



# Application Submission

*Submitting an Application*



# Agenda

Onboarding, Entity  
Roles, & Creating  
a User Profile

Application  
Submission in  
Grants.gov

Application  
Submission in  
JustGrants

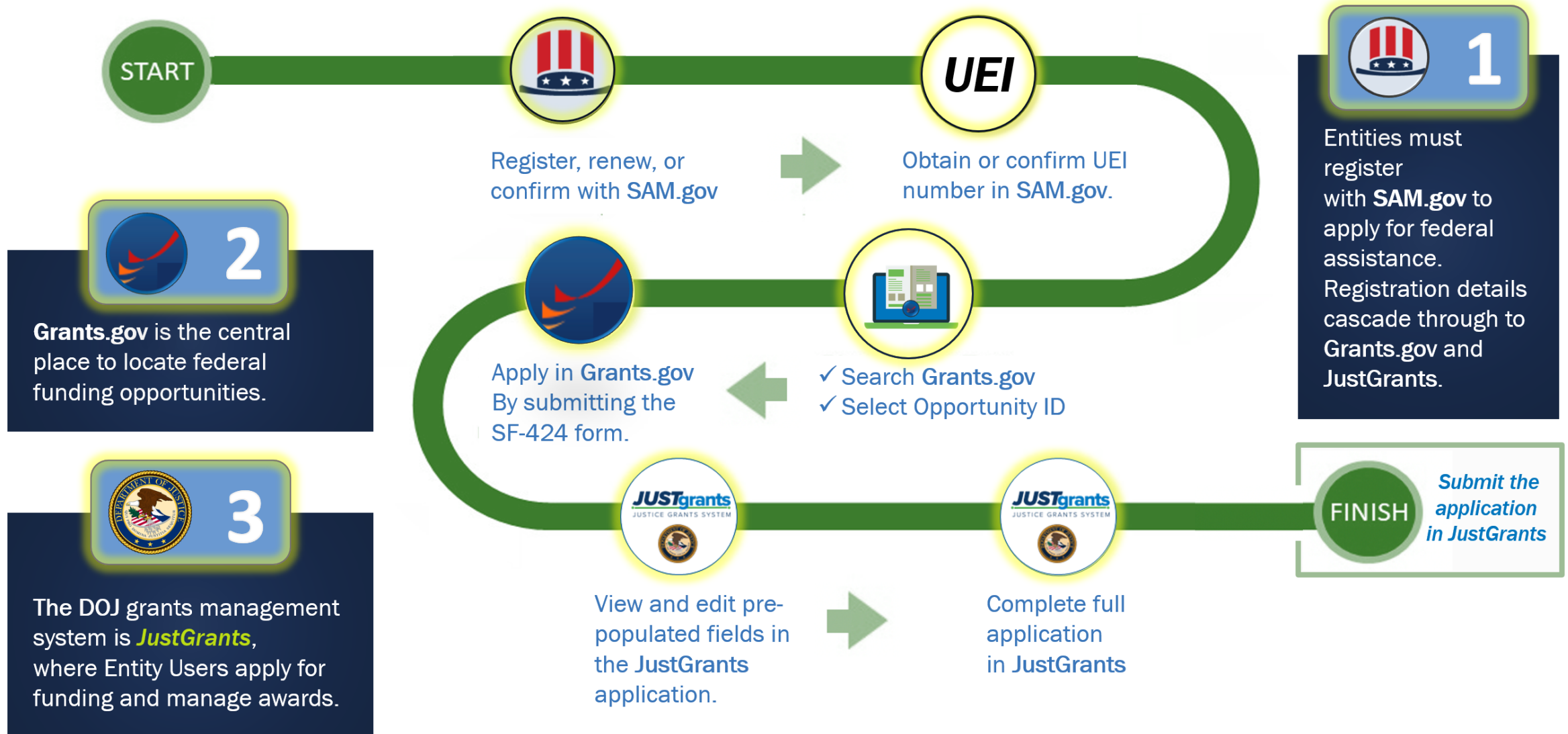
Recall Application

JustGrants Resources

The background is a vibrant blue with a complex, abstract pattern of wavy, concentric lines that create a sense of depth and movement. Scattered throughout the scene are numerous small, light-colored diamond shapes, some appearing as bright highlights and others as faint, semi-transparent elements. The overall effect is that of a digital or data-driven environment.

# Onboarding

# Onboarding: SAM.gov to Grants.gov to *JustGrants*



# Entity Onboarding

## Application Submission

Entity onboarding involves three federal systems.



1

All organizational entities must register with **SAM.gov** to apply for federal assistance. Registration details cascade through to **Grants.gov** and **JustGrants**.

S  
T  
E  
P  
S

✓ Register, renew, or confirm with **SAM.gov**

✓ Obtain or confirm the UEI number in **SAM.gov**

**NOTE: Individual entities bypass Step 1 and go directly to Step 2.**

# Entity Onboarding

## Application Submission

Entity onboarding involves three federal systems.

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



2

**S  
T  
E  
P  
S**

- ✓ Search Grants.gov
- ✓ Select correct Competition ID

- ✓ Submit SF-424 form in Grants.gov

Great idea: Register in advance at Grants.gov!

# Entity Onboarding

## Application Submission

Entity onboarding involves three federal systems.

3

DIAMD and JustGrants are the two DOJ systems that enable entities to manage users and work.



S  
T  
E  
P  
S

✓ Manage entity users and their roles



✓ Assign users to awards and applications



Entities new to JustGrants: Ensure you have an active E-biz POC.

# Entity Onboarding

## *Application Submission*

Entity onboarding involves three federal systems.



Entity users can now log into  
JustGrants and complete any  
assigned work.



Section: Onboarding

# Application Submission Roles



# Roles Required for Application Submission

Application Submission requires **three** key roles:



Entity  
Administrator

The role card for 'Entity Administrator' features a dark blue square on the left containing the text 'Entity Administrator' in white and yellow. To the right is a circular logo composed of yellow dots. The card is tilted and connected to the next card by a green line.



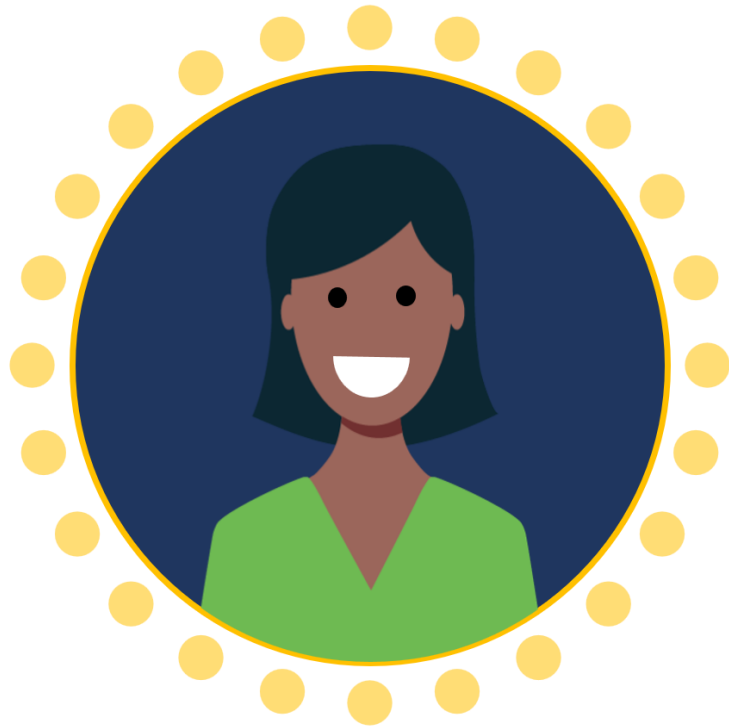
Authorized  
Representative

The role card for 'Authorized Representative' features a dark blue square on the left containing the text 'Authorized Representative' in white and yellow. To the right is a circular logo composed of yellow dots. The card is tilted and connected to the next card by a green line.



Application  
Submitter

The role card for 'Application Submitter' features a dark blue square on the left containing the text 'Application Submitter' in white and yellow. To the right is a circular logo composed of yellow dots. The card is tilted and connected to the next card by a green line.



1 per entity

## Entity Administrator

Confirms entity profile before application submission and manages users and the assignment of the roles of Authorized Representative/s and Application Submitter/s.



1-2 per application/award

## Authorized Representative

An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.



1-3 per application

## Application **Submitter**

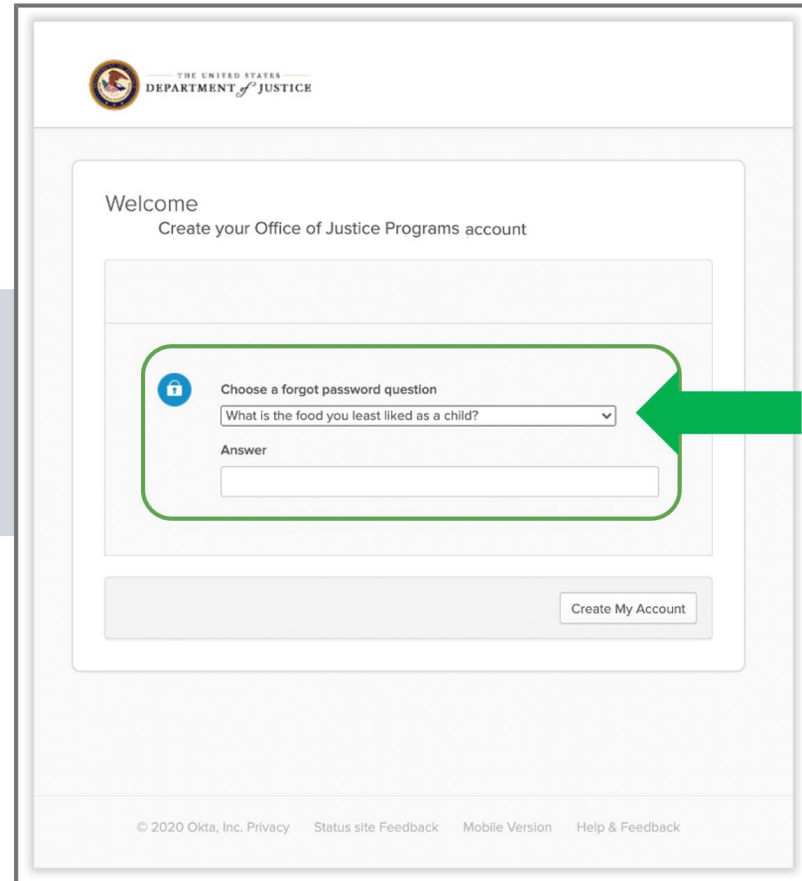
Identify application submission forms, complete budget and application, and certify and submit on behalf of entity. Only an Application Submitter can edit/submit the application.

Section: Onboarding

# Create a User Profile



# Create Account: *Forgot Password Question*



The screenshot shows a web form for creating an account. At the top left is the Department of Justice logo. Below it, the text reads 'Welcome' and 'Create your Office of Justice Programs account'. The main form area contains a section for 'Choose a forgot password question'. This section has a blue lock icon, a dropdown menu with the selected option 'What is the food you least liked as a child?', and an 'Answer' text input field. A green arrow points to the dropdown menu. Below the form is a 'Create My Account' button. At the bottom of the page, there is a footer with copyright information and links for 'Privacy', 'Status site Feedback', 'Mobile Version', and 'Help & Feedback'.

THE UNITED STATES  
DEPARTMENT OF JUSTICE

Welcome  
Create your Office of Justice Programs account

Choose a forgot password question  
What is the food you least liked as a child?

Answer

Create My Account

© 2020 Okta, Inc. [Privacy](#) [Status site Feedback](#) [Mobile Version](#) [Help & Feedback](#)

# Create Account: *Forgot Password Question*

The screenshot shows the 'Create Account' page for the Office of Justice Programs. The page features the Department of Justice logo at the top left. Below the logo, the text 'Welcome' and 'Create your Office of Justice Programs account' is displayed. The main content area contains a form with a green border highlighting the 'Forgot Password Question' section. This section includes a dropdown menu for 'Choose a forgot password question' with the selected option 'Create your own security question', a text input field for 'Custom question', and another text input field for 'Answer'. A 'Create My Account' button is located at the bottom right of the form. The footer contains copyright information and links for 'Privacy', 'Status site Feedback', 'Mobile Version', and 'Help & Feedback'.

THE UNITED STATES  
DEPARTMENT OF JUSTICE

Welcome  
Create your Office of Justice Programs account

Choose a forgot password question  
Create your own security question

Custom question

Answer


Create My Account

© 2020 Okta, Inc. Privacy Status site Feedback Mobile Version Help & Feedback



# Create Account: *Forgot Password Question*

Help Sign out

 THE UNITED STATES  
DEPARTMENT OF JUSTICE

### Reset Password

Password requirements: at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 6 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

Enter new password

Repeat new password

Reset Password

Powered by Okta Privacy Policy

# Create Account: *Multifactor Authentication*

## Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account



### Security Key or Biometric Authenticator

Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup



### Google Authenticator

Enter single-use code from the mobile app.

Setup



### SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup



### Voice Call Authentication

Use a phone to authenticate by following voice instructions.

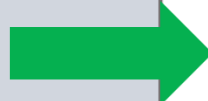
Setup



### Email Authentication

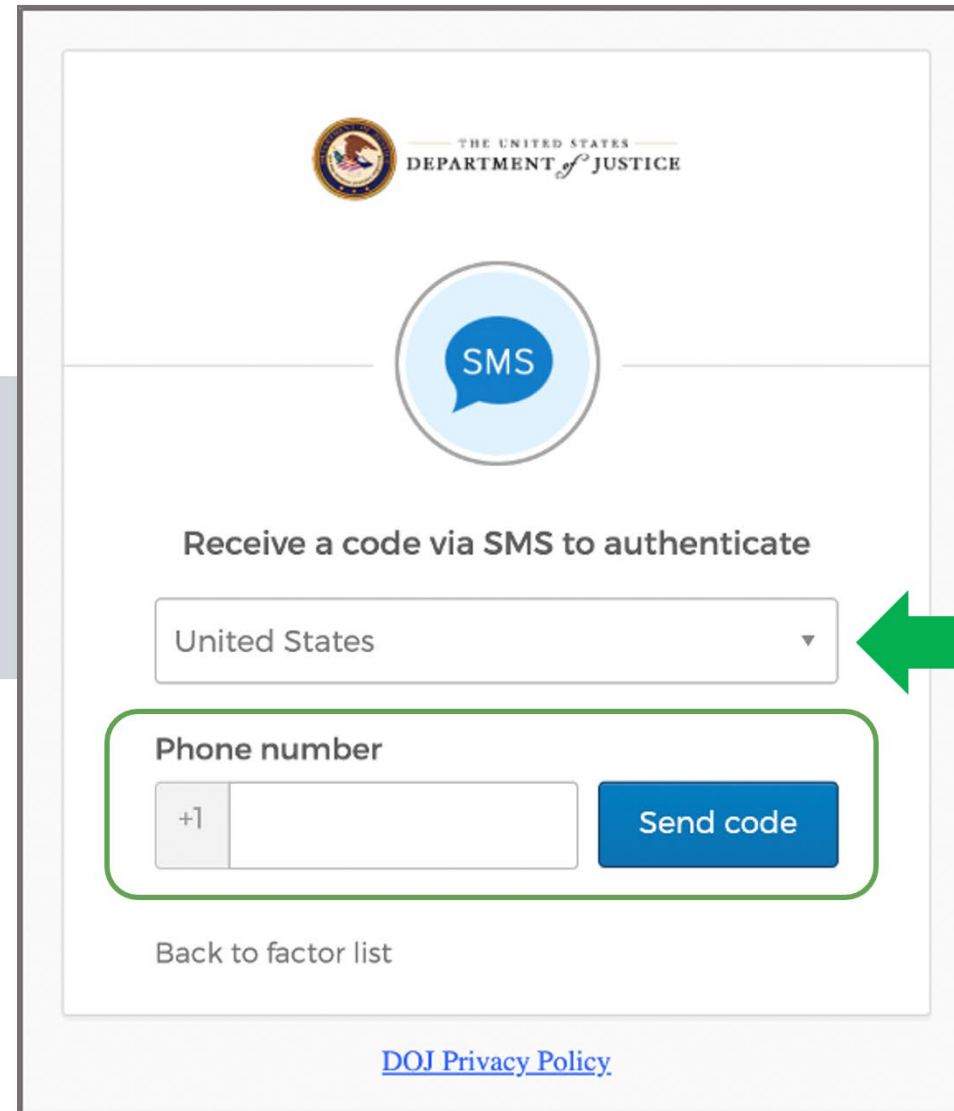
Enter a verification code sent to your email.

