JUSTgrants
JUSTICE GRANTS SYSTEM

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

Onboarding

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

START

Register, renew, or confirm with SAM.gov

UEI

Obtain or confirm UEI number in SAM.gov.

1

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

2

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

✓ Search **Grants.gov**
✓ Select Opportunity ID

Apply in **Grants.gov** By submitting the SF-424 form.

3

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

JUSTgrants JUSTICE GRANTS SYSTEM

View and edit pre-populated fields in the **JustGrants** application.

JUSTgrants JUSTICE GRANTS SYSTEM

Complete full application in **JustGrants**

FINISH

Submit the application in 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**.

STEPS

- ✓ 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.

2

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

STEPS

- ✓ 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.

STEPS

- ✓ 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.

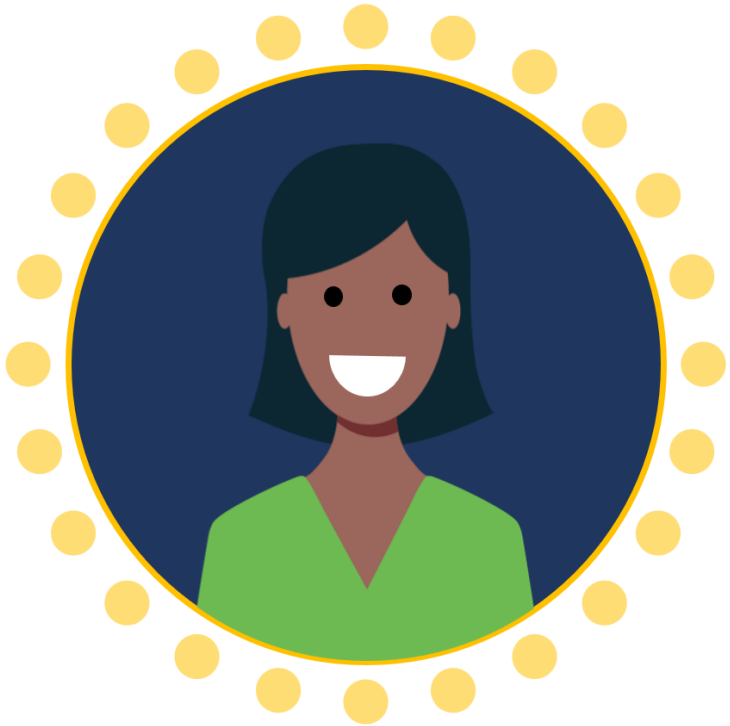
Entity users can now log into JustGrants and complete any assigned work.

Application Submission Roles

Roles Required for Application Submission

Application Submission requires **three** key roles:

Entity Administrator



1 per entity

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

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.

