw any duplicate before continuing.

Pay attention to attachment categories in JustGrants. Attached files will be located in the JustGrants application based on the attachment category.

The Print function in the Actions menu does NOT print file attachments.

For the AREAS AFFECTED section of the application:

• Only 10 entries can be added
• Applicant can provide more detail in the narrative
• If awarded, the grantee will be able to expand on the affected areas
Application Submission Tips (cont.)

Cut and paste text from Word. You can cut and paste information from Microsoft Word or Excel, however you may notice some formatting issues. Check your pasted content and use the formatting options in JustGrants to correct it.

Pay attention to required sections. If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.
Application Submission
Application Submission Demo

Video Demonstrations are available in the session recording.
What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 31.

The system will notify:
• The Entity Administrator and Authorized Representative when the deadline for applications has changed.
• The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
• The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted”, your application has been received by DOJ and you can ignore the past due banner.
QUESTIONS:
Application Submission
Resources

• Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.

• Entity User Experience Training and Reference Materials

• Application Submissions Training and Reference Materials

• JustGrants User Roles Guide
# JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

## Technical Support

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<th>OVW applicants and award recipients</th>
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<td></td>
<td>(833) 872–5175</td>
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*Monday – Friday between the hours of 5:00 AM and 9:00 PM EST  
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST*
JustGrants Training

justicegrants.usdoj.gov

• Job Aid Reference Guides
• Microlearning Videos
• Recordings of Past Sessions
• Frequently Asked Questions (FAQs)
• Glossary Terms
JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides
Additional Application Submission Resources

DOJ Application Submission Checklist

SAM.gov Resources
https://justicegrants.usdoj.gov/resources/system-for-award-management

Grants.gov
Upcoming Sessions

**MONDAYS from 1 PM to 2:00 PM**
Post-Award Management

- February 7, 2022
- February 14, 2022
- February 23, 2022

**KEY AUDIENCE:**
- Grant Award Administrators
- Entity Administrators
- Financial Managers

**TUESDAYS from 2 PM to 3:00 PM**
Entity Management

- February 8, 2022
- February 15, 2022
- February 22, 2022

**KEY AUDIENCE:**
- Entity Administrators

**WEDNESDAYS from 2:30 PM to 4:00 PM**
Application Mechanics

- February 9, 2022
- February 16, 2022
- February 23, 2022

**KEY AUDIENCE:**
- Entity Administrators
- Application Submitters
- Authorized Representatives

**THURSDAYS from 2 PM to 3:00 PM**
Award Acceptance

- February 3, 2022
- February 10, 2022
- February 17, 2022
- February 24, 2022

**KEY AUDIENCE:**
- Entity Administrators
- Authorized Representatives

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions
Questions?