Setup



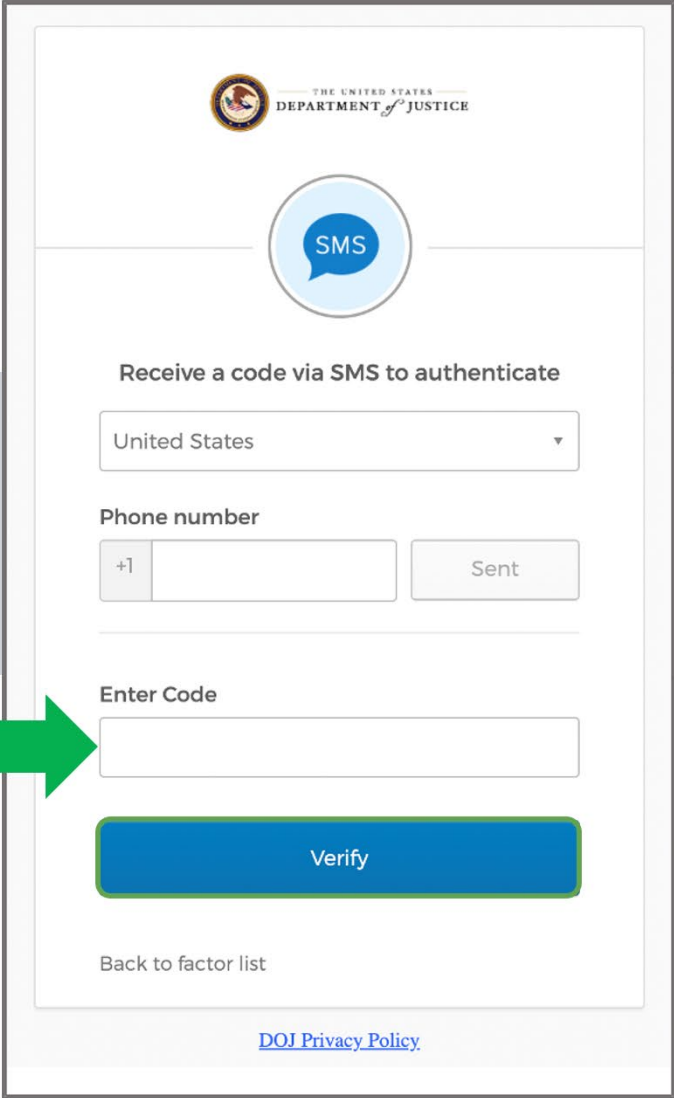
Two-step Verification

# Create Account: *Multifactor Authentication*



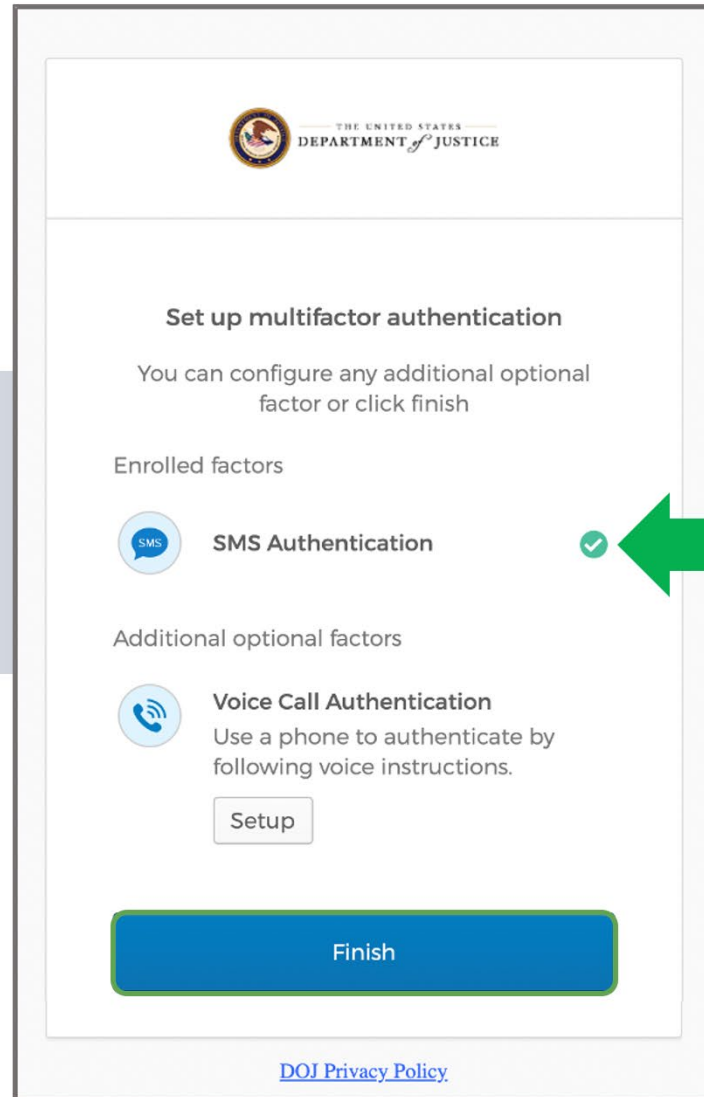
The screenshot shows a web form for account creation. At the top is the Department of Justice logo and the text "THE UNITED STATES DEPARTMENT OF JUSTICE". Below this is a blue circular icon with a white speech bubble containing the text "SMS". The main heading is "Receive a code via SMS to authenticate". There is a dropdown menu currently showing "United States". Below the dropdown is a "Phone number" section, which includes a small box with "+1" and a larger text input field. To the right of the input field is a blue button labeled "Send code". At the bottom of the form is a link that says "Back to factor list". At the very bottom of the page is a link for "DOJ Privacy Policy". A green arrow points from the right side of the image towards the "United States" dropdown menu.

# Create Account: *Multifactor Authentication*



The screenshot shows a mobile interface for account creation. At the top is the Department of Justice logo. Below it is a blue circular icon with 'SMS' inside. The text 'Receive a code via SMS to authenticate' is centered. A dropdown menu shows 'United States'. Under 'Phone number', there is a field with '+1' and a 'Sent' button. Below that is an 'Enter Code' field with a green arrow pointing to it from the left. A blue 'Verify' button is at the bottom, with a 'Back to factor list' link below it. A 'DOJ Privacy Policy' link is at the very bottom.

# Create Account: *Multifactor Authentication*



The screenshot shows a web interface for setting up multifactor authentication. At the top is the Department of Justice logo. The main heading is "Set up multifactor authentication". Below this, it says "You can configure any additional optional factor or click finish". Under "Enrolled factors", there is a checked item "SMS Authentication" with a green checkmark and a green arrow pointing to it. Under "Additional optional factors", there is an unchecked item "Voice Call Authentication" with a "Setup" button. At the bottom is a large blue "Finish" button. A link for "DOJ Privacy Policy" is at the very bottom.

THE UNITED STATES  
DEPARTMENT OF JUSTICE

### Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- SMS Authentication

Additional optional factors

- Voice Call Authentication  
Use a phone to authenticate by following voice instructions.  
[Setup](#)

[Finish](#)

[DOJ Privacy Policy](#)

# Update User Profile

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Monitoring  
Federal Forms  
Training Resources

**User Details**

Prefix Name: Mr.  
First Name: justgrants028.applicationssubmitter  
Middle Name:   
Last Name: jgitsext  
Suffix Name: Select...  
Title: test  
Street1: 1234 moyer st  
Street2:   
City: mclean  
State/U.S. Territory: Virginia  
Zip Code/Postal: 22102  
Country: United States  
County/Parish:   
Province:   
Preferred Phone:  Business Phone,  Mobile Phone  
Business Phone Number: 1231231234  
Telephone Extension:   
Mobile Phone Number: 3213214321  
Fax Number:   
Email: justgrants028.applicationssubmitter@gmail.com

**Assigned Role(s)**  
ApplicationSubmitter

Cancel Submit


Section: Onboarding

# Reset Password





# Reset Password

 THE UNITED STATES  
DEPARTMENT of JUSTICE

Sign In

Email Address

Remember me

Next

[Need help signing in?](#)







# Reset Password



THE UNITED STATES  
DEPARTMENT *of* JUSTICE

## Sign In

Email Address

Remember me

Next

Need help signing in?

[Forgot Password?](#)


[Unlock account?](#)

-





# Reset Password



THE UNITED STATES  
DEPARTMENT of JUSTICE

## Reset Password

Email or Username

SMS can only be used if a mobile phone number has been configured.

[Reset via SMS](#)

[Reset via Email](#)

[Back to sign in](#)





# Reset Password



THE UNITED STATES  
DEPARTMENT OF JUSTICE

## Email sent!

Email has been sent to test@test.gov with instructions on resetting your password.

[Back to sign in](#)

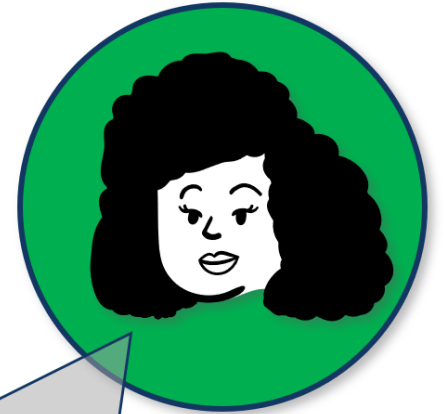
The background is a vibrant blue gradient with intricate, wavy, concentric patterns that resemble ripples or topographical contours. Scattered throughout are numerous small, semi-transparent diamond shapes, some appearing as bright white highlights and others as faint blue tints. The overall effect is a sense of dynamic movement and digital connectivity.

# Application Submission

# Quick Q & A



What do I need to know about the deadline for submission of my application?



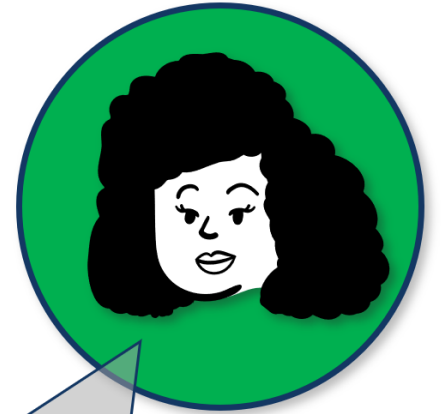
Application submission is a two-step process, starting in Grants.gov and ending with submission of the application in JustGrants. ***Each system has its own deadline.***

If you have not submitted your application in Grants.gov by its deadline, the solicitation is removed, and no one will be able to apply any longer.

# Quick Q & A



Is it okay to enter preliminary information in Grants.gov?



Yes. You can enter preliminary information if you haven't determined your budget or project scope.

You will be able to edit and update all your entries in JustGrants. You will not need to return to Grants.gov to update.

# Quick Q & A



Do I have to provide all the items requested in the solicitation for application submission?

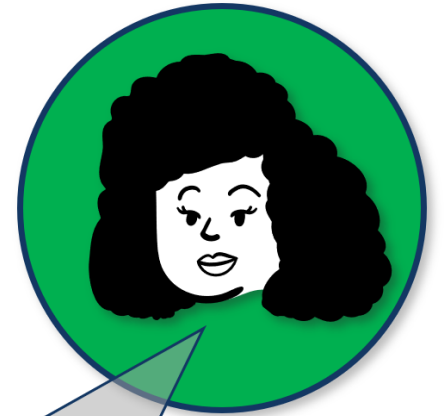


All items requested in the solicitation for application submission must be in the application when it is submitted from JustGrants.

# Quick Q & A



How do I know what to include and any other details for submission of my application?



Applications are customized. They are based on the requirements of each solicitation.

The solicitation is the best source of information on what to include in your application as well as any formatting.



Section: Application Submission

# *Grants.gov* Process






# Grants.gov Sign-in

The screenshot shows the Grants.gov website interface. At the top, the logo "GRANTS.GOV™" is visible with the tagline "FIND. APPLY. SUCCEED." Below the logo is a navigation menu with links: Home, Learn Grants, Search Grants, Applicants, Grantors, System-To-System, Forms, Connect, and Support. A green box highlights the "Help | Register | Login" links in the top right corner. A large blue arrow points from the right towards this highlighted area. Below the navigation is a banner image of a smiling woman in a green shirt talking to others. The main content area is titled "REGISTER" and contains the following text:

**REGISTER**

 **Registering with Grants.gov**  
One account to manage all your profiles, applications, and subscriptions.

**Applicants**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

**Grantors**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now](#)

To the right of the registration text is a video thumbnail titled "HOW TO REGISTER with GRANTS.GOV" with a play button icon. A large green arrow points from the right towards this video thumbnail.

<https://www.grants.gov/web/grants/register.html>



# Grants.gov: Instructional Resources

Grants.gov  
provides  
registration  
and application  
submission  
instructions for  
their entire  
process:

Register

User Roles

How to Search for a Federal Grant

[Quick Start Guide for Applicants](#)



# Grants.gov

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

## Funding Opportunity & Application

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

1

## The SF-424 Form

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

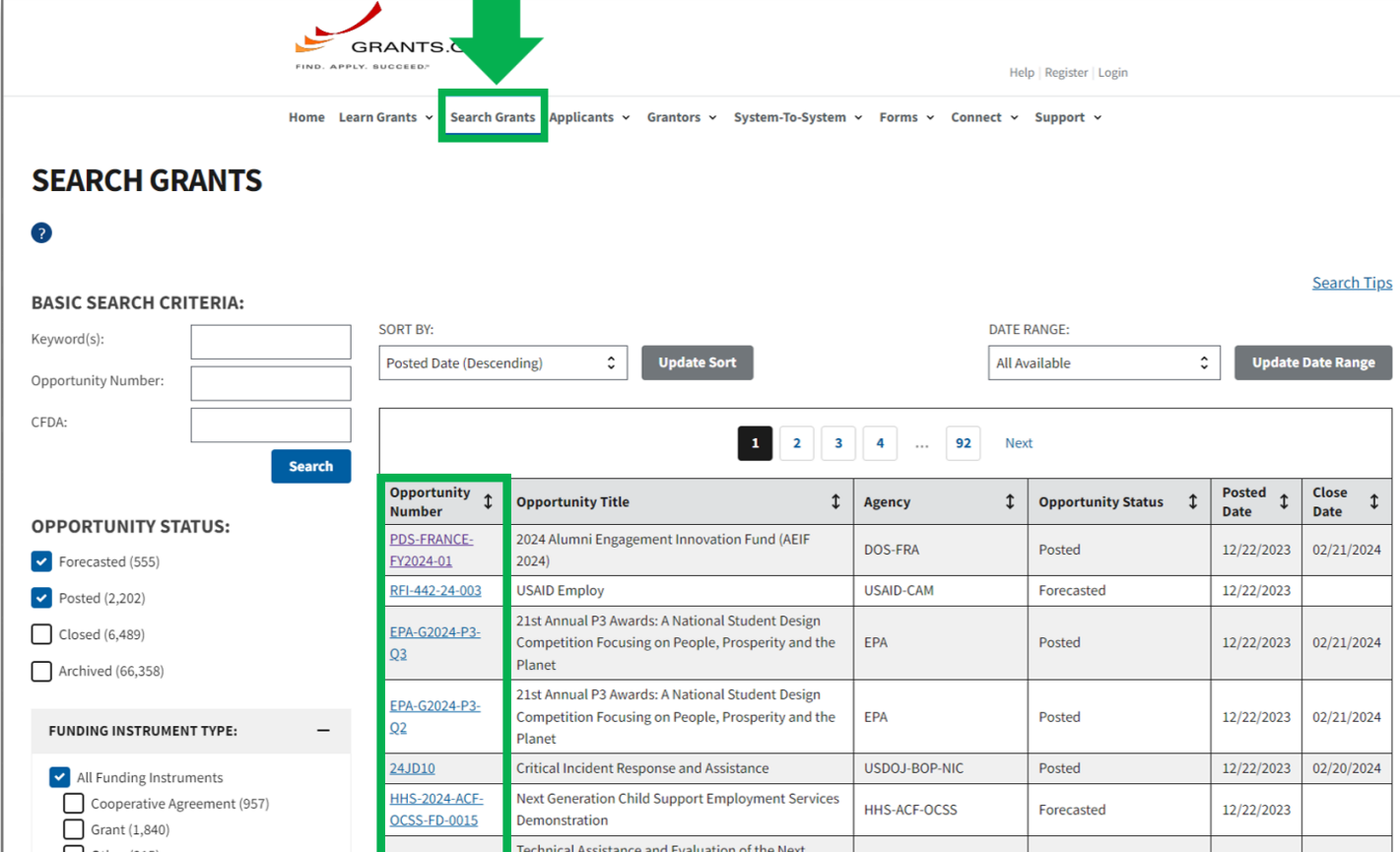
- Confirmation of receipt of the SF-424.
- Indication of whether the SF-424 was successfully validated and submitted or were rejected due to error, with explanation.

2

# 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



**SEARCH GRANTS**

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

**SEARCH**

**OPPORTUNITY STATUS:**

- Forecasted (555)
- Posted (2,202)
- Closed (6,489)
- Archived (66,358)

**FUNDING INSTRUMENT TYPE:**

- All Funding Instruments
- Cooperative Agreement (957)
- Grant (1,840)
- Other (215)

**SEARCH RESULTS:**

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">PDS-FRANCE-FY2024-01</a>	2024 Alumni Engagement Innovation Fund (AEIF 2024)	DOS-FRA	Posted	12/22/2023	02/21/2024
<a href="#">RFI-442-24-003</a>	USAID Employ	USAID-CAM	Forecasted	12/22/2023	
<a href="#">EPA-G2024-P3-Q3</a>	21st Annual P3 Awards: A National Student Design Competition Focusing on People, Prosperity and the Planet	EPA	Posted	12/22/2023	02/21/2024
<a href="#">EPA-G2024-P3-Q2</a>	21st Annual P3 Awards: A National Student Design Competition Focusing on People, Prosperity and the Planet	EPA	Posted	12/22/2023	02/21/2024
<a href="#">24JD10</a>	Critical Incident Response and Assistance	USDOJ-BOP-NIC	Posted	12/22/2023	02/20/2024
<a href="#">HHS-2024-ACF-OCSS-FD-0015</a>	Next Generation Child Support Employment Services Demonstration	HHS-ACF-OCSS	Forecasted	12/22/2023	
	Technical Assistance and Evaluation of the Next				



# Grants.gov: Applying

**GRANTS.GOV™**  
FIND. APPLY. SUCCEED.™

Help | Register | Login

Home | Learn Grants | Search Grants | Applicants | Grantors | System-To-System | Forms | Connect | Support

## VIEW GRANT OPPORTUNITY

PDS-FRANCE-FY2024-01  
2024 Alumni Engagement Innovation Fund (AEIF 2024)  
Department of State  
U.S. Mission to France

**SYNOPSIS** | **VERSION HISTORY** | **RELATED DOCUMENTS** | **PACKAGE**

### General Information

<b>Document Type:</b>	Grants Notice	<b>Version:</b>	Synopsis 3
<b>Funding Opportunity Number:</b>	PDS-FRANCE-FY2024-01	<b>Posted Date:</b>	Dec 22, 2023
<b>Funding Opportunity Title:</b>	2024 Alumni Engagement Innovation Fund (AEIF 2024)	<b>Last Updated Date:</b>	Dec 22, 2023
<b>Opportunity Category:</b>	Discretionary	<b>Original Closing Date for Applications:</b>	Feb 21, 2024
<b>Opportunity Category Explanation:</b>		<b>Current Closing Date for Applications:</b>	Feb 21, 2024
		<b>Archive Date:</b>	Mar 22, 2024
		<b>Estimated Total Program Funding:</b>	
		<b>Award Ceiling:</b>	\$35,000
		<b>Award Floor:</b>	\$5,000

# Grants.gov: SF-424

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.