1-2 per application/award

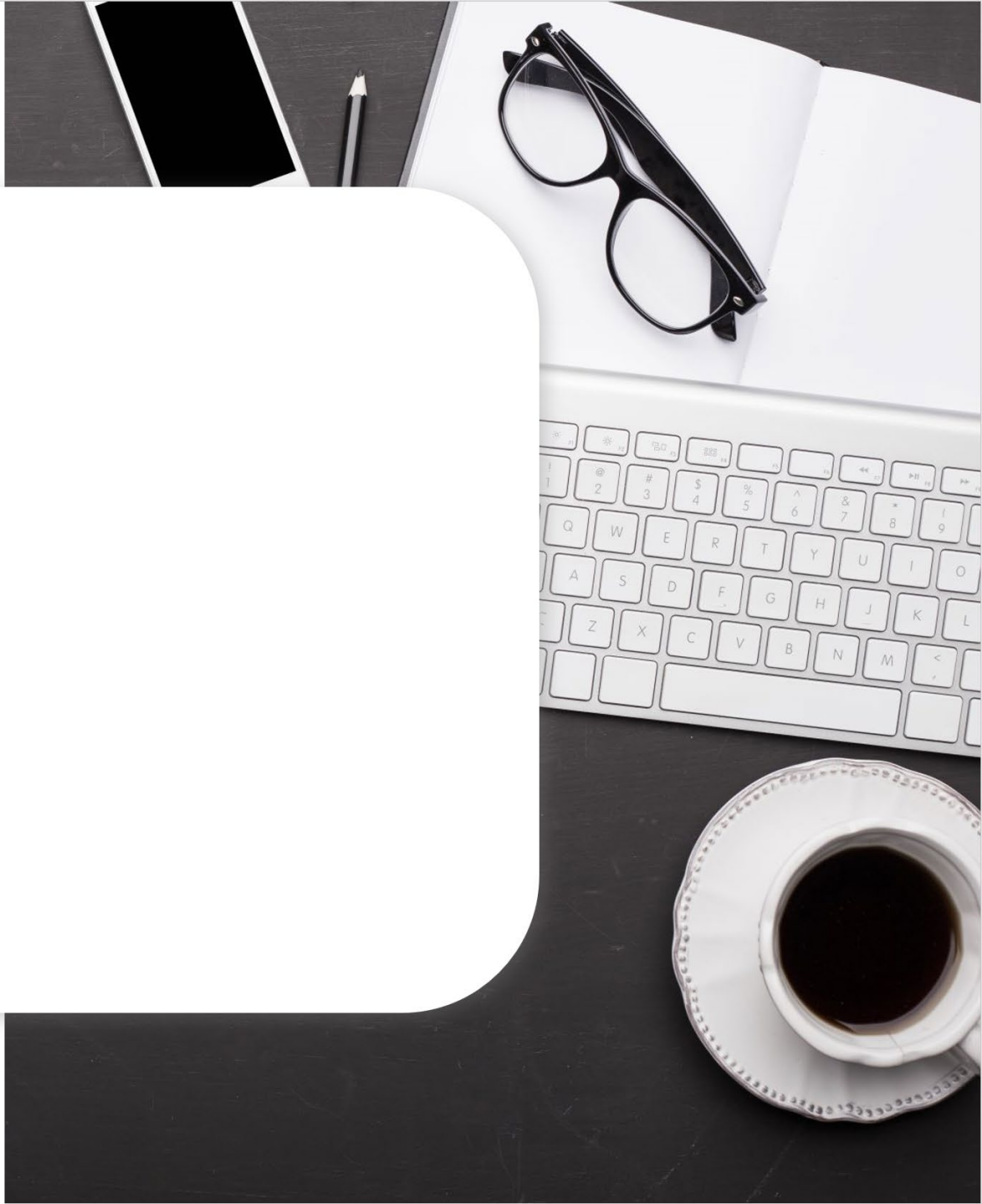
Application Submitter

1-3 per application

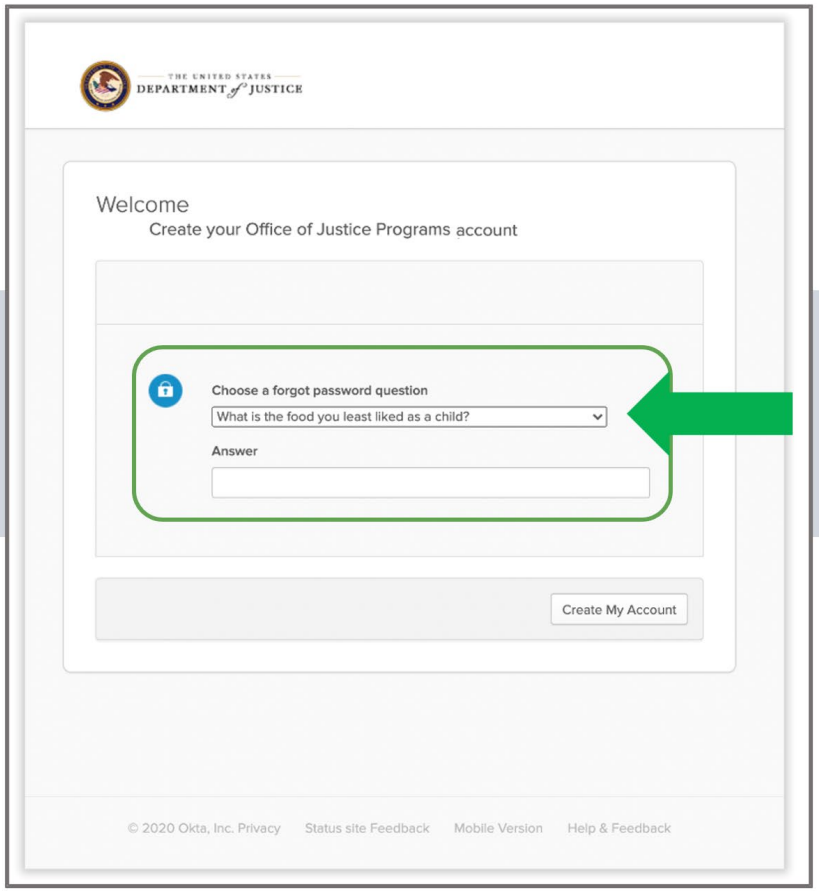
Identify application submission forms, complete budget and application, and certify and submit on behalf of entity. Only an Application Submitter can edit/submit the application.

