Application Mechanics

Submitting an Application

March 8, 2023
Technical Session Information

QUESTIONS?
For technical assistance use the Chat button to alert the host. Use the Q&A feature for session questions.

DISABLED VIDEO
Video is disabled for all participants.

MUTED
You cannot unmute. Attendees are muted to limit background noise.

NO SOUND?
If you cannot hear click the caret next to the Mute/ Unmute button. Still can’t hear? Phone-in using meeting invite details.

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

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

Onboarding, Entity Roles, and Creating a User Profile

Application Submission in Grants.gov

Application Submission in JustGrants

Recall Application

JustGrants Resources
Onboarding
Onboarding: SAM.gov to Grants.gov to JustGrants

Entities must register with SAM.gov to apply for federal assistance. Registration details cascade through to Grants.gov and JustGrants.

1. **UEI**
   - Obtain or confirm UEI number in SAM.gov.

2. **Grants.gov**
   - Grants.gov is the central place to locate federal funding opportunities.

3. **The DOJ grants management system is JustGrants**, where Entity Users apply for funding and manage awards.

   - Apply in Grants.gov (Submit SF-424 and SF-LLL forms)
   - View and edit pre-populated fields in the JustGrants application.
   - Complete full application in JustGrants
   - Submit the application in JustGrants
Entity Roles
JustGrants

Roles

There are six roles for applicants and awardees

**ENTITY ADMINISTRATOR**
Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

**APPLICATION SUBmitter**
Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

**AUTHORIZED REPRESENTATIVE**
Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

**GRANT AWARD ADMINISTRATOR**
Edits/submits programmatic-related award requirements, including Performance Reports, certain Grant Award Modifications (GAMs), and portions of the Closeout.

**ALTERNATE GRANT AWARD ADMINISTRATOR**
Supports the Grant Award Administrator (GAA). Can initiate and submit programmatic-related award requirements, including GAMs and deliverables.

**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 requires three key roles:

<table>
<thead>
<tr>
<th>Application Submitter</th>
<th>Authorized Representative</th>
<th>Entity Administrator</th>
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<tbody>
<tr>
<td>• Identify application submission forms in JustGrants</td>
<td>• An Authorized Representative must be onboarded before an application can be submitted.</td>
<td>• Onboard and complete entity profile before application submission</td>
</tr>
<tr>
<td>• Complete a web-based budget form</td>
<td>• The Authorized Representative must be selected from an existing user list in the application.</td>
<td>• Onboard the Authorized Representative</td>
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<tr>
<td>• Complete an application on behalf of an entity—certifies information</td>
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<td>• Change Application Submitter assignments, if needed</td>
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<tr>
<td>• For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</td>
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COPS awards may require two Authorized Representatives: A law enforcement AND a government executive.
Create a User Profile
Account Invitation Email

After the Entity Administrator invites you to create a user profile, you will receive an email from DOJ at the email address the Entity Administrator used to create your user account. In this email, look for the following two links located in the first paragraph:

1) Set your password
2) Log in to JustGrants

Once you have logged in to JustGrants, you will see the profile associated to your entity.

Note: You must confirm your profile following the two steps above within **72 hours** of receipt of this email.
Create Account: Forgot Password Question

Note: Please view the video recording of this presentation to see this portion of the demonstration.
Create Account: **Multifactor Authentication**

**Note:** Please view the video recording of this presentation to see this portion of the demonstration.
Update User Profile
Questions
Application Submission Overview

Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.

It’s okay to enter preliminary budget or programmatic data in Grants.gov and then provide updates 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 Process
Grants.gov Registration Changes

Grants.gov registration and authentication process change highlights:

- SAM.gov E-Biz POC uses **multi-factor authentication** to log in to Grants.gov

- E-Biz POCs no longer use UEI or DUNS to log in

- Applicant account **email address must match SAM.gov account** email address
Grants.gov Sign-in

https://www.grants.gov/web/grants/register.html
Grants.gov: Instructional Resources

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

There are several parts to the Grants.gov process and two important reminders:

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**

Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:

- Confirmation of receipt of the SF-424 and SF-LLL.
- Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to error, with explanation.
Grants.gov: Funding Opportunities

To locate a funding opportunity with DOJ, start at the Search Grants tab. Use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency
Grants.gov: Applying
The person and email listed in SECTION (8F) of 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.
Grants.gov: Track My Application

Track and check the status of your submitted applications.