- Section 8F:**
- Name
  - Email

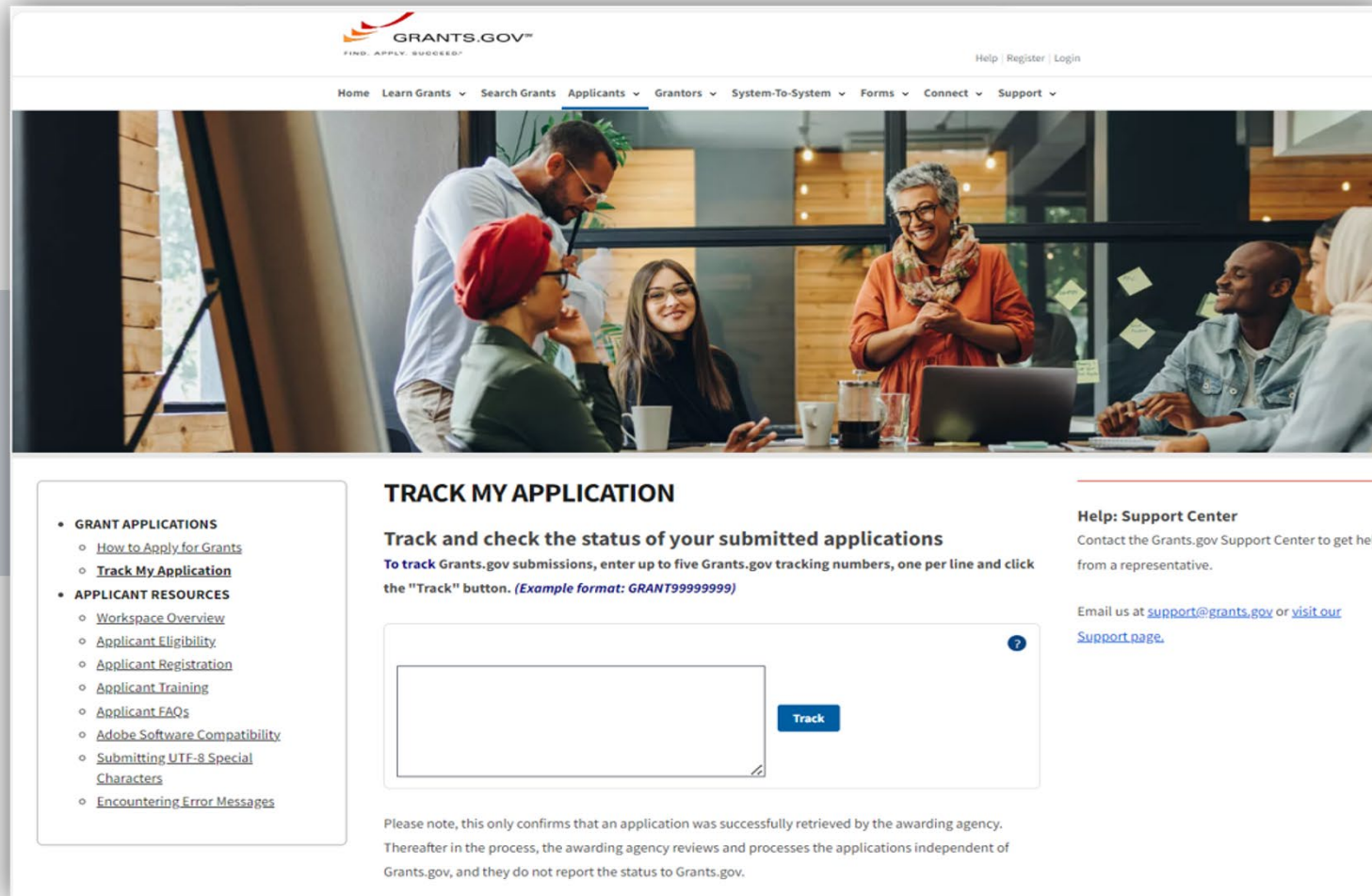
The screenshot shows the SF-424 form with the following sections:

- 1. TYPE OF SUBMISSION:** Radio buttons for Preapplication, Application (selected), and Changed/Corrected Application.
- 2. TYPE OF APPLICATION:** Radio buttons for New (selected), Continuation, and Revision.
- Section 8F:** A green box highlights the contact information section, which includes:
  - Prefix: dropdown menu
  - First Name: Jane
  - Middle Name: empty
  - Last Name: Austen
  - Suffix: dropdown menu
  - Title: empty
  - Organizational Affiliation: empty
  - Telephone Number: 1234567890
  - Fax Number: empty
  - Email: Jane.Austen@email.com

Form SF-424

Selecting Submit in Grants.gov multiple times creates duplicate submissions.

# Grants.gov: Track My Application



**GRANTS.GOV™**  
FIND. APPLY. SUCCEED.™

Help | Register | Login

Home | Learn Grants | Search Grants | Applicants | Grantors | System-To-System | Forms | Connect | Support

## TRACK MY APPLICATION

- GRANT APPLICATIONS
  - [How to Apply for Grants](#)
  - [Track My Application](#)
- APPLICANT RESOURCES
  - [Workspace Overview](#)
  - [Applicant Eligibility](#)
  - [Applicant Registration](#)
  - [Applicant Training](#)
  - [Applicant FAQs](#)
  - [Adobe Software Compatibility](#)
  - [Submitting UTF-8 Special Characters](#)
  - [Encountering Error Messages](#)

**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.

**Help: Support Center**

Contact the Grants.gov Support Center to get help from a representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or [visit our Support page.](#)





# Grants.gov: What's Next

Grants.gov: Received vs. Rejected/Accepted

Submit your SF-424 ahead of Grants.gov deadline

Grants.gov tracking number is connected to your JustGrants Application

Section: Application Submission

# First Steps: *JustGrants*

Application Submitter



# Locate Application: *My Worklist*

Welcome justgrants024.applicationssubmitter jgitsext

Alerts (0)  
No data to display

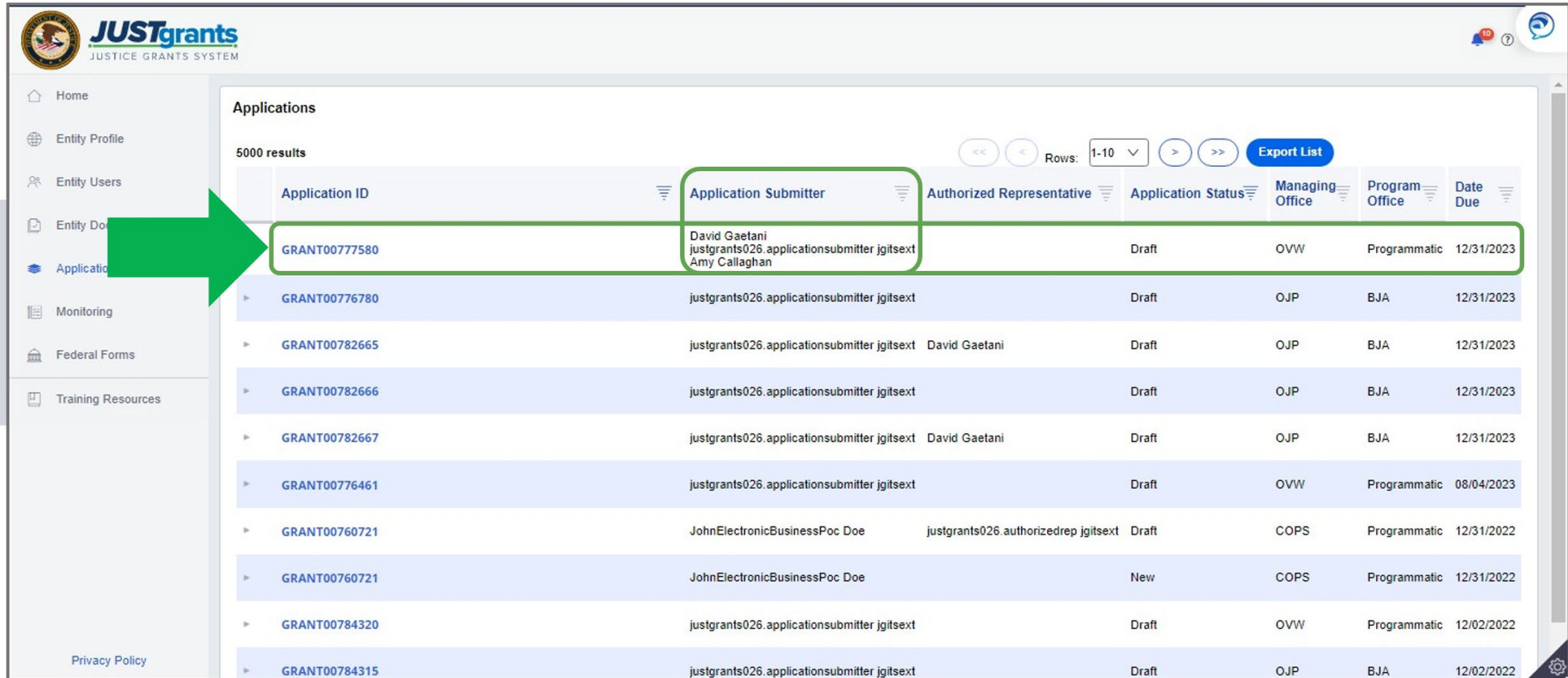
My Worklist

results 1 2 > [Export List](#)

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM

Privacy Policy

# Locate Application: *Navigation Menu*



The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Applications' and shows 5000 results. The table below lists application details, with the first row highlighted in green and circled. A green arrow points to the 'Application ID' column header.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationssubmitter jgitsext Amy Callaghan		Draft	OVW	Programmatic	12/31/2023
▶ GRANT00776780	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023
▶ GRANT00782665	justgrants026.applicationssubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
▶ GRANT00782666	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023
▶ GRANT00782667	justgrants026.applicationssubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
▶ GRANT00776461	justgrants026.applicationssubmitter jgitsext		Draft	OVW	Programmatic	08/04/2023
▶ GRANT00760721	JohnElectronicBusinessPoc Doe	justgrants026.authorizedrep jgitsext	Draft	COPS	Programmatic	12/31/2022
▶ GRANT00760721	JohnElectronicBusinessPoc Doe		New	COPS	Programmatic	12/31/2022
▶ GRANT00784320	justgrants026.applicationssubmitter jgitsext		Draft	OVW	Programmatic	12/02/2022
▶ GRANT00784315	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/02/2022

# View Additional Application Information

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A large green arrow points from the left towards the 'Applications' menu item. The main content area is titled 'Applications' and shows '4077 results'. At the top right of this area are navigation controls for rows (set to 1-10) and an 'Export List' button. A modal window is open, displaying the title 'Grant Package (A-479045)'. Below the title is a red banner with a lock icon and the text: 'User Randall Reese is currently editing the application. You cannot edit until Randall Reese closes the application.' To the right of the modal, a sidebar shows 'Program Office' (BJA) and 'Date Due'. At the bottom of the application list, two rows are partially visible, showing details like 'JohnElectronicBusinessPoc.Doe', 'Pending-FinancialChangeRequest', 'OVW', and 'Programmatic'.

# Begin Submission

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00774386 ) **PENDING-DRAFT**

Actions Print

Assignments View all

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationssubmitter jgitsext

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG			SI-170953	COPS SVPP Short Titl
Application Case ID			Application Group Case ID	SF424_2_1
A-396553			AG-128027	
Grant Manager				

Recent documents (0)  
No documents

Participants (3)

- JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants024.authorizedrep jgitsext  
Authorized Representative
- justgrants024.applicationssubmitter jgitsext  
Application Submitter

Privacy Policy

# Edit Application: Multiple Submitters

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'JUSTICE GRANTS SYSTEM' tagline. A sidebar on the left contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package ( 00774386 )' in 'PENDING-DRAFT' status. Below this, there is an 'Assignments' section with a 'View all' toggle and a table of tasks. A green arrow points to the 'Edit application' option in the 'Actions' dropdown menu. The 'Information' tab is active, displaying application details in a table format.

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationssubmitter jgitsext

Information	Grant Package	Application Versions		
ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG			SI-170953	COPS SVPP Short Titl
Application Case ID		Application Group Case ID		SF424_2_1
A-396553		AG-128027		
Grant Manager				

Actions dropdown menu options:

- Refresh
- Edit application
- PersonnelBudget
- Cancel Application
- Print
- Close

# Confirmation to Edit

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00777580)' in a 'PENDING-DRAFT' status, due on December 31, 2023, at 11:03:00 PM EST. Below this, there is an 'Assignments' section with a table listing tasks and assigned users. A modal dialog titled 'Edit application' is open, asking 'Are you sure you want to edit this application?' with 'Cancel' and 'Submit' buttons. The right sidebar contains sections for 'Recent documents (0)', 'Participants (4)', and a 'Privacy Policy' link at the bottom left.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00777580 ) **PENDING-DRAFT** Due December 31, 2023 11:03:00 PM EST

Assignments  View all

Task	Assigned to
BudgetWrapperOJPScreenFlow (Complete and Submit)	AC Amy Callaghan

**Edit application** [X]

Are you sure you want to edit this application?

[Cancel](#) [Submit](#)

Recent documents (0)  
No documents

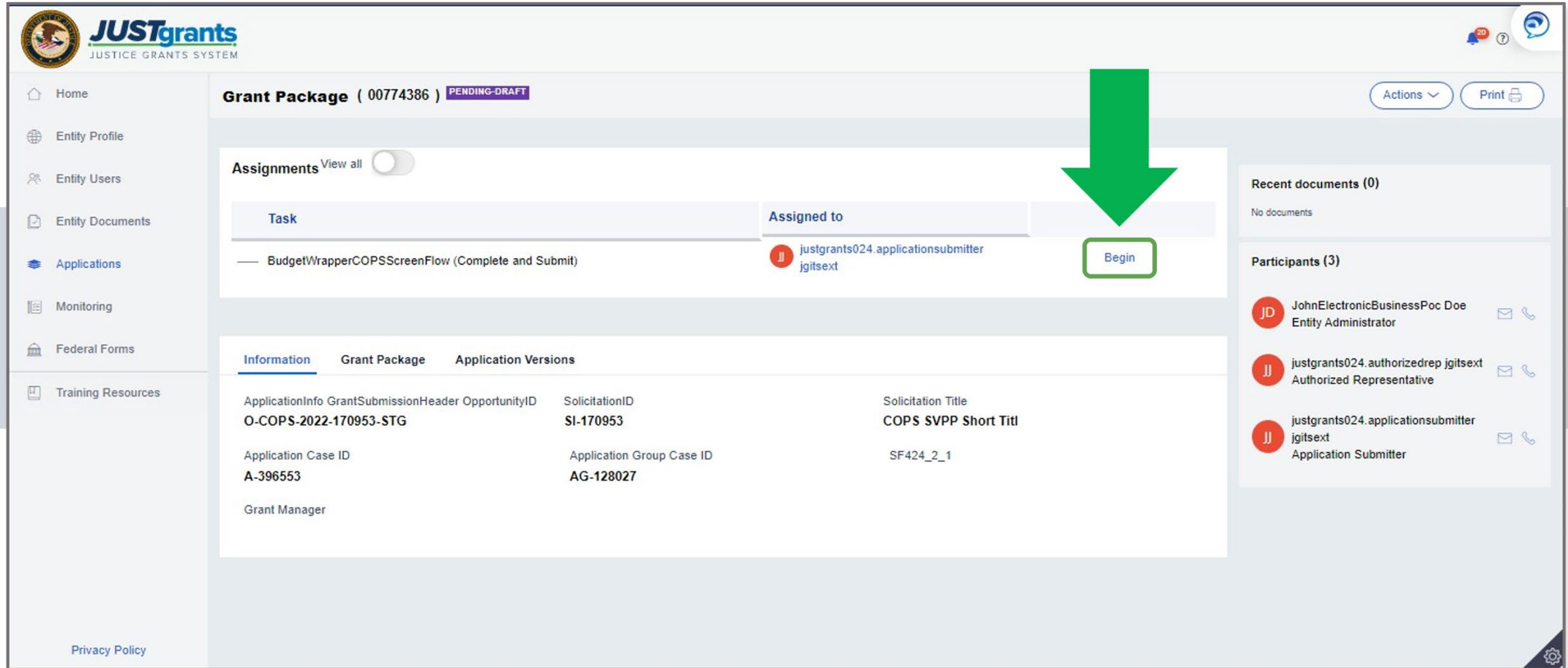
Participants (4)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- DG David Gaetani ApplicationSubmitter2
- JJ justgrants026.applicationsubmitter jgitext ApplicationSubmitter3
- AC Amy Callaghan Application Submitter

Privacy Policy



# Editing: *Multiple Submitters*




**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00774386 ) PENDING-DRAFT

Actions ▼ Print

Assignments View all




Task	Assigned to	
BudgetWrapperCOPSScreenFlow (Complete and Submit)	 justgrants024.applicationsubmitter jgitsext	<a href="#">Begin</a>

**Information** Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG			SI-170953	COPS SVPP Short Titl
Application Case ID			Application Group Case ID	SF424_2_1
A-396553			AG-128027	
Grant Manager				

Recent documents (0)  
No documents

Participants (3)


-  JohnElectronicBusinessPoc Doe  
Entity Administrator ✉ ☎
-  justgrants024.authorizedrep jgitsext  
Authorized Representative ✉ ☎
-  justgrants024.applicationsubmitter jgitsext  
Application Submitter ✉ ☎

Privacy Policy



# 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:



## Email

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*

1



## Bell

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

2

# 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

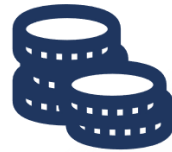


# Web-based Forms Submission in JustGrants

The following data needs to be submitted directly into the system:



**Proposal  
abstract**



**Web-based  
budget**



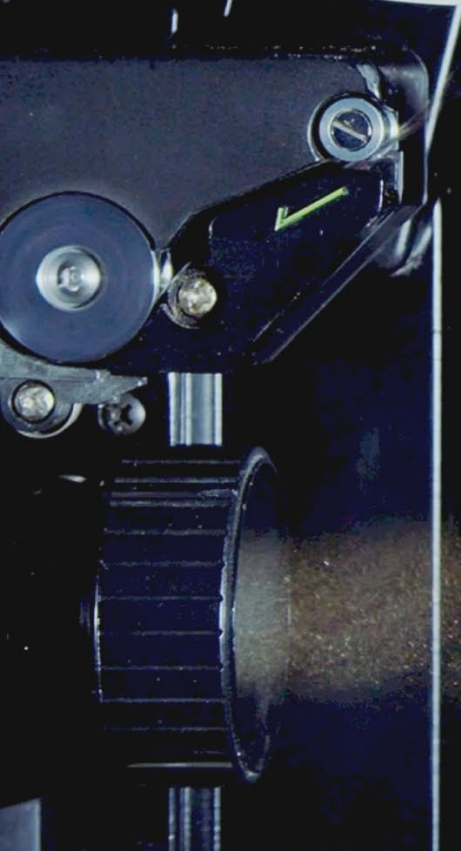
**Goals,  
objectives,  
deliverables,  
and timelines**



**Budget  
Detail Form**  
(submitted with the  
application)



**Applicant  
MOUs,  
disclosures &  
assurances**



Demonstrations

# Cancel an Application

**Demonstration** // If you mistakenly create a grant application, you do have the ability to cancel the application in JustGrants.