Section: Onboarding

Create a User Profile



Create Account: *Forgot Password Question*



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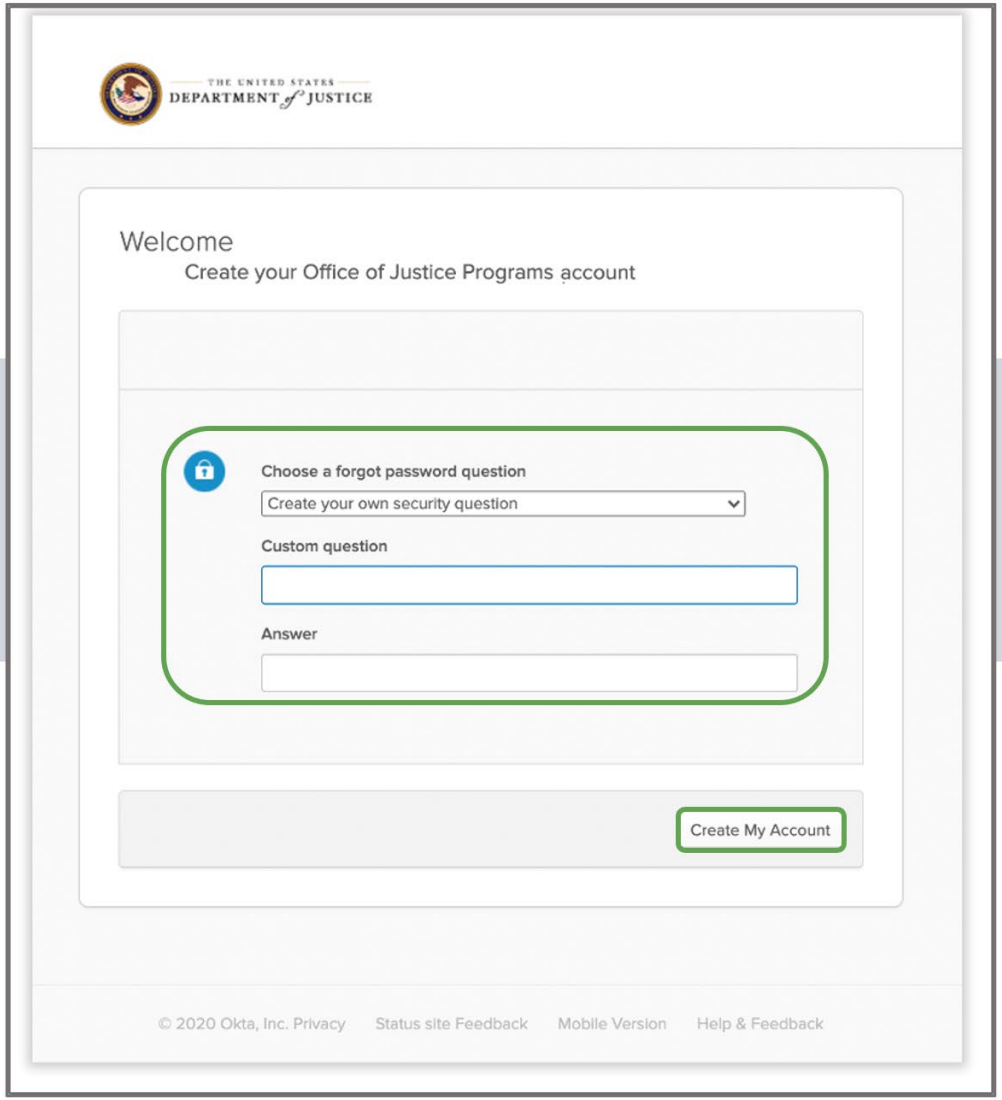