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the “Track” button. (Example format: GRANT99999999)

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov and they do not report the status to Grants.gov.
Grants.gov: What’s Next

- Grants.gov: Received vs. Rejected
- Try to submit your SF-424 and SF-LLL ahead of Grants.gov deadline
- Grants.gov tracking number is connected to your JustGrants Application
Questions
First Steps: JustGrants
Application Submitter
Locate Application: My Worklist

- Case ID: A-239234, Date: 02/18/2021, Type: Grant Package, Status: New, Last Updated: 02/20/2021 04:44 PM
- Case ID: A-248223, Date: 03/04/2021, Type: Grant Package, Status: New, Last Updated: 03/06/2021 11:11 AM
- Case ID: A-250210, Date: 03/12/2021, Type: Grant Package, Status: Submitted, Last Updated: 11/20/2022 01:14 AM
- Case ID: A-267223, Date: 03/13/2021, Type: Grant Package, Status: Pending Changes Requested, Last Updated: 03/01/2022 08:48 AM
- Case ID: A-240246, Date: 03/19/2021, Type: Grant Package, Status: New, Last Updated: 03/10/2021 06:56 PM
- Case ID: A-264418, Date: 03/19/2021, Type: Grant Package, Status: New, Last Updated: 03/20/2021 08:52 AM
- Case ID: A-260407, Date: 03/31/2021, Type: Grant Package, Status: New, Last Updated: 04/01/2021 05:00 PM
- Case ID: A-267261, Date: 03/31/2021, Type: Grant Package, Status: New, Last Updated: 04/01/2021 11:59 PM
- Case ID: A-230209, Date: 04/02/2021, Type: Grant Package, Status: New, Last Updated: 04/03/2021 12:15 PM
Locate Application: Navigation Menu
User Randall Reese is currently editing the application. You cannot edit until Randall Reese closes the application.
Begin Submission
Edit Application: Multiple Submitters
Confirmation to Edit

A confirmation dialog box is displayed within a software interface, asking if you are sure you want to edit the application. The options are 'Cancel' and 'Submit'.
Editing: Multiple Submitters
Application in Use: *Multiple Submitters*

**Grant Package** (A-479045)

⚠️ User Randall Reese is currently editing the application. You cannot edit until Randall Reese closes the application.
Application Notifications

There are two types of application notifications:

1. **Email** Notifications are sent to all Application Submitters when:
   - An Application Submitter has been assigned or removed from an application
   - Deadline approaching (5 days prior)
   - The application has been submitted or has been recalled

2. **Bell** Notifications are in the upper right corner of every JustGrants screen. The number indicates the unread notifications. These notifications occur when:
   - One Application Submitter is editing, assigned, or removed from an application
   - The application has been submitted
Submission: JustGrants
JustGrants Application Submission Tips

- For best results, use Chrome or Microsoft Edge to access JustGrants
- If Application Submitter has account, use associated email when applying
- Establish a unique email for each UEI for which you need to take action
- Multi-factor authentication is required at every log in
The following data needs to be submitted directly into the system:

- Proposal abstract
- Web-based budget
- Goals, objectives, deliverables, and timelines
- Budget Detail Form (submitted with the application)
- Applicant MOUs, disclosures & assurances
Demonstrations
Demonstration // Once Grants.gov has transferred the application to JustGrants, there are some steps that your organization’s Entity Administrator must take prior to the Application Submitter entering data.

Note: Please view the video recording of this presentation to see this video demonstration.
Confirm Authorized Representative

**Demonstration** // The Authorized Representative is the only role that can accept or decline an award if offered. This person must be designated in the application prior to submission.

**Note:** Please view the video recording of this presentation to see this video demonstration.
Verify Legal Name and Address

Demonstration // This information is important because it associates this application with the specific Entity profile that is requesting funding.

Note: Please view the video recording of this presentation to see this video demonstration.
Proposal Abstract

**Demonstration** // Most applications include a proposal abstract, which is no more than 400 words and summarizes the proposed project and includes several specific parameters described here.