The screenshot displays the JustGrants interface for a 'Grant Package' (00800725) that is 'RESOLVED-CANCELLED'. A green arrow points to the 'Cancel Application' option in the 'Actions' dropdown menu. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area shows a table with application details and a list of participants.

Information	Grant Package	Application Versions
OpportunityID O-OVW-2023-184100-STG	SolicitationID SI-184100	Solicitation Title Test
Application Case ID A-446741	Application Group Case ID AG-136021	SF424_2_1
Grant Manager		

**Participants (3)**

- JD JohnElectronicBusinessPoc Doe  
Entity Administrator
- JJ justgrants026.multipleroles jgitsext  
AuthorizedRepresentative
- JJ justgrants026.applicationsubmitter jgitsext  
Application Submitter

Canceling is final. A canceled application cannot be reopened



# Duplicate Applications

**Demonstration** // If JustGrants receives multiple applications from Grants.gov, the Application Submitter must submit whether these are intentional, unique projects or unintentional ones that should be withdrawn.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo, a notification bell, a help icon, and a user profile icon. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package ( 00772033 )' with a 'NEW' status and a due date of 'April 30, 2022 3:04:00 PM EDT'. A red warning banner states 'The deadline for this application has passed' with a sub-message '1 day 17 hours from now'. A green-bordered button labeled 'Check for Duplicate Applications' is highlighted, with a sub-message 'DUE IN 8 DAYS FROM NOW'. Below this, a message informs the user that their entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV and provides instructions to review and select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033. A table lists the application details:

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Below the table, a selection box offers two options for application TC-564-499952819566658 GRANT00772033: 'Remove this application' and 'Continue with this application'. Buttons for 'Cancel', 'Save', and 'Submit' are provided. The right sidebar shows 'Recent documents (0)' and 'Participants (5)', including JohnElectroniceBusinessPoc Doe (Entity Administrator), MD Kamal (AuthorizedRepresentative), Emre Eren (AuthorizedRepresentative2), and Lucia Turck-Gamble (Application Submitter). A 'Privacy Policy' link is located in the bottom left corner.


# Duplicate Applications

**Demonstration** // If JustGrants receives multiple applications from Grants.gov, the Application Submitter must submit whether these are intentional, unique projects or unintentional ones that should be withdrawn.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top, the logo and navigation menu are visible. The main content area shows a 'Grant Package ( 00772033 )' with a 'NEW' status and a deadline of 'April 30, 2022 3:04:00 PM EDT'. A red warning banner states 'The deadline for this application has passed' with a time remaining of '1 day 17 hours from now'. Below this, a modal titled 'Check for Duplicate Applications' is open, indicating that the entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV. The modal prompts the user to review potentially duplicate applications and select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033. A table lists the application details:

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Below the table, a selection box asks the user to choose an option for 'TC-564-499952819566658 GRANT00772033 \*'. The options are 'Remove this application' and 'Continue with this application'. A green arrow points to the 'Remove this application' option. At the bottom of the modal are 'Cancel', 'Save', and 'Submit' buttons. The right sidebar shows 'Recent documents (0)' and 'Participants (5)', including JohnElectroniceBusinessPoc Doe (Entity Administrator), MD Kamal (AuthorizedRepresentative), Emre Eren (AuthorizedRepresentative2), and Lucia Turck-Gamble (Application Submitter).

A blurred office scene with people sitting at tables, viewed through large windows. The background is bright and out of focus, showing several people in business attire seated at long tables. The foreground is dark and blurry, suggesting a shallow depth of field.

Confirm  
Authorized  
Representative

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main heading is "Confirm Authorized Representative". Below this heading, a text block states: "Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity." A dropdown menu titled "Select Authorized Representative" is open, showing a list of options. A green arrow points to the selected option: "David Gaetani", with the email address "justgrants026.authorizedrep@jgitsext". Below the dropdown, a progress bar shows the current step as "COMPLETE AND SUBMIT". To the right, a sidebar contains "Solicitation Instructions" with a list of steps, including "Standard Applicant Information", "Verify Legal Name and Address", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". Below the instructions, a "Participants (2)" section lists "JohnElectronicBusinessPoc Doe" as the Entity Administrator and "justgrants026.applicationsubmitter" as the Application Submitter. At the bottom of the page, there are "Back", "Save", and "Continue" buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00776780 ) **PENDING-DRAFT** Due: December 31, 2023 11:54:00 AM EST

### Confirm Authorized Representative

Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

Select Authorized Representative

- (Select One)
- (Select One)
- David Gaetani  
justgrants026.authorizedrep@jgitsext  
justgrants026.multipleroles@jgitsext  
JohnElectronicBusinessPoc.Doe

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-BJA-2022-173088-STG</b>	SolicitationID <b>SI-173088</b>	Solicitation Title <b>Ashif testing</b>
Application Case ID <b>A-414388</b>	Application Group Case ID <b>AG-129088</b>	SF424_2_1
Grant Manager		

Participants (2)

- JD JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants026.applicationsubmitter  
jgitsext  
Application Submitter

Back Save Continue

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00776780 )" and is in a "PENDING-DRAFT" state, with a due date of "December 31, 2023 11:54:00 AM EST". The primary task is "Confirm Authorized Representative".

The confirmation dialog box, titled "Confirm Authorized Representative", contains the following text: "An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so." The dialog features a "Cancel" button and a "Confirm" button, which is highlighted by a mouse cursor.

The background interface includes a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a "Select Authorized Representative" dropdown menu with "JohnElectronicBusinessPoc Doe" selected. Below this, there are progress indicators for "INITIATE" and "COMPLETE AND SUBMIT".

At the bottom of the main content area, there is a table with the following data:

Application Info	Grant Submission Header	Opportunity ID	Solicitation ID	Solicitation Title
O-BJA-2022-173088-STG			SI-173088	Ashif testing
Application Case ID			Application Group Case ID	SF424_2_1
A-414388			AG-129088	
Grant Manager				

The right sidebar contains "Solicitation Instructions" with a list of steps: Standard Applicant Information, Standard Applicant Information, Confirm Authorized Representative (highlighted), Verify Legal Name and Address, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (2)" section listing "JohnElectronicBusinessPoc Doe" as Entity Administrator and "justgrants026.applicationsubmitter" as Application Submitter.

At the bottom of the interface, there are "Back", "Save", and "Continue" buttons, along with a "Privacy Policy" link in the bottom left corner.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Confirm Authorized Representative" and includes the following elements:

- Grant Package ( 00776780 )** with a **PENDING-DRAFT** status and a due date of **December 31, 2023 11:54:00 AM EST**.
- Confirm Authorized Representative** section with a note: "Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity."
- A dropdown menu for "Select Authorized Representative" showing **JohnElectronicBusinessPoc Doe**.
- Confirmed Authorized Representative** section with the following details:
  - Title: Entity Admin 26
  - Prefix Name: Mr.
  - First Name: JohnElectronicBusinessPoc, Middle Name: —, Last Name: Doe
  - Suffix Name: —
- A progress bar at the bottom showing the current step: **INITIATE** (checked), followed by **COMPLETE AND SUBMIT**, **REVIEW**, **BUDGET REVIEW**, and **AWARDPACKAGEREADY**.
- Navigation buttons: **Back**, **Save**, and **Continue**.

The right sidebar contains a **Solicitation Instructions** panel with a checklist of application components, where **Confirm Authorized Representative** is the active step. Below this is a **Participants (3)** list:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- JohnElectronicBusinessPoc Doe, Authorized Representative
- justgrants026.applicationsubmitter, jgitstxt

A blurred office environment with several people sitting at tables, likely in a meeting or collaborative workspace. The scene is brightly lit, possibly by large windows, creating a soft, out-of-focus background. The text is overlaid on a white, wavy-edged rectangular box in the lower right quadrant.

Verify Legal  
Name and  
Address

# Verify Legal Name and Address

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

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00776780 ) **PENDING-DRAFT** Due: December 31, 2023 11:54:00 AM EST

### Verify Legal Name, Doing Business As, and Legal Address

<b>Entity Name</b>		
Legal Name	Doing Business As	UEI
JGII Test Org28	JGII Test Org28 Doing Business As	RKV2V7M6FJ03

<b>Physical Address</b>		
Street 1	Street 2	
111 Street Rd	—	
City	Country	
Washington	United States	
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Designate as Legal Address

<b>Mailing Address</b>		
Street 1	Street 2	
111 Street Rd	—	
City	Country	
Washington	United States	
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Congressional District  
5

**Updates here must be done in SAM.gov**

**Solicitation Instructions**

- Standard Applicant Information
  - Standard Applicant Information
  - Confirm Authorized Representative
  - Verify Legal Name and Address**
  - Proposal Abstract
  - Proposal Narrative
  - Budget and Associated Documentation
  - MOUs and Other Supportive Documents
  - Additional Application Components
  - Disclosure And Assurances
  - Other
  - Certify and Submit

**Participants (3)**

- JohnElectronicBusinessPoc Doe Entity Administrator
- JohnElectronicBusinessPoc Doe AuthorizedRepresentative
- justgrants028.applicationsubmitter jgitsent

Privacy Policy Back Save Continue



# Verify Legal Name and Address

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00776780 ) PENDING-DRAFT" with a due date of "December 31, 2023 11:54:00 AM EST". The interface is divided into a left sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Training Resources) and a main content area. The main content area is currently on the "Designate as Legal Address" step. It features a "Mailing Address" section with fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code. Below this is a "Certification" section with a text block explaining the importance of the legal name and address, followed by a numbered instruction: "1. If this information is correct confirm/acknowledge to continue with completion of this application." A blue bar contains a checked checkbox and the text "I confirm this is the correct entity." Below this bar, the "Signer Name" is listed as "justgrants026.applicationsubmitter jgitsext" and the "Certification Date / Time" is "12/20/2022 05:38 PM". A large green arrow points to the confirmation bar. At the bottom of the main content area, there is a "Back" button and a "Continue" button. The right sidebar shows a "Participants (3)" list with three entries: "JohnElectronicBusinessPoc Doe Entity Administrator", "JohnElectronicBusinessPoc Doe AuthorizedRepresentative", and "justgrants026.applicationsubmitter jgitsext Application Submitter". The top right corner of the interface includes a "Privacy Policy" link and a "Back" button.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Monitoring

Federal Forms

Training Resources

Grant Package ( 00776780 ) PENDING-DRAFT Due: December 31, 2023 11:54:00 AM EST

Actions

✖ Designate as Legal Address

**Mailing Address**

Street 1	Street 2	County/Parish
111 Street Rd	—	—
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	802	

✖ Designate as Legal Address

**Certification**

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name  
justgrants026.applicationsubmitter jgitsext

Certification Date / Time  
12/20/2022 05:38 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

Back

Save Continue

Participants (3)

- JohnElectronicBusinessPoc Doe Entity Administrator
- JohnElectronicBusinessPoc Doe AuthorizedRepresentative
- justgrants026.applicationsubmitter jgitsext Application Submitter

Privacy Policy

# Verify Legal Name and Address

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package ( 00776780 )' with a 'PENDING-DRAFT' status and a due date of 'December 31, 2023 11:54:00 AM EST'. An 'Actions' dropdown menu is visible in the top right corner.

The main content area contains a confirmation step with the following text:

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name  
justgrants026.applicationsubmitter jgltstx

Certification Date / Time  
12/20/2022 05:38 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

- Contact your Entity Administrator.
- Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

Below the confirmation text is a progress bar with five stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' stage is currently active.

Below the progress bar is a table with the following data:

Information	Grant Package	Application Versions
Application/Info GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2022-173088-STG	SI-173088	Ashif testing
Application Case ID	Application Group Case ID	SF424_2_1
A-414388	AG-129088	
Grant Manager		

At the bottom of the page, there is a 'Back' button on the left and 'Save' and 'Continue' buttons on the right. A large green arrow points down towards the 'Continue' button.

A blurred photograph of a modern office interior. In the background, several people are seated at long tables, engaged in meetings. The scene is brightly lit, likely by large windows, creating a soft, out-of-focus atmosphere. The text 'Proposal Abstract' is overlaid on the bottom right of the image.

Proposal  
Abstract

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is a rich text editor for the Proposal Abstract, with a large green arrow pointing to the 'Solicitation Instructions' link in the right-hand sidebar. The sidebar also lists other sections like 'Standard Applicant Information', 'Budget and Associated Documentation', and 'Participants (3)'. At the bottom, there is a progress bar and a table with application details.

**Grant Package ( 00776780 )** PENDING-DRAFT Due: December 31, 2023 11:54:00 AM EST

**Solicitation Instructions**

- > Standard Applicant Information
- Proposal Abstract**
- Proposal Narrative
- > Budget and Associated Documentation
  - MOUs and Other Supportive Documents
  - Additional Application Components
- > Disclosure And Assurances
  - Other
  - Certify and Submit

**Participants (3)**

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JD JohnElectronicBusinessPoc Doe AuthorizedRepresentative
- justgrants026.applicationsubmitter jgitsext Application Submitter

**Progress Bar:** INITIATE (checked) → COMPLETE AND SUBMIT → REVIEW → BUDGET REVIEW → AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-BJA-2022-173088-STG</b>	SolicitationID <b>SI-173088</b>	Solicitation Title <b>Ashif testing</b>
Application Case ID <b>A-414388</b>	Application Group Case ID <b>AG-129088</b>	SF424_2_1

Back Save Continue

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is a rich text editor for a proposal abstract. The text reads: "A Proposal Abstract summarizes the proposed project and includes:" followed by a bulleted list of five items: Purpose, Primary activities, Expected outcomes, Service area, and Intended beneficiaries. Below the text editor is a progress bar with five stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' stage is currently active. Below the progress bar is a table with application details. The table has three columns: Application Info, Solicitation ID, and Solicitation Title. The first row contains: Application/Info GrantSubmissionHeader OpportunityID O-BJA-2022-173088-STG, SolicitationID SI-173088, and Solicitation Title Ashif testing. The second row contains: Application Case ID A-414388, Application Group Case ID AG-129088, and SF424\_2\_1. On the right side of the interface, there is a 'Solicitation Instructions' panel with a list of sections: Standard Applicant Information, Proposal Abstract (highlighted), Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a 'Participants (3)' section listing three users: JohnElectronicBusinessPoc Doe Entity Administrator, JohnElectronicBusinessPoc Doe AuthorizedRepresentative, and justgrants026.applicationsubmitter jgitsxt Application Submitter. At the bottom right, there are 'Save' and 'Continue' buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00776780 ) **PENDING-DRAFT** Due: December 31, 2023 11:54:00 AM EST

Format - [Rich Text Editor Icons]

A Proposal Abstract summarizes the proposed project and includes:

- **Purpose**
- **Primary activities**
- **Expected outcomes**
- **Service area**
- **Intended beneficiaries**
- **Subrecipients**

INITIATE | **COMPLETE AND SUBMIT** | REVIEW | BUDGET REVIEW | AWARDPACKAGEREADY

Application Info	Solicitation ID	Solicitation Title
GrantSubmissionHeader OpportunityID O-BJA-2022-173088-STG	SI-173088	Ashif testing
Application Case ID A-414388	Application Group Case ID AG-129088	SF424_2_1

Solicitation Instructions

- > Standard Applicant Information
- Proposal Abstract**
- Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

Participants (3)

- JohnElectronicBusinessPoc Doe Entity Administrator
- JohnElectronicBusinessPoc Doe AuthorizedRepresentative
- justgrants026.applicationsubmitter jgitsxt Application Submitter

Privacy Policy | Back | Save | Continue

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is a rich text editor with a toolbar and the following text:

**This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information.**

**Copy from Microsoft Word into Notepad and then into JustGrants, as this is the most reliable way to copy and paste into JustGrants.**

The interface includes a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top navigation bar shows the current grant package: Grant Package ( 00776780 ) PENDING-DRAFT, with a due date of December 31, 2023 11:54:00 AM EST. A progress bar at the bottom indicates the current step: INITIATE (checked), COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar, there are tabs for Information, Grant Package, and Application Versions. The Information tab is active, showing details for the application, including the Application Case ID (A-414388), Solicitation ID (SI-173088), and Solicitation Title (Ashif testing). On the right side, there are sections for Solicitation Instructions and Participants (3). A large green arrow points to the 'Continue' button at the bottom right of the interface.