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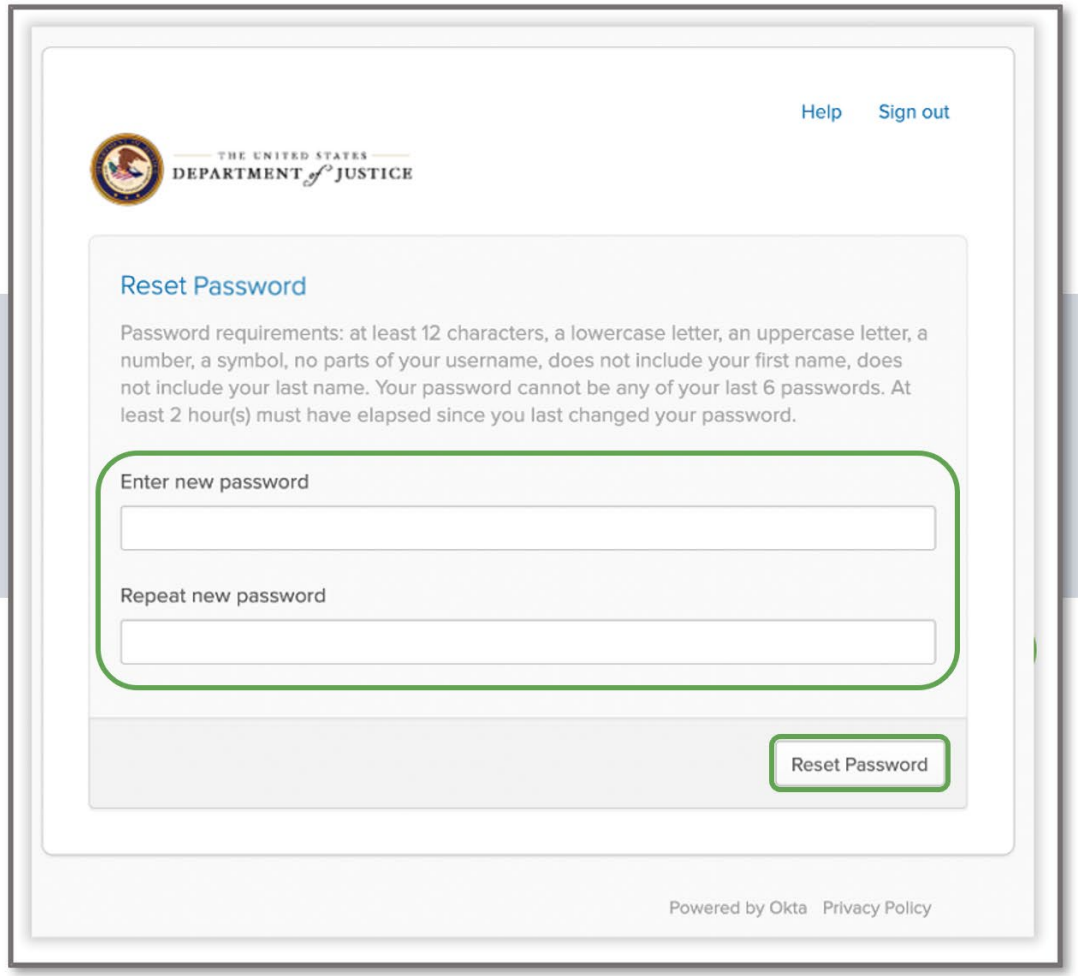
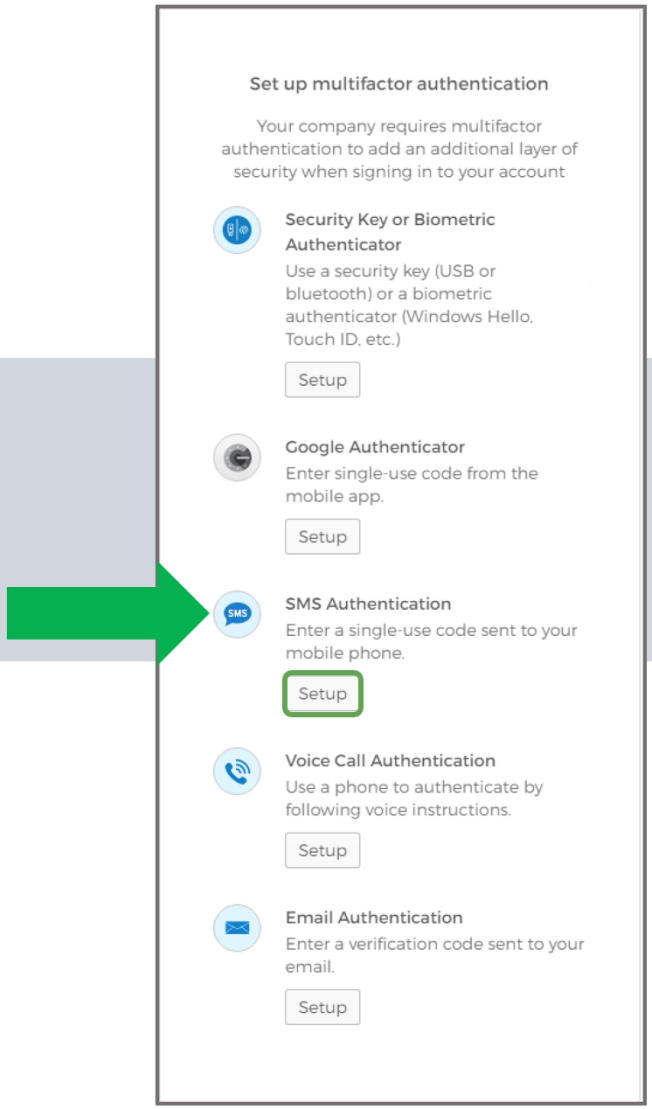


