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*

1. **Obtain a UEI number.**
2. **Register with SAM.gov and confirm.**
3. **Acquire confirmation for AOR from E-Biz POC.**
4. **Search Grants.gov and select correct Competition ID.**
5. **Access Funding Opportunity and Application Package from Grants.gov.**
6. **Application Submitter completes and submits the SF-424 and SF-LLL.**
7. **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*
New Sign-in Credentials for Grants.gov

- Login.gov credentials to sign in to Grants.gov

- Three-step process:
  1. Click the Login.gov button on the Grants.gov login screen.
  2. Complete the login process on Login.gov using your Login.gov username (an email address) and password, or create an account.
  3. You will then be directed back to Grants.gov to log in with your Grants.gov username and password.

JustGrants News and Updates: New Grants.gov Login Credentials (usdoj.gov)
**Unique Entity Identifier (UEI)**

- Effective April 4, 2022, the DUNS number was replaced with the Unique Entity Identifier (UEI).
- UEI is a **12-character** alpha-numeric value
- Search entity registrations, exclusions, and contract opportunity awards using UEI
- Simplifies the process of registering an organization
1. Log in to SAM.gov.
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.
You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.
Locate Your UEI in JustGrants

[Image of JustGrants dashboard with Entity Profile showing DUNS 00000026 and UEI RKV2V7MEFJ03]
**JustGrants Onboarding**

**START**

Entity Administrator invites users in DIAMD

Assigns JustGrants roles to each user in DIAMD

Register in DIAMD

Login to JustGrants

Users receive email from DIAMD

Entity Administrator assigns users to awards in JustGrants

Assigns Grant Award Administrator to individual awards

Assigns Financial Manager to individual awards

Assigns Authorized Representative to Grant Award Package

**FINISH**

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

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

Users can now access and edit awards

E-Biz POC = Entity Administrator (for onboarding)

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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 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.

**APPLICATION SUBMITTER**
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.

**GRANT AWARD ADMINISTRATOR**
Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

**ALTERNATE GRANT AWARD ADMINISTRATOR**
Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

**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.
Roles Required for Application Submission

Application Submission has **three** key roles: Application Submitter, Authorized Representative, and Entity Administrator.

<table>
<thead>
<tr>
<th>Application Submitter</th>
<th>Authorized Representative</th>
<th>Entity Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify application submission forms in JustGrants</td>
<td>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.</td>
<td>• Onboard and complete entity profile before application submission</td>
</tr>
<tr>
<td>• Complete a web-based budget form</td>
<td></td>
<td>• Onboard the Authorized Representative</td>
</tr>
<tr>
<td>• Complete an application on behalf of an entity—<strong>certifies information</strong></td>
<td></td>
<td>• Change Application Submitter assignments—if needed</td>
</tr>
<tr>
<td>• <em>For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</em></td>
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</table>

COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive.
Entity Administrator
Add a Member
Register Account
Replace Entity Administrator
QUESTIONS:
Onboarding
Application Submission
Grants.gov
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.
DOJ applications require you to complete two things:

1. The Funding Opportunity and Application Package on Grants.gov.
   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.

2. 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

Access funding opportunities for OJP, OVW, and the COPS Office:

https://justicegrants.usdoj.gov/resources/funding

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 (8F) 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.

Section 8F:
- Name
- Email
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.
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
Application Submission Tips

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

DEMO
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
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.

<table>
<thead>
<tr>
<th>Technical Support</th>
<th>OVW applicants and award recipients</th>
<th>All other applicants and award recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:0VW.JustGrantsSupport@usdoj.gov">0VW.JustGrantsSupport@usdoj.gov</a></td>
<td><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></td>
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<td></td>
<td>Or</td>
<td>Or</td>
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<td></td>
<td>(866) 655–4482</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

- March 14, 2022
- March 21, 2022
- March 28, 2022

**Key Audience:**
- Grant Award Administrators
- Entity Administrators
- Financial Managers

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

- March 16, 2022
- March 23, 2022
- March 30, 2022

**Key Audience:**
- Entity Administrators
- Application Submitters
- Authorized Representatives

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

- March 15, 2022
- March 22, 2022
- March 29, 2022

**Key Audience:**
- Entity Administrators

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

- March 10, 2022
- March 17, 2022
- March 24, 2022
- March 31, 2022

**Key Audience:**
- Entity Administrators
- Authorized Representatives

[justicegrants.usdoj.gov/training/training-virtual-sessions](justicegrants.usdoj.gov/training/training-virtual-sessions)
Questions?
Please complete the survey that will open in a separate browser window.