Application Info	Grant Submission Header	Opportunity ID	Solicitation ID	Solicitation Title
O-BJA-2022-173088-STG			SI-173088	Ashif testing

Application Case ID	Application Group Case ID	SF424_2_1
A-414388	AG-129088	SF424_2_1

A blurred photograph of a modern office interior. In the background, several people are seated at long tables, engaged in work or conversation. The scene is brightly lit, likely by large windows, creating a soft, out-of-focus atmosphere. The text 'Proposal Narrative' is overlaid on the right side of the image.

Proposal  
Narrative

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00784563) PENDING-DRAFT" with a due date of "December 31, 2023 12:48:00 AM EST". The "Proposal Narrative" section features an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this is the "Goals, Objectives, Deliverables, and Timeline" section, which includes a "+ New Goal" button and a "Goal Statement" field. A progress bar at the bottom shows the current stage as "COMPLETE AND SUBMIT" with other stages: INITIATE, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table at the bottom provides application details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-171665-STG	SI-171665	Ashif story 195671
Application Case ID	Application Group Case ID	SF424_2_1
A-425193	AG-128340	
Grant Manager		

On the right side, there is a "Solicitation Instructions" panel with a list of steps: Standard Applicant Information, Proposal Abstract, Proposal Narrative (highlighted), Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (4)" list with contact information for JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants026.authorizedrep jgitsext (AuthorizedRepresentative), justgrants026.authorizedrep jgitsext (AuthorizedRepresentative2), and justgrants026.applicationsubmitter jgitsext (Application Submitter). The interface includes a "Back" button and "Save" and "Continue" buttons at the bottom right.



# Proposal Narrative, Goals & Objectives

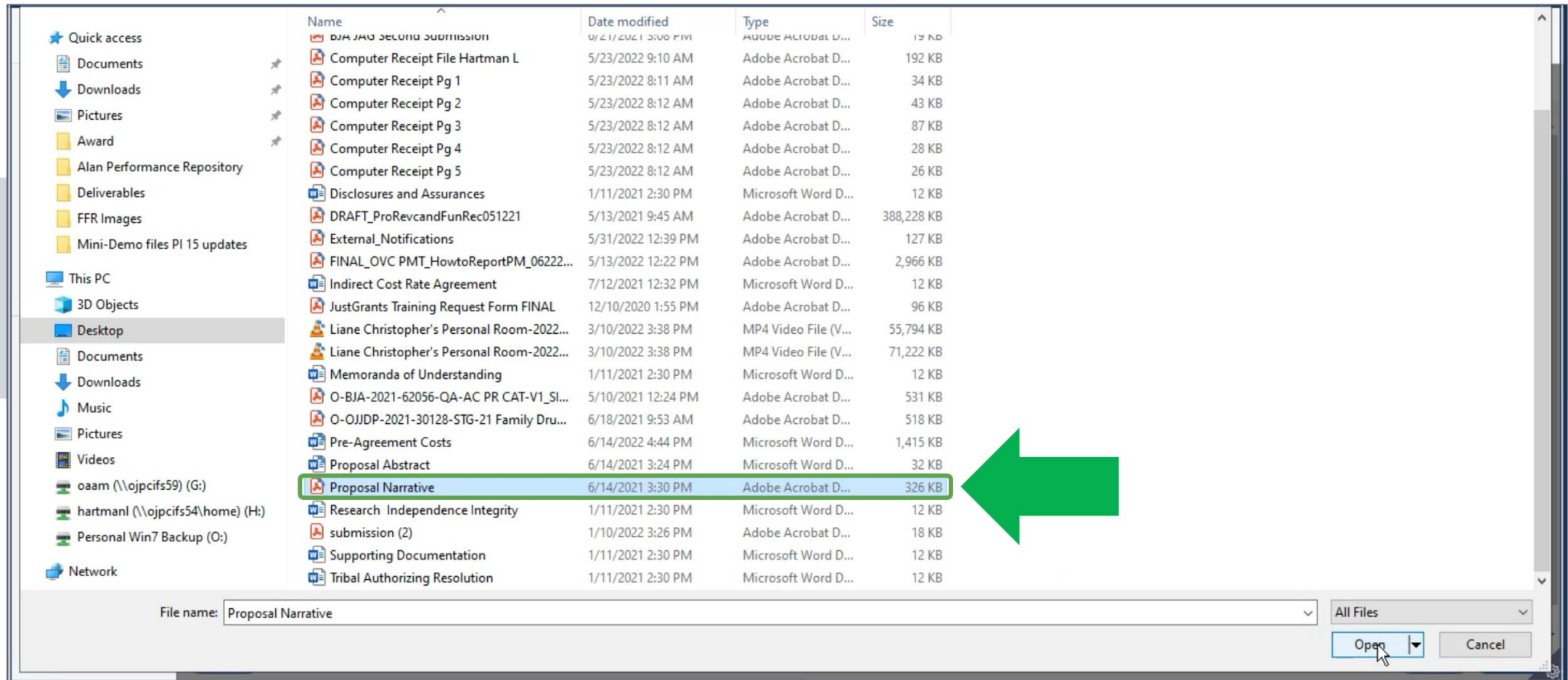
**Demonstration** // The Proposal Narrative is a formal, written request for funds to support a specific program or project, explaining why funds are needed, what the funds will be used for, and how the funds will be managed.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog box titled "Attach file(s)" is centered on the screen, featuring a large green arrow pointing down to a "Select file(s)" button. The background shows a "Grant Package" (00784563) in a "PENDING-DRAFT" state, due on December 31, 2023. The main content area is titled "Proposal Narrative" and includes sections for "Goals, Objectives, Deliverables, and Timeline" and "Goal Statement". A progress bar at the bottom indicates the process is in the "INITIATE" phase. A table of application information is visible at the bottom, including fields for Application Info, Grant Submission Header, Opportunity ID, Solicitation ID, Application Case ID, Application Group Case ID, and Grant Manager. The right sidebar contains "Solicitation Instructions" and a list of "Participants (4)".

Application Info	Grant Submission Header	Opportunity ID	Solicitation ID	Application Case ID	Application Group Case ID	Grant Manager
O-COP S-2022-171665-STG			SI-171665	A-425193	AG-128340	

# 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.*



# 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00784563 ) **PENDING-DRAFT** Due: December 31, 2023 12:48:00 AM EST

Proposal Narrative

Goals, Objectives, Deliverables, and Timeline

+ New Goal

Goal Statement

No items

INITIATE

Information Grant Package Application Ve

Application/Info GrantSubmissionHeader OpportunityID  
O-COPS-2022-171665-STG

Application Case ID  
A-425193

Grant Manager

Application Group Case ID  
AG-128340

SF424\_2\_1

Participants (4)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants026.authorizedrep.jgitsext AuthorizedRepresentative
- justgrants026.authorizedrep.jgitsext AuthorizedRepresentative2
- justgrants026.applicationsubmitter.jgitsext Application Submitter

Attach file(s)

Drag and drop files here

or

Select file(s)

Name *	File	Category
Proposal Narrative 2023	Proposal Narrative.pdf	Proposal Narrative

Cancel Attach

Back Save Continue

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Proposal Narrative" and includes an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this is a table with one entry:

Name	Category	Created by	Application Number	Date Added
Proposal Narrative.pdf	Proposal Narrative	justgrants026.applicationsubmitter jgitsext	---	12/20/2022

Below the table is a section for "Goals, Objectives, Deliverables, and Timeline" with a "+ New Goal" button. A green arrow points to this button. Below the button is a "Goal Statement" text area with a "Remaining: 255 characters" indicator. Below the text area is an "Objectives" table with a "+ New Objective" button:

Objective	Fiscal Year	Quarter
No Items		

On the right side, there is a "Solicitation Instructions" sidebar with a list of sections: Standard Applicant Information, Proposal Abstract, Proposal Narrative (highlighted), Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (4)" list:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants026.authorizedrep jgitsext, AuthorizedRepresentative
- justgrants026.authorizedrep jgitsext, AuthorizedRepresentative2
- justgrants026.applicationsubmitter jgitsext, Application Submitter

At the bottom right, there are "Save" and "Continue" buttons. The top left shows the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top right shows a "Grant Package (00784563)" status of "PENDING-DRAFT" and a due date of "December 31, 2023 12:48:00 AM EST".

# 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.*

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package ( 00784563 )' with a 'PENDING-DRAFT' status and a due date of 'December 31, 2023 12:48:00 AM EST'. Below this, a table lists uploaded files, including 'Proposal Narrative.pdf'. The 'Goals, Objectives, Deliverables, and Timeline' section is active, showing a 'Goal Statement' text area (highlighted with a green box) and sections for 'Objectives' and 'Deliverables'. The 'Objectives' section has a '+ New Objective' button (highlighted with a green arrow), and the 'Deliverables' section has a '+ New Deliverable' button (highlighted with a green arrow). The right sidebar shows 'Proposal Narrative' options and 'Participants (4)' including JohnElectronicBusinessPoc Doe, justgrants026 authorizedrep jgitsext, and justgrants026 applicationssubmitter jgitsext. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package ( 00784563 ) PENDING-DRAFT" with a due date of "December 31, 2023 12:48:00 AM EST". A table lists the uploaded files, including "Proposal Narrative.pdf". Below this, the "Goals, Objectives, Deliverables, and Timeline" section is active, showing a "Goal Statement" field with a dropdown menu open, listing various document types like "Action Plans", "Bench Cards", and "Calendars". To the right, the "Participants (4)" section lists four users: "JohnElectronicBusinessPoc Doe Entity Administrator", "justgrants026.authorizedrep.jgitsext AuthorizedRepresentative", "justgrants026.authorizedrep.jgitsext AuthorizedRepresentative2", and "justgrants026.applicationsubmitter.jgitsext Application Submitter". The interface includes a sidebar with navigation options like "Home", "Entity Profile", and "Applications", and a bottom bar with "Back", "Save", and "Continue" buttons.

Section: Application Submission

# Budget Entry Prep



# Pre-Budget Entry Review

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00784563)' with a 'PENDING-DRAFT' status and a due date of 'December 31, 2023 12:48:00 AM EST'. A sidebar on the left lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Proposal Narrative' and features an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this is a section for 'Goals, Objectives, Deliverables, and Timeline' with a '+ New Goal' button and a 'Goal Statement' field. A progress bar at the bottom shows the current step: 'COMPLETE AND SUBMIT', with other steps being 'INITIATE', 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY'. A table below the progress bar provides application details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-171665-STG	SI-171665	Ashif story 195671
Application Case ID	Application Group Case ID	SF424_2_1
A-425193	AG-128340	
Grant Manager		

On the right side, there is a 'Solicitation Instructions' panel with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative (highlighted), Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a 'Participants (4)' list with names and roles, each accompanied by a contact icon. At the bottom right, there are 'Save' and 'Continue' buttons. A 'Privacy Policy' link is located at the bottom left.



# Pre-Budget Entry Review

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

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OMB No. 1103-0  
Approval Expires 10/1/2022

U.S. Department of Justice  
Office of Community Oriented Policing Services

DO NOT USE\_MS CHP

**Assistance Listing Number #** 16.032  
**Grants.gov Opportunity Number:** O-COPS-2022-170930-STG  
**Solicitation Release Date:** May 23, 2022 3:05 PM  
**Version:** 1  
**Grants.gov Deadline:** May 03, 2023 3:00 PM  
**Application JustGrants Deadline:** May 18, 2023 3:00 PM

**Overview**

Overall Impact: The central hypothesis to be tested in this resubmission of an R01 application is that spatial structure mechanics are the major physical factors controlling the development of pathogenicity, antibiotic resistance, and immune evasion in biofilm infections. To test this hypothesis, they will use Pseudomonas aeruginosa as a model microorganism and determine the spatial structure and mechanics of biofilm infections in wounds; determine how spatial arrangement impact bacterial growth, biofilm microenvironments, antibiotic resistance, and virulence; and determine the role of spatial structure and mechanics in biofilm leucocyte interactions. This is a much-reduced set of objectives compared to the original application, which was to examine two microorganisms in three environments. Other significant changes have been made in response to SS's critique, including a reorganization of the research team. The overall effect is a tighter application with high probability of success. 1. Significance: Strengths - The scientific premise of this application is that biofilm microarchitecture and mechanics are key to the development, antibiotic resistance and immune evasion in biofilm infections. Understanding this may prove to be key in preventing and treating biofilms. - The data resulting from this will be important to the field and for the development of drugs that target novel sites, leading to prevention, disruption and amelioration of biofilms.

**Eligible Applicants:**  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

**Contact Information**  
For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 800-545-5035, at [grants-support@gsa.gov](mailto:grants-support@gsa.gov), or at [grants-support@gsa.gov](mailto:grants-support@gsa.gov).

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

Participants (4)

- JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants026 authorizedrep jgltsext  
AuthorizedRepresentative
- justgrants026 authorizedrep jgltsext  
AuthorizedRepresentative2
- justgrants026 applicationsubmitter  
jgltsext  
Application Submitter

Save Continue

## DOJ Grants Financial Guide 2022

### Welcome to the DOJ Grants Financial Guide

you find this guide useful and informative. If you have any questions or concerns, please contact your appropriate DOJ Funding Source.

**TOPICS**

<a href="#">Financial Management Systems</a>	<a href="#">6. Audit Requirements</a>
<a href="#">Eligible Costs</a>	<a href="#">7. Conference Costs</a>
<a href="#">Eligible Costs</a>	<a href="#">8. Adjustments to Awards</a>
<a href="#">Financial Reports</a>	<a href="#">9. Accounting by Approved Budget Category</a>
<a href="#">Financial Reports</a>	<a href="#">10. Subrecipient Monitoring</a>

The Department of Justice (DOJ) has three primary grant-making components, the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS Office). The mission of OJP is to provide leadership to federal, state, local, and tribal justice systems by disseminating best-practice knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies. The mission of OVW is to provide federal leadership in developing the national capacity to reduce violence against women, and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assaults, and stalking. The mission of the COPS Office is to

Solicitation Example

DOJ  
Financial  
Guide

# Budget Structures

Budgets in JustGrants are entered in one of two ways, based on the requirements in the solicitation.



## Web-based

This form of budget entry requires that budget categories are populated line-by-line directly into JustGrants.

1

**COPS: Web-based**



## Attachments

This form of budget entry requires the budget to be uploaded as one or more files into the application.

2

**OJP: Variable**  
*(Check solicitation)*

**OVW: Attachment**

A blurred office scene with people sitting at tables, likely in a meeting or collaborative work environment. The background is bright and out of focus, showing large windows and modern office furniture. The text is overlaid on a white, torn-edge paper effect in the lower right corner.

Attach  
Budget  
Spreadsheet

# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00774490 )" with a status of "PENDING-DRAFT" and a due date of "July 31, 2023 4:27:00". A large green arrow points to an "Upload" button in the "Pre-Agreement Cost" section. Below the button, a message states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface includes a left sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The right sidebar shows "Solicitation Instructions" with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative (checked), Budget and Associated Documentation (expanded), Budget / Financial Attachments (highlighted), MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (3)" section listing "JohnElectronicBusinessPoc Doe" as the Entity Administrator and "justgrants024.applicationsubmitter". At the bottom, there are "Back", "Save", and "Continue" buttons, along with a "Privacy Policy" link.

# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot displays the JUSTgrants JUSTICE GRANTS SYSTEM interface. The main content area shows a 'Grant Package ( 00774490 )' in a 'PENDING-DRAFT' status, with a due date of July 31, 2023, at 4:27:00 PM EDT. A sidebar on the left contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area lists various sections under 'Pre-Agreement Cost', including 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate Justification', 'Employee Compensation Waiver', 'Financial Management and System of Internal Control', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a dashed box for file placement, a large green arrow pointing down, and a 'Select file(s)' button. The dialog also includes 'Cancel' and 'Attach' buttons. On the right side, there are sections for 'Solicitation Instructions' (listing items like Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit) and 'Participants (3)', which lists JohnElectronicBusinessPoc Doe as an Entity Administrator and justgrants024.applicationssubmitter. At the bottom right, there are 'Save' and 'Continue' buttons.

# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot shows the JUSTgrants Justice Grants System interface. A modal window titled "Attach file(s)" is open, displaying a "Drag and drop files here" area with a paperclip icon and a "Select file(s)" button. Below this, a table lists the attached file:

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs.docx	Pre-Agreement Cost

A green arrow points to the "Pre-Agreement Cost" category dropdown menu. The background interface shows a "Grant Package (00749680)" in "PENDING-DRAFT" status, with a warning that the deadline has passed. The left sidebar contains navigation options like Home, Entity Profile, and Applications. The bottom of the screen has buttons for "Back", "Save", and "Continue".

# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot shows the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area displays 'Grant Package ( 00749680 )' with a 'PENDING-DRAFT' status and a due date of 'May 21, 2021 11:59:00 PM EDT'. A red warning banner states 'The deadline for this application has passed'. Below this, there is a section for 'Pre-Agreement Cost' with an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' A table below shows a file named 'Pre-Agreement Costs.docx' with a category of 'Pre-Agreement Cost', created by 'justgrants024.applicationssubmitte', and added on '11/22/2022'. A large green arrow points to this table. The right sidebar contains 'Solicitation Instructions' with a list of items including 'Standard Applicant Information', 'Proposal Abstract', 'Proposal Narrative', and 'Budget and Associated Documentation'. The 'Budget and Associated Documentation' section is expanded, showing items like 'Conference Costs', 'Personnel', 'Fringe Benefits', 'Travel', 'Equipment', 'Supplies', 'Construction', 'SubAwards (Subgrants)', 'Procurement Contracts', 'Other Costs', 'Indirect Costs', and 'Consolidated Category Summary'. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

**Grant Package ( 00749680 )** **PENDING-DRAFT** Comp # (C-SMART-2019-00001-STG) Due May 21, 2021 11:59:00 PM EDT

**▲ The deadline for this application has passed**

**Pre-Agreement Cost**

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Application Number	Date Added
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationssubmitte r jgiltst	---	11/22/2022

**Solicitation Instructions**

- > Standard Applicant Information
  - Proposal Abstract
  - Proposal Narrative
- ✓ **Budget and Associated Documentation**
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary

Privacy Policy Back Save Continue

# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00784563 ) PENDING-DRAFT" with a due date of "December 31, 2023 12:48:00 AM EST". A sidebar on the left contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area lists several sections: Pre-Agreement Cost, Non-competitive Justification, Indirect Cost Rate Agreement (if applicable), Consultant Rate Justification, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status), Disclosure of Process Related to Executive Compensation, and Additional Attachments. A large green arrow points to a "Profile" button in the "Indirect Cost Rate Agreement" section. Below this button, a table lists attachments with columns for Name, Category, Created by, Application Number, and Date Added. One attachment is visible: "Indirect Cost Rate Agreement.docx" with category "Indirect Cost Rate Agreement (if applicable)", created by "justgrants026.applicationssubmitter jgitsext", and added on "12/20/2022". A right-hand sidebar shows "Solicitation Instructions" with a tree view including "Budget and Associated Documentation" and "Budget / Financial Attachments". Below this is a "Participants (4)" list with names and roles. At the bottom, there are "Back", "Save", and "Continue" buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00784563 ) PENDING-DRAFT Due: December 31, 2023 12:48:00 AM EST

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

> Pre-Agreement Cost  
> Non-competitive Justification  
v Indirect Cost Rate Agreement (if applicable)

Profile

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Application Number	Date Added
Indirect Cost Rate Agreement.docx	Indirect Cost Rate Agreement (if applicable)	justgrants026.applicationssubmitter jgitsext	---	12/20/2022

> Consultant Rate Justification  
> Employee Compensation Waiver  
> Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)  
> Disclosure of Process Related to Executive Compensation  
> Additional Attachments

Solicitation Instructions

- > Standard Applicant Information
- Proposal Abstract
- ✓ Proposal Narrative
- v Budget and Associated Documentation
  - Budget / Financial Attachments**
  - MOUs and Other Supportive Documents
  - Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

Participants (4)

- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants026.authorizedrep jgitsext AuthorizedRepresentative
- justgrants026.authorizedrep jgitsext AuthorizedRepresentative2
- justgrants026.applicationssubmitter jgitsext

Privacy Policy Back Save Continue



# Attach Budget Spreadsheet

**Demonstration** // It's important to start thinking about your budget early as funding levels of grant programs change each year.

The screenshot displays the JUSTgrants Justice Grants System interface. The main page shows a 'Grant Package' (00784563) in a 'PENDING-DRAFT' status, with a due date of December 31, 2023. A modal window titled 'Select a file from my Entity Profile' is open, displaying a table of files available for attachment. The table includes columns for Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. The file 'EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus.pdf' is selected. An 'Attach' button is visible at the bottom right of the modal. The background page shows various sections like 'Pre-Agreement Cost', 'Non-competitive Justification', and 'Indirect Cost Rate Agreement (if applicable)'. A sidebar on the left contains navigation options such as Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The bottom of the page features a 'Privacy Policy' link and 'Back', 'Save', and 'Continue' buttons.

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	LegacyAttachments			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	LegacyAttachments			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	LegacyAttachments			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input checked="" type="checkbox"/>	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus.pdf	Proof of 501(c) Status (Nonprofit Organization Only)			2021		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	LegacyAttachments					11/3/20	JohnElectronicBusinessPoc Doe

A blurred office scene with people sitting at tables, viewed through large windows. The background is bright and out of focus, showing several people in business attire working at tables. The overall atmosphere is professional and modern.

## Web-based Budget

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package ( 00785408 )' in a 'PENDING-DRAFT' status, with a due date of December 21, 2022, 12:30:00 PM EST. A progress bar indicates the current step is 'COMPLETE AND SUBMIT', with other steps being 'INITIATE', 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY'. Below the progress bar, a table provides application details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-SMART-2023-176204-STG	SI-176204	Education 2 Test
Application Case ID	Application Group Case ID	SF424_2_1
A-427889	AG-130854	
Grant Manager		

On the right side, the 'Solicitation Instructions' sidebar is expanded to show 'Budget and Associated Documentation', with 'Conference Costs' selected. Other categories listed include Standard Applicant Information, Proposal Narrative, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. At the bottom right, there are 'Save' and 'Continue' buttons.

# Web-based Budget

**Demonstration** // All Web-based Budget for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top header includes the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The main content area is titled "Grant Package ( 00785408 )" and shows a "PENDING-DRAFT" status with a due date of "December 21, 2022 12:30:00 PM EST".

On the left sidebar, there are navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. On the right sidebar, there is a list of budget categories, with "Personnel" selected and highlighted in blue.

The main content area features two buttons: "Add Year" and "Delete Year". Below these is a section for "Year 1" with an "Instructions" link. The instructions text reads: "List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application."

Below the instructions is a "Personnel" section with a table. The table has columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with the following data:

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 test	test	265.00	Yearly	1	100.00	% \$265.00	\$	\$265.00

Below the table, there is a summary row:

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$265	\$0	\$265

At the bottom of the main content area, there is an "Additional Narrative" section with a rich text editor toolbar. The toolbar includes options for font, size, bold, italic, underline, link, unlink, list, and text color. At the bottom of the page, there are "Back", "Save", and "Continue" buttons.

# Web-based Budget

**Demonstration** // All Web-based Budget for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top header includes the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The main content area is titled "Grant Package ( 00785408 ) PENDING-DRAFT" with a due date of "December 21, 2022 12:30:00 PM EST".

On the left, a sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. On the right, a vertical menu lists various budget categories, with "Personnel" currently selected.

The main content area features a "Personnel" section with a table for adding and managing items. The table has the following columns: Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with the following data:

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 test	test	265.00	Yearly	1	100.00	% \$265.00	\$	\$265.00

Below the table, a summary row shows: Personnel Total Cost: \$265, Total Non-Federal Amt (Match or Prog Inc): \$0, and Total Federal Amount: \$265.

An "Additional Narrative" section is located at the bottom, featuring a rich text editor with a toolbar and a text area containing the placeholder text: "Add details to explain your entries. More information is better."

At the bottom of the interface, there are "Back", "Save", and "Continue" buttons. A "Privacy Policy" link is also visible in the bottom left corner.

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

**Add Year** **Delete Year**

Year 1

**Instructions**  
List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

**Personnel**

+ Add item X Delete item

Name	Position	Salary	Rate	Time	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 test	test	265.00	Yearly	1	%	\$265.00	\$	\$265.00

Personnel Total Cost: \$265  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$265

Additional Narrative

Privacy Policy

Back Save Continue

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00785408)' in a 'PENDING-DRAFT' status, due on December 21, 2022. The 'Personnel' section is active, showing a table with one entry: 'test' at a salary of 265.00, working 1 year at 100% time, with a total cost of \$265.00. A 'Delete Item' button is highlighted with a mouse cursor. The sidebar on the right lists various budget categories, with 'Personnel' selected. The bottom of the screen features a 'Back' button, a 'Save' button, and a 'Continue' button.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

**Add Year** **Delete Item**

Year 1 Year 2

> Instructions

**Personnel**

+ Add item X Delete item

Computation - Show annual salary & amount of time devoted to the project for each name/position

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 test	test	265.00	Yearly	1	100.00 %	\$265.00	\$	\$265.00

Personnel Total Cost: \$265  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$265

Additional Narrative

Font Size [Rich Text Editor Icons]

Add details to explain your entries. More information is better.

Privacy Policy **Back** **Save** **Continue**

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00785408 ) PENDING-DRAFT" with a due date of "December 21, 2022 12:30:00 PM EST". The interface includes a left sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main area shows "Year 1" with "Add Year" and "Delete Year" buttons. Under "Instructions", the "Fringe Benefits" section is active, featuring a table with columns: Name, Base, Rate (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. Two rows are visible: row 1 is empty, and row 2 has "Test" in the Name field, "\$ 25.00" in Base, "1" in Rate (%), "\$ 0.25" in Total Cost, "\$" in Non-Federal Amt, and "\$ 0.25" in Federal Amount. Below the table, summary statistics show "Fringe Benefits Total Cost \$0", "Total Non-Federal Amt (Match or Prog Inc) \$0", and "Total Federal Amount \$0". An "Additional Narrative" text area with a rich text editor is at the bottom. On the right, a "Solicitation Instructions" sidebar lists various categories, with "Fringe Benefits" highlighted. At the bottom right, "Save" and "Continue" buttons are visible. The browser address bar shows "stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS\_/.../ITABTHREAD1?pyActivity=Fin..."

	Name	Base	Rate (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1		\$ \$	%	\$ 0.00	\$	\$ 0.00
2	Test	\$ 25.00	1	\$ 0.25	\$	\$ 0.25

Fringe Benefits Total Cost: \$0  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$0



# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package (00785408)' in 'PENDING-DRAFT' status, due on December 21, 2022. The 'Travel' section is active, showing a table with one entry: 'Test' in 'DC' for 'Meals' on a 'Day' basis, with a cost of 30.00, 1 quantity, 2.00 staff, and 2.00 trips, totaling \$120.00. A summary table below the entry shows a total travel cost of \$120, a total non-federal amount of \$0, and a total federal amount of \$120. On the right, a 'Solicitation' sidebar lists various budget categories, with 'Travel' selected. The interface includes 'Add Year' and 'Delete Year' buttons, a 'Back' button, and 'Save' and 'Continue' buttons at the bottom.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) PENDING-DRAFT Due: December 21, 2022 12:30:00 PM EST

Year 1

Instructions

Travel

+ Add item × Delete item Compute the cost of each type of expense X the number of people traveling.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Test	DC	Meals	Day	30.00	1	2.00	2.00	\$120.00	\$	\$120.00

Travel Total Cost \$120  
Total Non-Federal Amt (Match or Prog Inc) \$0  
Total Federal Amount \$120

Additional Narrative

Privacy Policy Back Save Continue

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00785408)' in a 'PENDING-DRAFT' status, due on December 21, 2022. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The central area features 'Add Year' and 'Delete Year' buttons, followed by 'Year 1' and 'Instructions' sections. A table for 'Equipment' items is shown, with one item 'Test' having 3 units, a cost of 25.00, a total cost of 75.00, and a federal amount of 75.00. A summary table below the equipment table shows: Equipment Total Cost: \$75, Total Non-Federal Amt (Match or Prog Inc): \$0, and Total Federal Amount: \$75. An 'Additional Narrative' section with a rich text editor is at the bottom. On the right, a 'Solicitation Instructions' sidebar lists various budget categories, with 'Equipment' currently selected.

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Test	3	25.00	75.00	\$	75.00

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$75	\$0	\$75

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The main content area shows a 'Grant Package ( 00785408 )' in a 'PENDING-DRAFT' status, due on December 21, 2022. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The central area features a table for 'Supply Items' with columns for Purpose of Supply Items, # of Items, Unit Cost, Total Cost, Non-Federal Amt, and Federal Amount. A summary table below the main table shows 'Supplies Total Cost' of \$4, 'Total Non-Federal Amt (Match or Prog Inc)' of \$0, and 'Total Federal Amount' of \$4. On the right, a 'Solicitation Instructions' sidebar lists various budget categories, with 'Supplies' highlighted. The interface also includes buttons for 'Add Year', 'Delete Year', 'Back', 'Save', and 'Continue'.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

Year 1

**Instructions**

**Supply Items**

+ Add item × Delete item Compute the costs (e.g., the number of each item to be purchased X the cost per item)

	Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Test	2.00	2.00	\$4.00	\$	\$4.00

Supplies Total Cost: \$4    Total Non-Federal Amt (Match or Prog Inc): \$0    Total Federal Amount: \$4

Additional Narrative

Privacy Policy    Back    Save    Continue

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00785408)' in 'PENDING-DRAFT' status, due on December 21, 2022. The user is currently editing the budget for 'Year 1' under the 'Instructions' section, specifically for 'Construction'. A table lists one item: 'Test' with a quantity of 3.00, a cost of 10.00, and a total cost of 30.00. The 'Non-Federal Amt (Match or Prog Inc)' is \$0, and the 'Federal Amount' is \$30.00. A summary table below the main table shows: Construction Total Cost \$30, Total Non-Federal Amt (Match or Prog Inc) \$0, and Total Federal Amount \$30. On the right side, a 'Solicitation Instructions' menu is visible, listing various categories such as 'Standard Applicant Information', 'Proposal Narrative', 'Budget and Associated Documentation', 'Conference Costs', 'Personnel', 'Fringe Benefits', 'Travel', 'Equipment', 'Supplies', 'Construction', 'SubAwards (Subgrants)', 'Procurement Contracts', 'Other Costs', 'Indirect Costs', 'Consolidated Category Summary', 'Budget / Financial Attachments', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. The 'Construction' category is currently selected. At the bottom right, there are 'Save' and 'Continue' buttons. A status bar at the bottom left indicates 'Waiting for cache...'. The JUSTgrants logo and navigation menu are visible on the left side of the interface.

JUSTgrants JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) PENDING-DRAFT Due December 21, 2022 12:30:00 PM EST

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

Year 1

Instructions

Construction

+ Add Item X Delete item Compute the cost (the number of each item to be purchased X the cost per item)

	Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Test	Test	3.00	10.00	\$30.00	\$	\$30.00

Construction Total Cost \$30 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$30

Additional Narrative

Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Narrative
- ✓ Budget and Associated Documentation
  - ✓ Conference Costs
  - ✓ Personnel
  - ✓ Fringe Benefits
  - ✓ Travel
  - ✓ Equipment
  - ✓ Supplies
  - Construction**
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

Save Continue

Waiting for cache...

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top left features the JUSTgrants logo and a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package ( 00785408 ) PENDING-DRAFT" with a due date of December 21, 2022. It includes "Add Year" and "Delete Year" buttons. Under "Year 1", there are "Instructions" and a "Subawards (Subgrants)" section. The subawards section contains a table with columns for Item, Description, Country, State/U.S. Territory, City, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amt. A single row is visible with the following data: Item: 1, Description: Test, Country: United States, State/U.S. Territory: Test, City: Miami, Total Cost: 10.00, Non-Federal Amt: \$, Federal Amt: \$10.00. Below the table, a summary shows Subawards Total Cost: \$10, Total Non-Federal Amt (Match or Prog Inc): \$0, and Total Federal Amount: \$10. An "Additional Narrative" section with a rich text editor is also present. At the bottom, there are "Save" and "Continue" buttons. A status bar at the very bottom indicates "Waiting for stage-justgrants.usdoj.gov..."

Item	Description	Country	State/U.S. Territory	City	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amt
1	Test	United States	Test	Miami	10.00	\$	\$10.00

Subawards Total Cost: \$10  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$10

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and system name. The main content area is titled "Grant Package ( 00785408 )" and shows a "PENDING-DRAFT" status with a due date of December 21, 2022. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area features a "Year 1" section with "Instructions" and "Procurement Contracts" sections. The "Procurement Contracts" section contains a table with columns for Item, Description, Consultant, Country, State/U.S. Territory, City, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with the following data: Item 1, Test, Test, No, United States, Test, Miami, 22.00, \$, and \$22.00. Below the table, there are summary statistics for Procurement Cost (\$22), Total Non-Federal Amt (\$0), and Total Federal Amount (\$22). The interface also includes a "Consultant Travel Required" section with a "Yes" button. At the bottom, there are "Save" and "Continue" buttons.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) PENDING-DRAFT Due: December 21, 2022 12:30:00 PM EST

Year 1

Instructions

Procurement contracts (see "Contract" definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Procurement Contracts

+ Add item X Delete item

Item	Description	Consultant	Country	State/U. S. Territory	City	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Test	No	United States	Test	Miami	22.00	\$	\$22.00

Procurement Cost \$22  
Total Non-Federal Amt (Match or Prog Inc) \$0  
Total Federal Amount \$22

Consultant Travel Required  
Yes

Waiting for stage-justgrants.usdoj.gov... Save Continue

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The main content area shows a 'Grant Package (00785408)' in a 'PENDING-DRAFT' status, due on December 21, 2022. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main area is divided into sections for 'Year 1' instructions, 'Other Costs', and 'Additional Narrative'. A table for 'Other Costs' is visible, with one row containing a 'Test' item. A summary table below the main table shows 'Other Costs Total Cost' as \$12, 'Total Non-Federal Amt (Match or Prog Inc)' as \$0, and 'Total Federal Amount' as \$12. On the right, a 'Solicitation Instructions' sidebar lists various budget categories, with 'Other Costs' currently selected.

**Grant Package ( 00785408 )** PENDING-DRAFT Due: December 21, 2022 12:30:00 PM EST

**Year 1**

**Instructions**  
List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

**Other Costs**

+ Add item X Delete item

Computation - Show the basis for computation

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Test	3.00	asdasdasd	2.00	2.00	\$12.00	\$	\$12.00

Other Costs Total Cost: \$12  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$12

Additional Narrative

Font Size [Rich Text Editor]

Privacy Policy Back Save Continue

# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package ( 00785408 ) PENDING-DRAFT" with a due date of December 21, 2022. It features "Add Year" and "Delete Year" buttons. The "Instructions" section provides detailed guidelines on indirect costs. Below this is the "Indirect Costs" table, which includes a header row with columns for Description, Base, Indirect Cost Rate, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with the description "Test", a base of 2.00, and an indirect cost rate of 1.00%. A summary table below the main table shows "Indirect Costs Total Cost" as \$0, "Total Non-Federal Amt (Match or Prog Inc)" as \$0, and "Total Federal Amount" as \$0. An "Additional Narrative" text area with a rich text editor is at the bottom. On the right side, a "Solicitation Instructions" panel lists various categories, with "Indirect Costs" currently selected and highlighted in blue. At the bottom right, there are "Save" and "Continue" buttons.