Two-step Verification

Create Account: *Multifactor Authentication*



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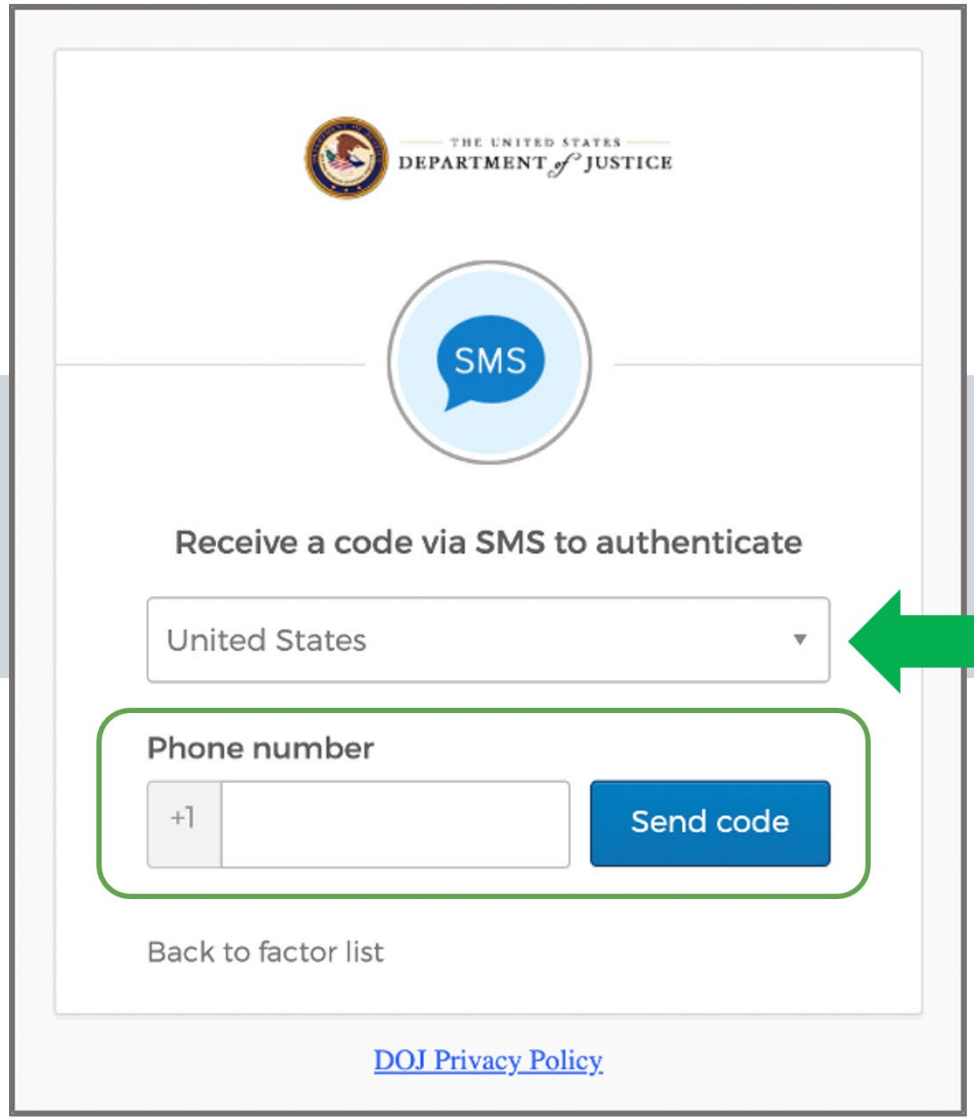

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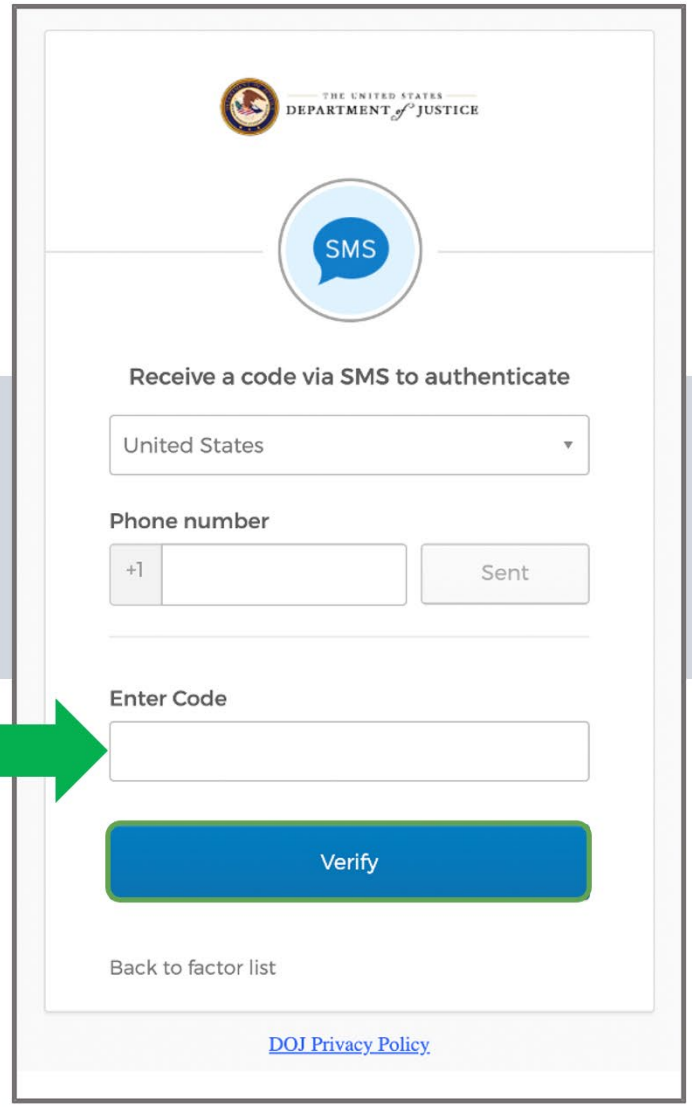