**Note:** Please view the video recording of this presentation to see this video demonstration.
Proposal Narrative, Goals & Objectives

**Demonstration** The Proposal Narrative is a formal, written request for funds to support a specific program or project, explaining why funds are needed, what the funds will be used for, and how the funds will be managed.

**Note:** Please view the video recording of this presentation to see this video demonstration.
Questions
Demonstration // It’s important to start thinking about your budget early as funding levels of grant programs change each year.

Note: Please view the video recording of this presentation to see this video demonstration.
Demonstration: All budget categories for your application are listed on the right side of the screen when using a web-based budget.

Note: Please view the video recording of this presentation to see this video demonstration.
Demonstration // The Consolidated Budget Summary page displays the total amounts you have entered for each budget category. This page allows you to compare your totals against a spreadsheet to verify accuracy.

Note: Please view the video recording of this presentation to see this video demonstration.
MOUs, Components, Disclosures and Assurances

Demonstration // The Memoranda of Understanding or MOU, Additional Application Components and Disclosures and Assurances section may vary widely based on solicitation requirements.

Note: Please view the video recording of this presentation to see this video demonstration.
Check for Errors

Note: Please view the video recording of this presentation to see this portion of the demonstration.
Check for Errors
Application Submission Tips

- Printing will NOT print file attachments
- DO NOT copy and paste text from Word
- Pay attention to required sections
Submit Application

**Demonstration** // Once all errors have been corrected, you will need to re-check the final certification check box on the Certify and Submit page.

**Note:** Please view the video recording of this presentation to see this video demonstration.
JustGrants Application Submission: What’s Next?

Your Entity will be notified if they have received an award when all applications for the solicitation have been reviewed no later than September 30 of the calendar year.

System Notifications

- The Entity Administrator and Authorized Representative are notified when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative are notified when the application is received in JustGrants from Grants.gov.
- The Entity Administrator is notified when the award notification has been sent.

Once you submit your application the status becomes Submitted.
Questions
Recall Application
Recall Application: Action

Note: Please view the video recording of this presentation to see this portion of the demonstration.
Recall Application: Confirmation Reason

Note: Please view the video recording of this presentation to see this portion of the demonstration.
Recall Application: Editing
Recall Application: Check for errors/Submit
Resources
Justice Grants

The Justice Grants Website has much more information about JustGrants

- Printing an Application in JustGrants
- Application Submissions Training and Reference Materials
- JustGrants User Roles Guide
- OJP Grant Application Resource Guide
- OJP/OVW/COPS Funding Opportunities
- DOJ Application Submitter Checklist
- SAM.gov Resource links
- Grants.gov grant support links
JustGrants Training Resources

Organized by Topics

Microlearning Videos

Job Aid Reference Guides

The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)—serve as a resource hub for their grants management systems, which launched on October 15, 2020.
## Application Submission Resources

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<thead>
<tr>
<th>Resource</th>
<th>URL</th>
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<tbody>
<tr>
<td>OJP, OVW and COPS Funding Opportunities</td>
<td><a href="https://justicegrants.usdoj.gov/resources/funding">https://justicegrants.usdoj.gov/resources/funding</a></td>
</tr>
<tr>
<td>SAM.gov Resources</td>
<td><a href="https://justicegrants.usdoj.gov/resources/system-for-award-management">https://justicegrants.usdoj.gov/resources/system-for-award-management</a></td>
</tr>
</tbody>
</table>
JustGrants **Technical Support**

JustGrants technical issues should be sent to JustGrants Technical Support. For *grant application status* check the website from the DOJ Managing Offices: COPS, OJP, and OVW.

<table>
<thead>
<tr>
<th>Technical Support</th>
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</table>
| OVW applicants and award recipients | **OVW.JustGrantsSupport@usdoj.gov**  
  *or*  
  **(866) 655-4482** |
| All other applicants and award recipients | **JustGrants.Support@usdoj.gov**  
  *or*  
  **(833) 872-5175**  
  *Monday – Saturday between the hours of 7:00 AM and 9:00 PM EST  
  Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST* |
Upcoming Sessions

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

Post-Award Management: **Mondays** from 1:00 PM to 2:30 PM

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

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

**Key Audience:** Entity Administrators

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

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

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

**Key Audience:** Entity Administrators, Authorized Representatives
Thank you!