**Indirect Costs**

+ Add item X Delete item Compute the indirect costs for those portions of the program which allow such costs.

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Test	2.00	1.00 %	\$0.02	\$	\$0.02

Indirect Costs Total Cost: \$0  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$0

Additional Narrative

Font Size [Rich Text Editor Icons]

Back Save Continue



# Web-based Budget

**Demonstration** // All budget categories for your application are listed on the right side of the screen when using a web-based budget.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a budget table for a grant package (00785408) in a PENDING-DRAFT status, due on December 21, 2022. The table lists various budget categories with their respective amounts for Year 1 and Total. On the right side, a 'Solicitation Instructions' panel lists various application components, with 'Budget and Associated Documentation' expanded to show a list of budget categories, each marked with a green checkmark. A 'Consolidated Category Summary' button is highlighted in blue. At the bottom right, there are 'Save' and 'Continue' buttons.

	Year 1	Total
Personnel	\$265	\$265
Fringe Benefits	\$0	\$0
Travel	\$120	\$120
Equipment	\$75	\$75
Supplies	\$4	\$4
Construction	\$30	\$30
SubAwards	\$10	\$10
Procurement Contracts	\$22	\$22
Other Costs	\$12	\$12
<b>Total Direct Costs</b>	<b>\$538</b>	<b>\$538</b>
Indirect Costs	\$0	\$0
<b>Total Project Costs</b>	<b>\$538</b>	<b>\$538</b>

- > Standard Applicant Information
- ✓ Proposal Narrative
- ✓ **Budget and Associated Documentation**
- ✓ Conference Costs
- ✓ Personnel
- ✓ Fringe Benefits
- ✓ Travel
- ✓ Equipment
- ✓ Supplies
- ✓ Construction
- ✓ SubAwards (Subgrants)
- ✓ Procurement Contracts
- ✓ Other Costs
- ✓ Indirect Costs
- Consolidated Category Summary**
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

# Consolidated Budget Summary

**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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

The Flow Action pre-processing activity Consolidated\_Summary\_Preprocessing failed: .TotalCost&#amp;#61;SF424Form.TotalEstimatedFunding NULL ClipboardPage, cannot execute query .TotalEstimatedFunding with 0 parameters &#amp;#40;[]&#amp;#41; on null page.


	Year 1	Total
Personnel	\$205	\$205
Fringe Benefits	\$0	\$0
Travel	\$100	\$100
Equipment	\$0	\$0
Supplies	\$0	\$0
Construction	\$30	\$30
SubAwards	\$10	\$10
Procurement Contracts	\$22	\$22
Other Costs	\$12	\$12
Total Direct Costs	\$538	\$538


Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Narrative
- ✓ Budget and Associated Documentation
  - ✓ Conference Costs
  - ✓ Personnel
  - ✓ Fringe Benefits
  - ✓ Travel
  - ✓ Equipment
  - ✓ Supplies
  - ✓ Construction
  - ✓ SubAwards (Subgrants)
  - ✓ Procurement Contracts
  - ✓ Other Costs
  - ✓ Indirect Costs
- Consolidated Category Summary**
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
  - > Disclosure And Assurances

Privacy Policy Back Save Continue

For step-by-step instructions on entering budget information, see the Application Submission Job Aid Reference Guide on the Application Submission page of the JustGrants Resources website.

 <https://justicegrants.usdoj.gov>

A blurred photograph of a modern office interior. In the background, several people are seated at long tables, engaged in meetings or work. The scene is brightly lit, likely by large windows, creating a soft, out-of-focus atmosphere. The text is overlaid on a white, torn-edge paper graphic in the lower right corner.

MOUs, Components,  
Disclosures &  
Assurances

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package ( 00785408 )' with a 'PENDING-DRAFT' status and a due date of 'December 21, 2022 12:30:00 PM EST'. A left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Memoranda of Understanding (MOUs) and Other Supportive Documents' and features an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this is a table with one row of document information:

Name	Category	Created by	Application Number	Date Added	
Test Document for Uploads.docx	Memoranda of Understanding (MOUs) and Other Supportive Documents	justgrants026.applicationssubmitter.jgitsex	---	12/19/2022	

Below the table is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current step), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Underneath the progress bar is an 'Information' section with the following details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-SMART-2023-176204-STG	SI-176204	Education 2 Test
Application Case ID	Application Group Case ID	SF424_2_1
A-427889	AG-130854	
Grant Manager		

On the right side, there is a 'Solicitation Instructions' panel with a list of sections: Standard Applicant Information, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents (highlighted), Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a 'Participants (4)' list:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants026.authorizedrep.jgitsex, AuthorizedRepresentative
- justgrants026.applicationssubmitter.jgitsex, Application Submitter

At the bottom of the interface, there are 'Back', 'Save', and 'Continue' buttons, along with a 'Privacy Policy' link.

# 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

**Grant Package ( 00785408 )** **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

> Tribal Authorizing Resolution

▼ Any tools/instruments, questionnaires, tables/chart/graphs, or maps

Component Name \*

- Select...
- Tools
- Instruments**
- Questionnaires
- Tables
- Charts
- Graphs
- Maps

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

> Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-SMART-2023-176204-STG	SI-176204	Education 2 Test
Application Case ID	Application Group Case ID	SF424_2_1
A-427889	AG-130854	
Grant Manager		

Privacy Policy Back Save Continue

**Solicitation Instructions**

- > Standard Applicant Information
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- Additional Application Components**
- > Disclosure And Assurances
- Other
- Certify and Submit

**Participants (4)**

- JD JohnElectronicBusinessPoo Doe Entity Administrator
- justgrants026.authorizedrep jgitsext AuthorizedRepresentative
- justgrants026.applicationsubmitter jgitsext Application Submitter

# 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

### Disclosure of Lobbying Activities

Name	Category	Created by	Application Number
Form SFLLL_2_0-V2.0.pdf	LobbyingActivitiesDisclosure	—	—

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-SMART-2023-176204-STG</b>	SolicitationID <b>SI-176204</b>	Solicitation Title <b>Education 2 Test</b>
Application Case ID <b>A-427889</b>	Application Group Case ID <b>AG-130854</b>	SF424_2_1
Grant Manager		

### Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ▼ **Disclosure And Assurances**
  - Disclosure Of Lobbying Activities**
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

### Participants (4)

- JD JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants026.authorizedrep jgitsext  
Authorized Representative

Back Save Continue

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Disclosure of Duplication in Cost Items" and contains two radio button options. The second option is selected, indicating that the organization has pending applications for the same project. Below the options is a table with columns for "Federal or State Funding Agency", "Solicitation Name/Project Name", "Grantor POC Name", "Grantor POC Phone", and "Grantor POC Email". A progress bar at the bottom shows the current step as "COMPLETE AND SUBMIT".

**Disclosure of Duplication in Cost Items**

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Progress Bar: INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information | Grant Package | Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-SMART-2023-176204-STG	SI-176204	Education 2 Test

Application Case ID	Application Group Case ID	SF424_2_1
A-427889	AG-130854	

Grant Manager

Participants (4)

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants026.authorizedrep.jgitsext, Authorized Representative

Save Continue

# 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.*

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00785408 ) **PENDING-DRAFT** Due: December 21, 2022 12:30:00 PM EST

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Monitoring  
Federal Forms  
Training Resources

included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID  
justgrants026.applicationssubmitter@gmail.com

Signing Date / Time  
12/19/22 12:23 PM

Privacy Policy Back Save Continue



# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00785408 )" and is in a "PENDING-DRAFT" state, with a due date of "December 21, 2022 12:30:00 PM EST". The interface is divided into several sections:

- Other Disclosures and Assurances:** This section contains an "Upload" button and the text "The recommended files to upload are PDF, Microsoft Word and Excel."
- Applicant Disclosure and Justification – DOJ High Risk Grantees:** This section also contains an "Upload" button and the text "The recommended files to upload are PDF, Microsoft Word and Excel."
- Solicitation Instructions:** A sidebar on the right lists various instructions, including "Standard Applicant Information", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", and "Disclosure And Assurances". The "Disclosure And Assurances" section is expanded, showing items like "Disclosure Of Lobbying Activities", "Disclosure of Duplication In Cost Items", "DOJ Certified Standard Assurances", and "DOJ Certifications Regarding Lobbying".
- Participants (4):** A list of participants is shown at the bottom right, including "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants026.authorizedrep jgitsext Authorized Representative".

At the bottom of the interface, there is a "Back" button and a "Continue" button. A progress bar at the bottom indicates the current stage of the application process: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY.

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-SMART-2023-176204-STG	SI-176204	Education 2 Test
Application Case ID	Application Group Case ID	SF424_2_1
A-427889	AG-130854	
Grant Manager		

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Grant Package ( 00785408 )' and shows a 'PENDING-DRAFT' status with a due date of 'December 21, 2022 12:30:00 PM EST'. A sidebar on the left contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area features an 'Other' section with an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides application details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-SMART-2023-176204-STG</b>	SolicitationID <b>SI-176204</b>	Solicitation Title <b>Education 2 Test</b>
Application Case ID <b>A-427889</b>	Application Group Case ID <b>AG-130854</b>	SF424_2_1
Grant Manager		

On the right side, there is a 'Solicitation Instructions' panel with a list of items: Standard Applicant Information, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other (Certify and Submit). Below this is a 'Participants (4)' list showing three users: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants026.authorizedrep jgitsext (Authorized Representative), and justgrants026.applicationsubmitter jgitsext (Application Submitter). The bottom of the page includes a 'Privacy Policy' link, a 'Back' button, and 'Save' and 'Continue' buttons.



# Check for Errors

The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. The main header shows the grant package ID (2-45d1-4031-a5bf-d81ef5b264b4) in a purple box, the status 'PENDING- FINANCIALCHANGEREQUEST', and the due date 'May 17, 2022 11:08:00 AM EDT'. A navigation sidebar on the left includes links for Home, Applications, Monitoring, Federal Forms, and Training Resources. A large green arrow points from the sidebar to the main content area. Below the header, a red error banner contains the text: 'Before proceeding, please address the error(s) indicated below.' Below this, a pink box contains the text: 'Expand to view errors' and 'Please return to the DOJ Solicitation Regarding Lobbying section and acknowledge the form'. The main content area is titled 'Certify and Submit' and lists several sections: 'Standard Applicant Information (and General Agency Information)' with a red error icon, 'Standard Applicant Information', 'Authorized Representative' with an 'Edit application' link, and 'Verify Legal Name and Address' with an 'Edit application' link. A green arrow points from the error banner to the 'Authorized Representative' section. Below these sections are fields for 'Proposal Abstract', 'Proposal Narrative', 'Budget Information' with a red error icon, and 'Memoranda of Understanding (MOUs) and Other Supportive Documents'. On the right side, there is a 'Solicitation Instructions' panel with a 'Budget Review comments' section and a list of application components. A green arrow points from the 'Check for Errors' button at the bottom to the 'Certify and Submit' button in the right panel. At the bottom of the interface, there are buttons for 'Privacy Policy', 'Back', 'Save', 'Check for Errors', and 'Submit'.



# Check for Errors

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

**Grant Package ( 00774387 )** **SUBMITTED**

Actions Print

Thank you! The next step in this case has been routed appropriately.

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-170953-STG			SI-170953	COPS SVPP Short Titl
Application Case ID		Application Group Case ID		SF424_2_1
A-396554		AG-128027		
Grant Manager				


Recent documents (0)  
No documents

Participants (5)

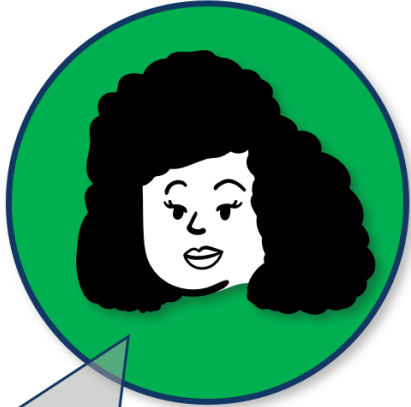
- JD JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants024.authorizedrep jgitsext Authorized Representative
- justgrants024.authorizedrep jgitsext AuthorizedRepresentative2
- justgrants024.applicationsubmitter jgitsext Application Submitter

Privacy Policy

# Quick Q & A



What's going on that I can't seem to print out my entire application?



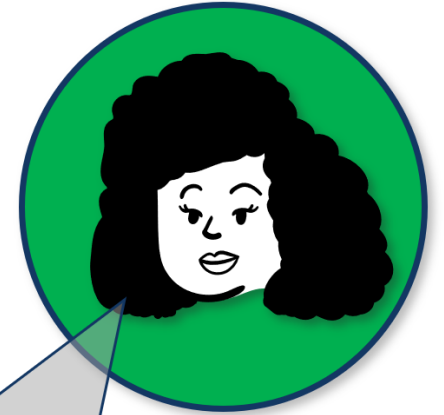
You can print all of the web-based entries in JustGrants by opening the Actions menu and selecting Print.

The print option does NOT print any file attachments.

# Quick Q & A



I created all my text for my application in Microsoft Word but when I pasted it into JustGrants, it's a mess!



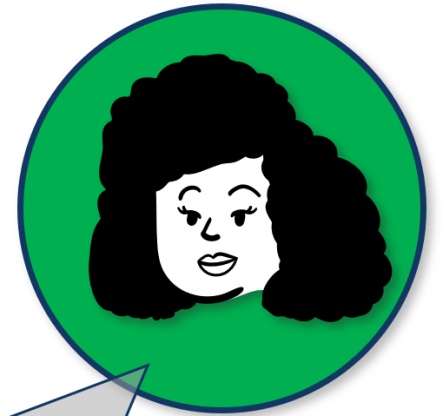
Yes, it will cause presentation issues. Instead, copy and paste into Notepad, then copy and paste from Notepad into JustGrants.

Use the formatting features in JustGrants to bold, italicize, and otherwise format your text.

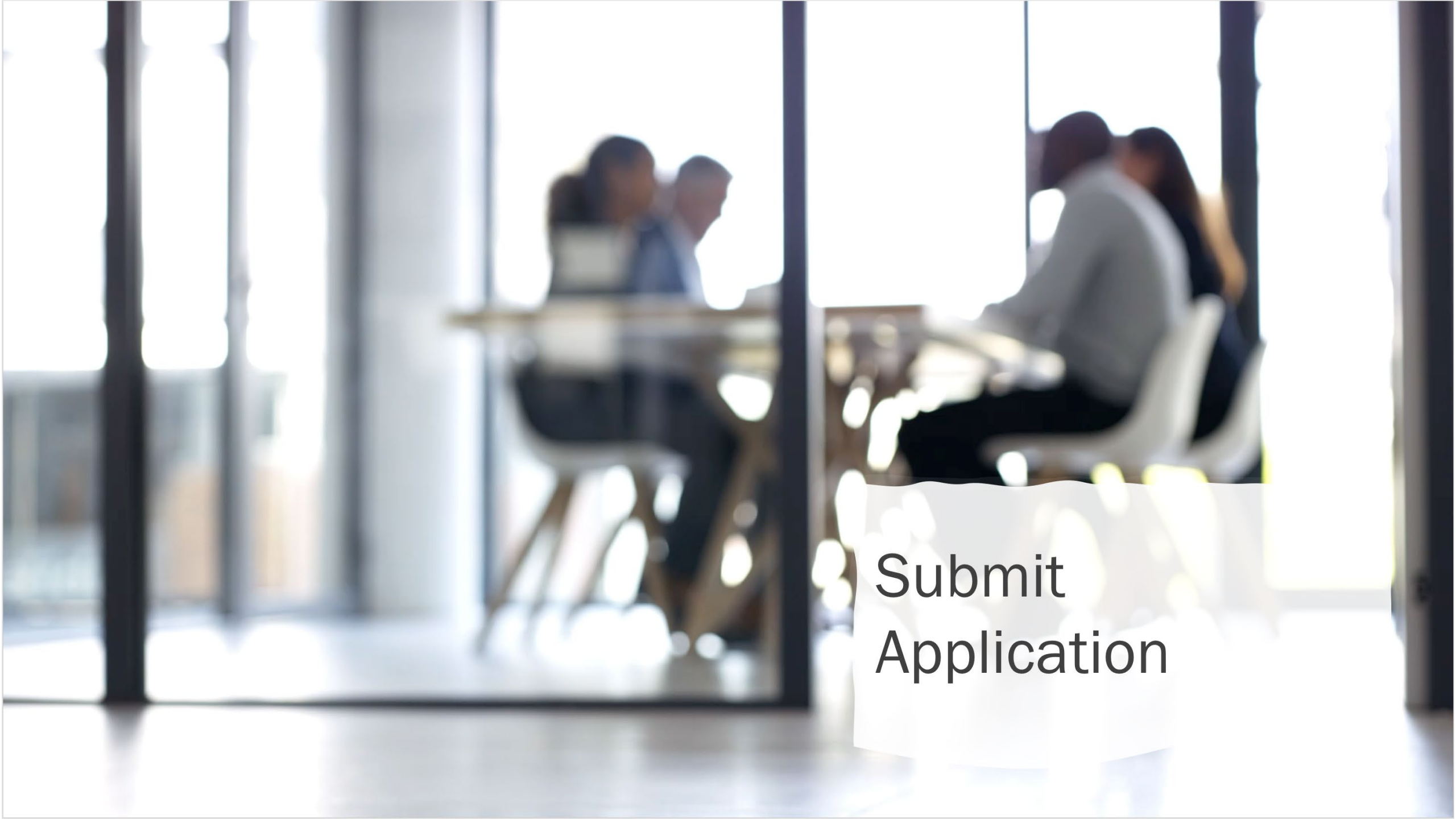
# Quick Q & A



Why can't I submit my budget as an attachment?