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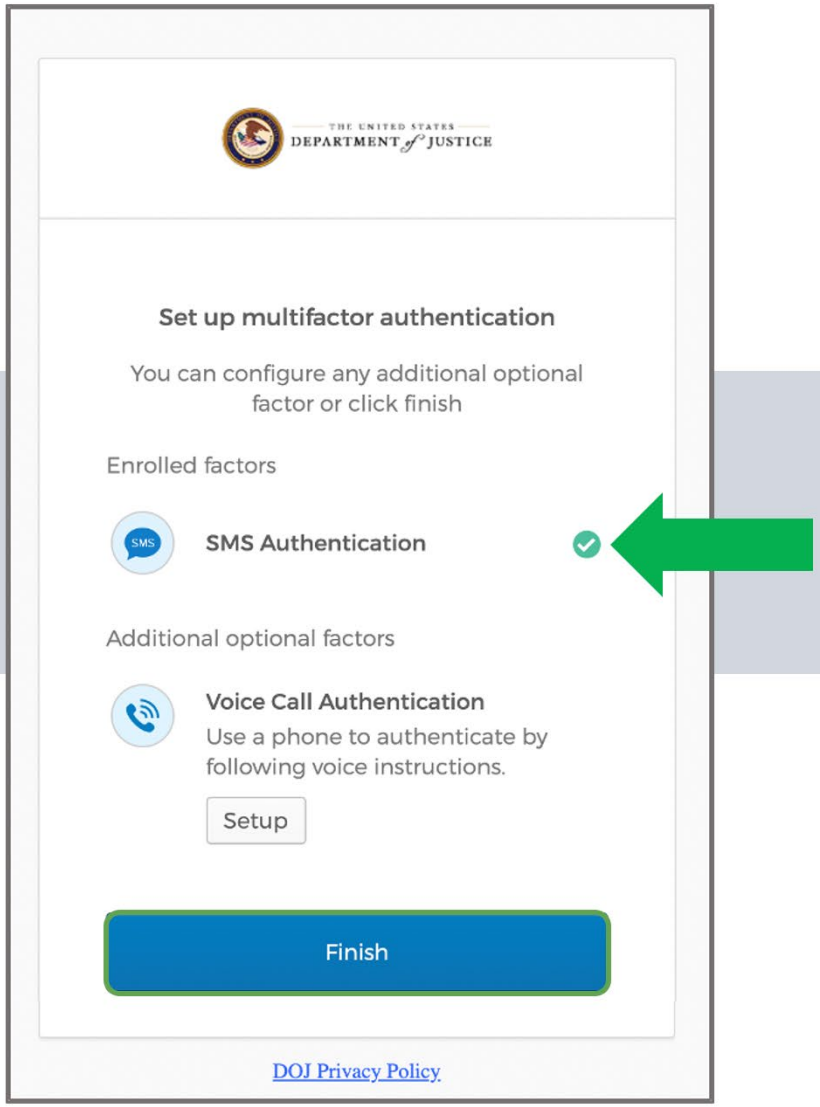