You must complete the application in the way that JustGrants presents it. If you have web-based budget categories, you cannot submit a budget attachment.

A blurred office scene with people sitting at tables, viewed through large windows. The background is bright and out of focus, showing several people in business attire working at tables. The overall atmosphere is professional and modern.

Submit  
Application



# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top left features the JUSTgrants logo and a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main header shows 'Grant Package ( 00785408 )' in a 'PENDING-DRAFT' status, with a due date of 'December 21, 2022 12:30:00 PM EST' and an 'Actions' dropdown menu.

The central 'Certify and Submit' section contains a list of application components, each with a right-pointing chevron: 'Standard Applicant Information (JustGrants 424 and General Agency Information)', 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', 'Memoranda of Understanding (MOUs) and Other Supportive Documents', 'Additional Application Components', 'Disclosure and Assurances', and 'Other'. At the bottom of this section, a blue bar contains a checked checkbox for 'Final Review and Certification of Application confirmation'.

On the right side, the 'Solicitation Instructions' panel lists the same components as the main section, with a blue 'Certify and Submit' button at the bottom. Below this is a 'Participants (4)' list showing three individuals: 'JohnElectronicBusinessPoc Doe Entity Administrator', 'justgrants026.authorizedrep jgitstext AuthorizedRepresentative', and 'justgrants026.applicationssubmitter jgitstext Application Submitter', each with a contact icon.

The bottom of the interface includes a 'Privacy Policy' link, a 'Back' button, and a row of three buttons: 'Save', 'Check for Errors', and 'Submit'.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. The main header shows 'Grant Package ( 00785408 )' with a 'PENDING-DRAFT' status and a due date of 'December 21, 2022 12:30:00 PM EST'. An 'Actions' dropdown menu is visible in the top right.

The central section is titled 'Certify and Submit' and contains several expandable components:

- Standard Applicant Information (JustGrants 424 and General Agency Information)
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- Memoranda of Understanding (MOUs) and Other Supportive Documents
- Additional Application Components
- Disclosure and Assurances
- Other

At the bottom of this section, there is a checked checkbox for 'Final Review and Certification of Application confirmation'.

On the right side, the 'Solicitation Instructions' panel lists the same components as the main area, with a 'Certify and Submit' button below. Below that is a 'Participants (4)' list showing user profiles with contact icons.

At the bottom of the interface, there are three buttons: 'Back', 'Check for Errors', and 'Submit'. A large green arrow points directly to the 'Check for Errors' button.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface for a grant package. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package ( 00785408 )" with a "PENDING-DRAFT" status and a due date of "December 21, 2022 12:30:00 PM EST". A red warning icon and message state: "Before proceeding, please address the error(s) indicated below." The "Certify and Submit" section contains several expandable fields: "Standard Applicant Information (JustGrants 424 and General Agency Information)", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "Memoranda of Understanding (MOUs) and Other Supportive Documents", "Additional Application Components", "Disclosure and Assurances", and "Other". A "Solicitation Instructions" sidebar on the right lists these same categories and includes a "Certify and Submit" button. Below this, a "Participants (4)" list shows: "JohnElectronicBusinessPoc Doe Entity Administrator", "justgrants026.authorizedrep jgitsext AuthorizedRepresentative", and "justgrants026.applicationssubmitter jgitsext Application Submitter". At the bottom, a "Final Review and Certification of Application confirmation" checkbox is checked. Navigation buttons for "Back", "Save", "Check for Errors", and "Submit" are visible.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package ( 00785408 )" with a "PENDING-DRAFT" status and a due date of "December 21, 2022 12:30:00 PM EST". A red warning icon and message state: "Before proceeding, please address the error(s) indicated below." Below this is the "Certify and Submit" section, which contains a list of application components: Standard Applicant Information (JustGrants 424 and General Agency Information), Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, Disclosure and Assurances, and Other. At the bottom of this section, a checkbox for "Final Review and Certification of Application confirmation" is checked. On the right side, there is a "Solicitation Instructions" panel with a "Certify and Submit" button. Below that is a "Participants (4)" list showing roles like Entity Administrator, Authorized Representative, and Application Submitter. At the bottom right, there are buttons for "Save", "Check for Errors", and "Submit". A large green arrow points to the "Submit" button.

# 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top left features the JUSTgrants logo and a navigation menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package ( 00785408 )' with a 'SUBMITTED' status and a timestamp of 'October 21, 2022 12:30:00 PM EST'. A green arrow points to the 'SUBMITTED' label. Below the header, a green message box states: 'Thank you! The next step in this case has been routed appropriately.' On the right side, there is a 'Participants (4)' section listing three users: 'JohnElectronicBusinessPoc Doe Entity Administrator', 'justgrants026.authorizedrep jgitsext AuthorizedRepresentative', and 'justgrants026.applicationssubmitter jgitsext Application Submitter'. A 'No Items' placeholder is visible below the list. The bottom of the screen shows a status bar with the text 'Waiting for stage-justgrants.usdoj.gov...'.

# 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*.

Section: Application Submission

# Recall Application



# Recall Application: *Action*

The screenshot displays the JUSTgrants Justice Grants System interface. The top left features the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package ( 00770034 )' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. Below this, there are tabs for 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, displaying a table with the following data:

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-169635-STG			SI-169635	Ashif Print Preview
	Application Case ID		Application Group Case ID	SF424_2_1
	A-399756		AG-127665	
	Grant Manager			

An 'Actions' dropdown menu is open, showing options: Refresh, Fix Correspondence, Resend Correspondence, Reject Selected Correspond..., Transfer assignment, Save, Recall Application (highlighted with a green box), Print, and Close. A green arrow points from the 'Recall Application' option to a large green arrow pointing right. Another green arrow points from the 'Applications' link in the sidebar to a large green arrow pointing right. At the bottom, the URL 'stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS\_/.../ITABTHREAD2?pyActivity=%4...' is visible.



# Recall Application: *Confirmation Reason*

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog titled "Recall Application Confirmation" is centered on the screen. The dialog contains the following text:

**Recall Application Confirmation**

If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline.

If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.

Reason for recall

Value cannot be blank

Buttons: Cancel, Submit

Two large green arrows are overlaid on the dialog: one points to the text input field for the recall reason, and the other points to the "Submit" button.

The background interface shows a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area displays details for a "Grant Package (00770034)" with a "SUBMITTED" status and a due date of "March 20, 2024 3:30:00 PM EDT". The application information includes "ApplicationInfo GrantSubmissionHeader OpportunityID O-OVW-2022-169635-STG" and "Application Case ID A-399756". The grant manager is listed as "Grant Manager".

On the right side of the interface, there are sections for "Recent documents (0)", "Participants (3)", and "Application Submitter" details.

# Recall Application: *Editing*

The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. The main header shows 'Grant Package ( 00770034 )' with a 'PENDING-DRAFT' status and a 'RECALLED' badge. A green box highlights the 'RECALLED' badge, and a large green arrow points down to a 'Begin' button, which is also highlighted with a green box. The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area features an 'Assignments' section with a table of tasks and assigned users, and an 'Information' section with details about the grant package and application versions. On the right, there are panels for 'Recent documents (0)' and 'Participants (4)'. A 'Privacy Policy' link is located at the bottom left.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00770034 ) **PENDING-DRAFT** Due March 20, 2024 3:30:00 PM EDT **RECALLED** Actions Print

Assignments  View all

Task	Assigned to
Standard Applicant Information Screen Flow (Complete and Submit)	justgrants024.applicationssubmitter jgitsext
Fix Correspondence	Administrator
Fix Correspondence	Administrator
Fix Correspondence	Administrator

**Begin**

**Recent documents (0)**  
No documents

**Participants (4)**

- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants024.applicationssubmitter jgitsext Application Submitter

**Information** Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-169635-STG	SI-169635	Ashif Print Preview
Application Case ID A-399756	Application Group Case ID AG-127665	SF424_2_1

Grant Manager

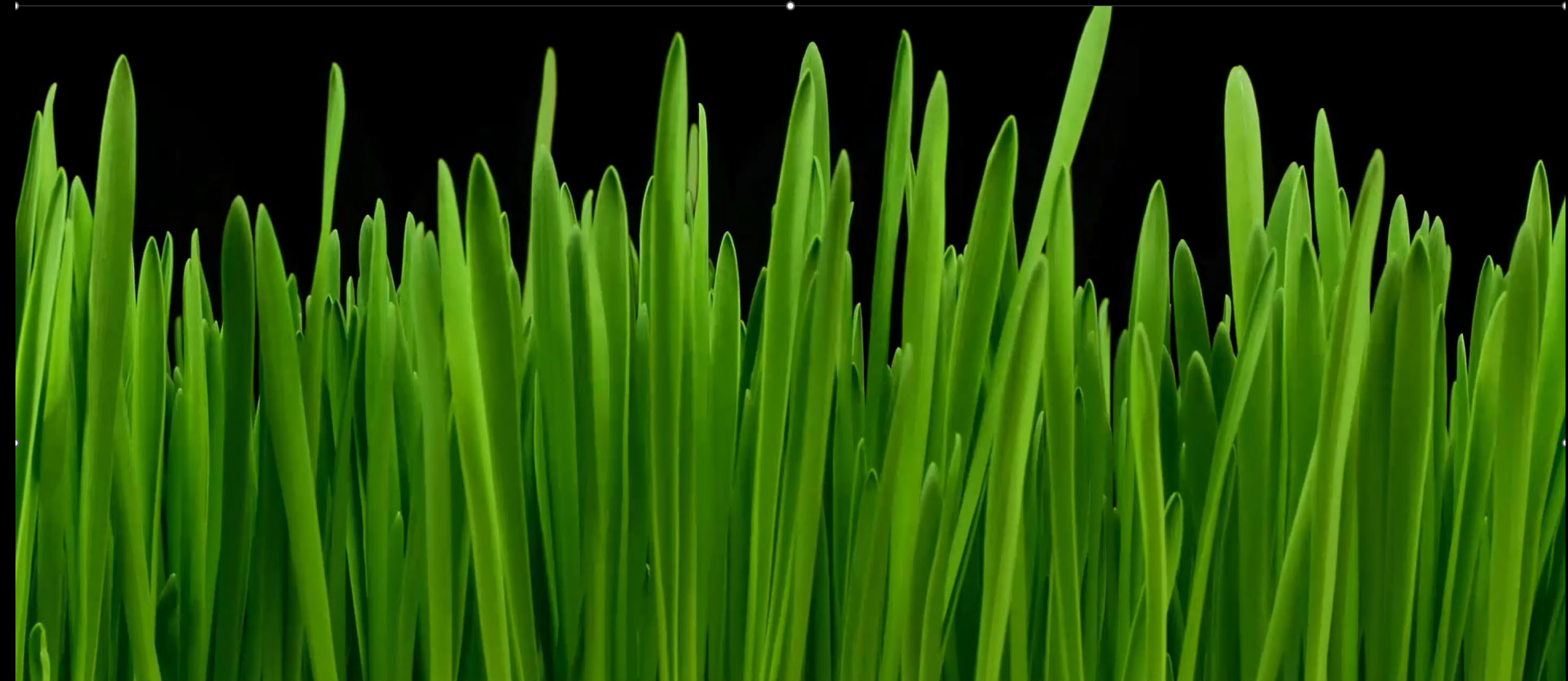
Privacy Policy



# Recall Application: *Check for errors/Submit*

The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. The main header shows the application status as 'Grant Package ( 00770034 ) PENDING-DRAFT' with a due date of 'March 20, 2024 3:30:00 PM EDT' and a red 'RECALLED' badge. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Certify and Submit' and lists several application components: Standard Applicant Information (JGITS 424 and General Agency Information), Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Attachments, Disclosures and Assurances, and Other. A 'Solicitation Instructions' sidebar on the right mirrors these components and includes a 'Certify and Submit' button. Below this, the 'Participants (4)' section shows a list of users with green arrows pointing to 'Save', 'Check for Errors', and 'Submit' buttons. A large green arrow on the right side of the interface points from the 'Check for Errors' and 'Submit' buttons back towards the top of the page.

# Resources



# Justice Grants

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**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



The screenshot shows the JustGrants website's Training Overview page. The page features a navigation menu with 'Training' selected. Below the navigation is a 'Training Overview' section with introductory text and a grid of 12 topic buttons. The buttons are arranged in a 4x3 grid and include: Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, Virtual Q&A Sessions, and Resources.

JustGrants Login | FAQs | COPS Office | OJP | OVW

Search

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Home

### Training Overview

The Department of Justice (DOJ) has made a collection of training materials include self-guided eLearning videos, which are supplemented with infographics. These resources will help users learn to navigate the management tasks.

As a supplement to the self-guided training materials, the JustGrants Q&A sessions for award recipients to receive real-time technical assistance.

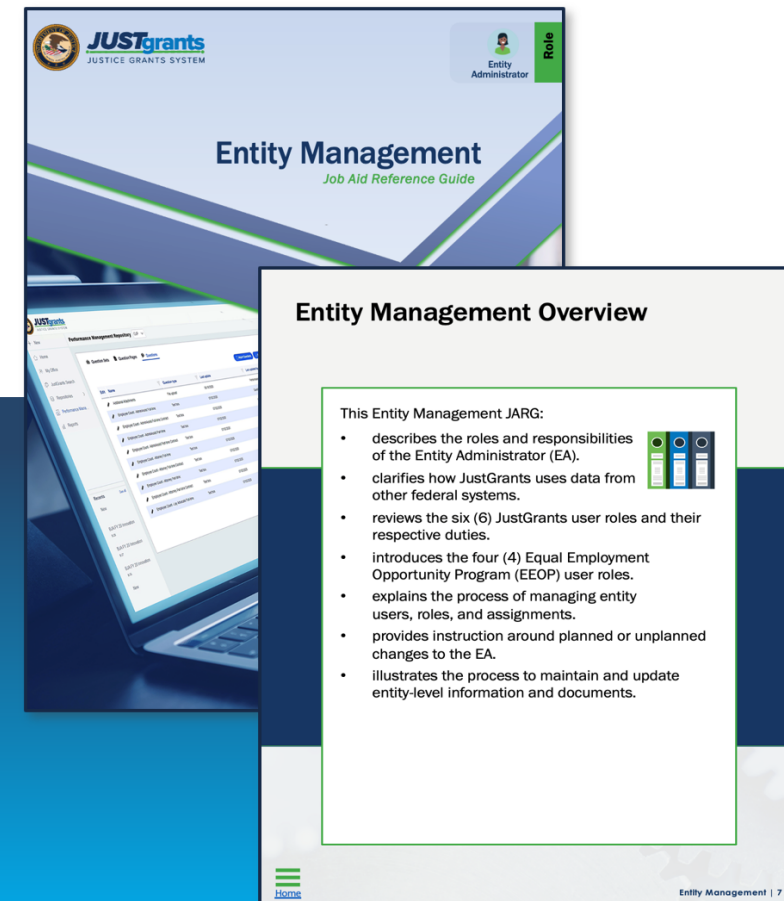
- Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions.

If you have trouble accessing the trainings or you need technical assistance, please contact [JustGrants User Support](#).

Entity Management	Entity User Experience	Application Submission
Grant Award Acceptance	Award Management	Grant Award Modifications
Financial Reporting	Performance Reporting	Monitoring
Closeout	Virtual Q&A Sessions	Resources

## Job Aid Reference Guides



The screenshot shows the cover of the 'Entity Management Job Aid Reference Guide' and an overview slide. The cover features the JustGrants logo and a user profile icon. The overview slide lists the contents of the guide, including roles and responsibilities of the Entity Administrator, data usage, user roles, EEOP user roles, entity management process, and changes to the EA.

### Entity Management

Job Aid Reference Guide

### Entity Management Overview

This Entity Management JARG:

- describes the roles and responsibilities of the Entity Administrator (EA).
- clarifies how JustGrants uses data from other federal systems.
- reviews the six (6) JustGrants user roles and their respective duties.
- introduces the four (4) Equal Employment Opportunity Program (EEOP) user roles.
- explains the process of managing entity users, roles, and assignments.
- provides instruction around planned or unplanned changes to the EA.
- illustrates the process to maintain and update entity-level information and documents.

Entity Management | 7



# Application Submission Resources



## OJP Grant Application Resource Guide

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



## OJP, OVW and COPS Funding Opportunities

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



## Grants.gov Support

<https://www.grants.gov>



## DOJ Application Submission Checklist

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>



## SAM.gov Resources

<https://justicegrants.usdoj.gov/resources/system-for-award-management>



## Quick Start Guide for Applicants

<https://www.grants.gov/quick-start-guide/applicants>



# JustGrants *Technical Support*

Applicants and award recipients that need technical support or need to report issues with JustGrants should contact:

## Contact Information

### COPS and OJP

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

*Or*

(833) 872-5175

*Monday – Friday: 7:00 AM and 9:00 PM ET  
Weekends & Federal holidays: 9:00 AM to 5:00 PM ET*

### OVW

[OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

*Or*

(866) 655-4482

*Monday – Friday: 7:00 AM and 5:00 PM ET*



# Upcoming Sessions

[JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars](https://JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars)

**Post-Award Management: 1<sup>st</sup> and 3<sup>rd</sup> MONDAYS** from 1:00 PM to 2:30 PM

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

**Entity Management: 2<sup>nd</sup> and 4<sup>th</sup> TUESDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators*

**Application Submission: Weekly on WEDNESDAYS** from 2:30 PM to 4:30 PM

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

**Award Acceptance: 2<sup>nd</sup> THURSDAY** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators, Authorized Representatives*

**Thank you!**

***Please complete the survey that  
opens in a new browser window.***

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**JUSTgrants**  
JUSTICE GRANTS SYSTEM



**JUST**grants  
JUSTICE GRANTS SYSTEM