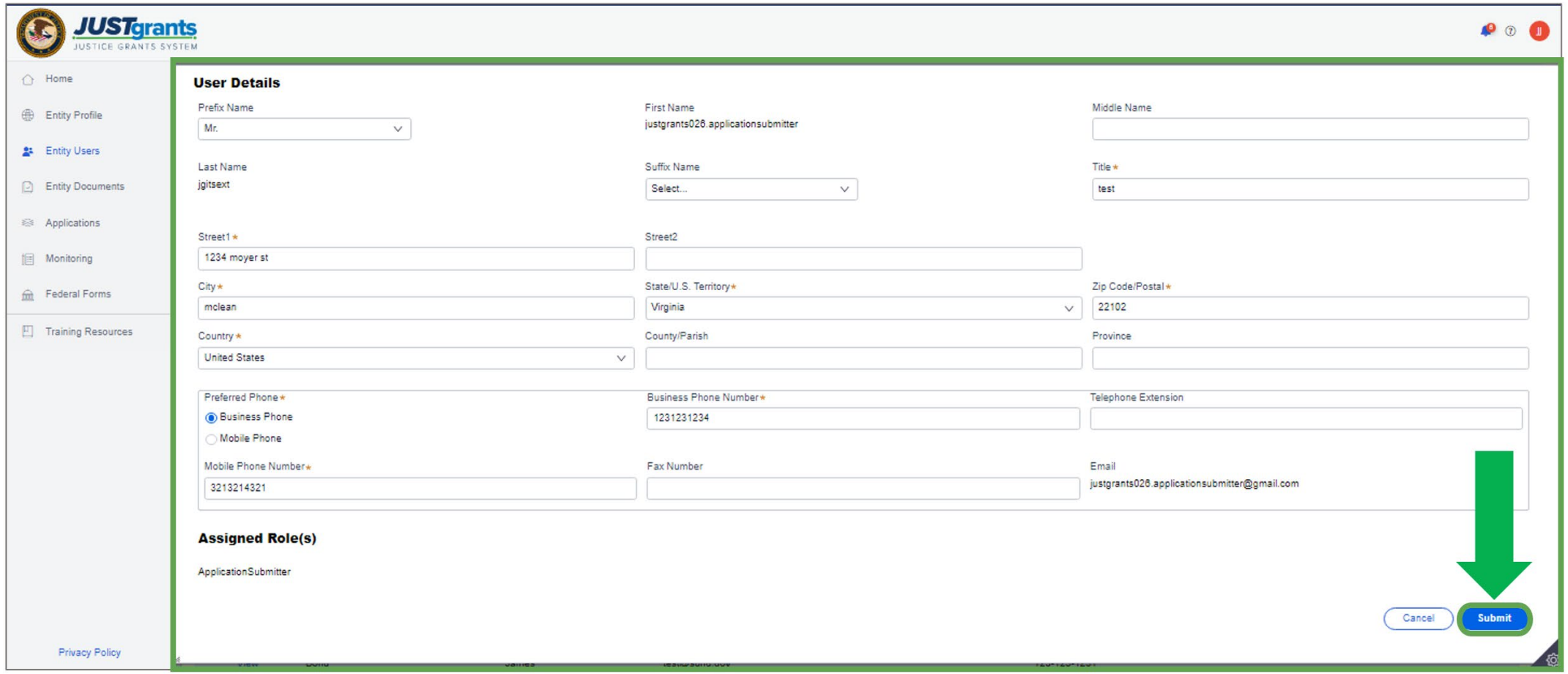
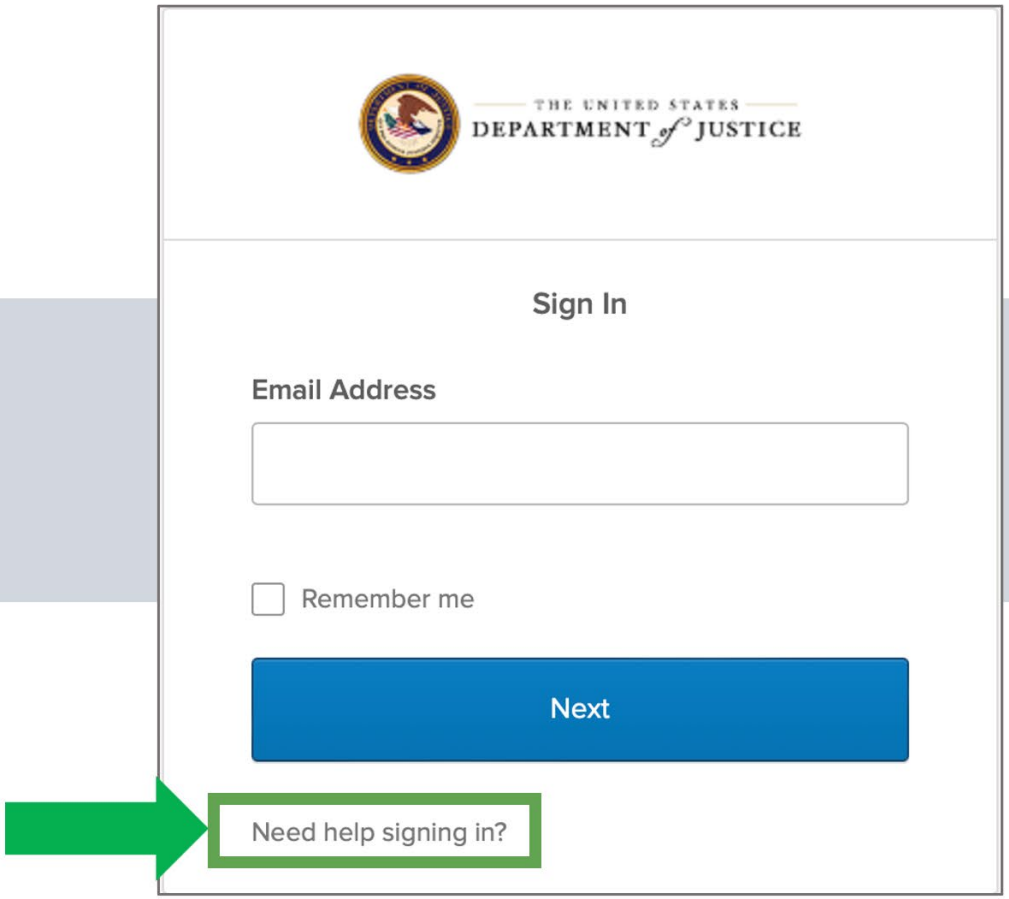


Update User Profile



Reset Password

Reset Password



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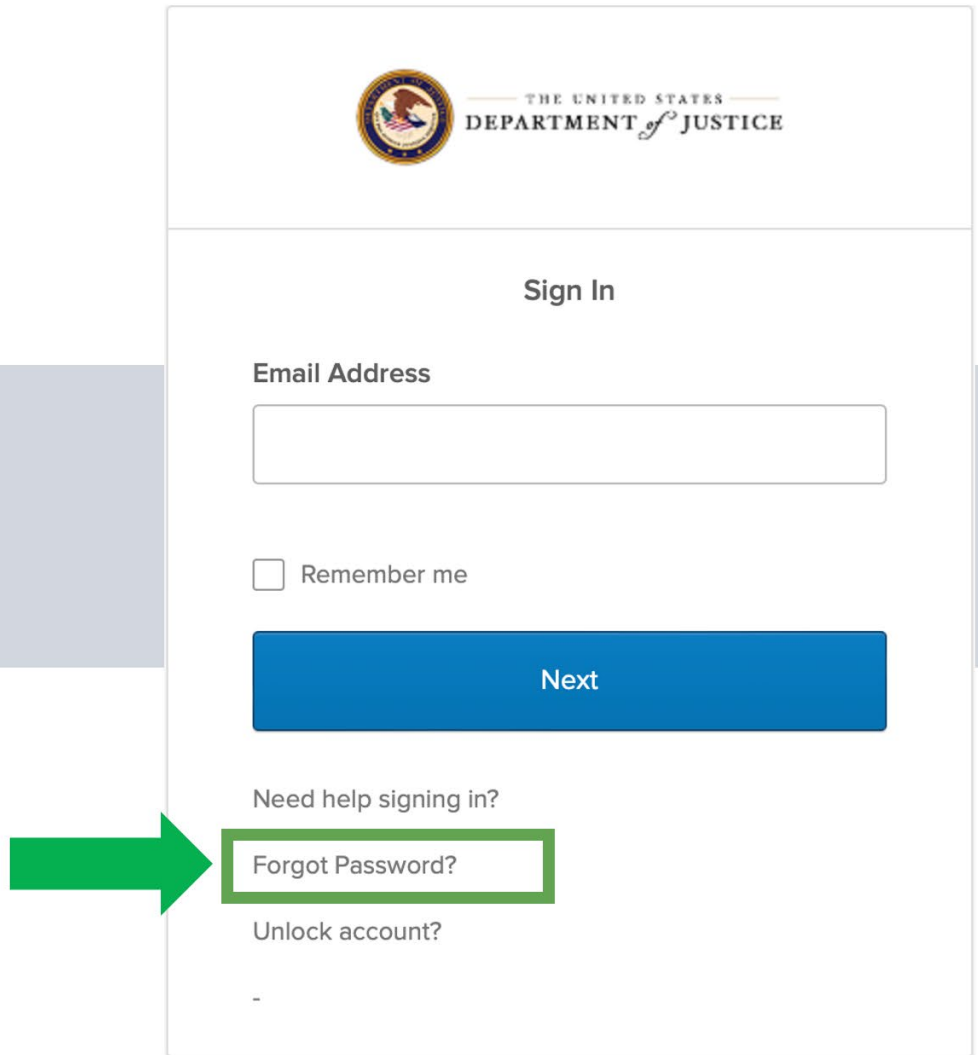

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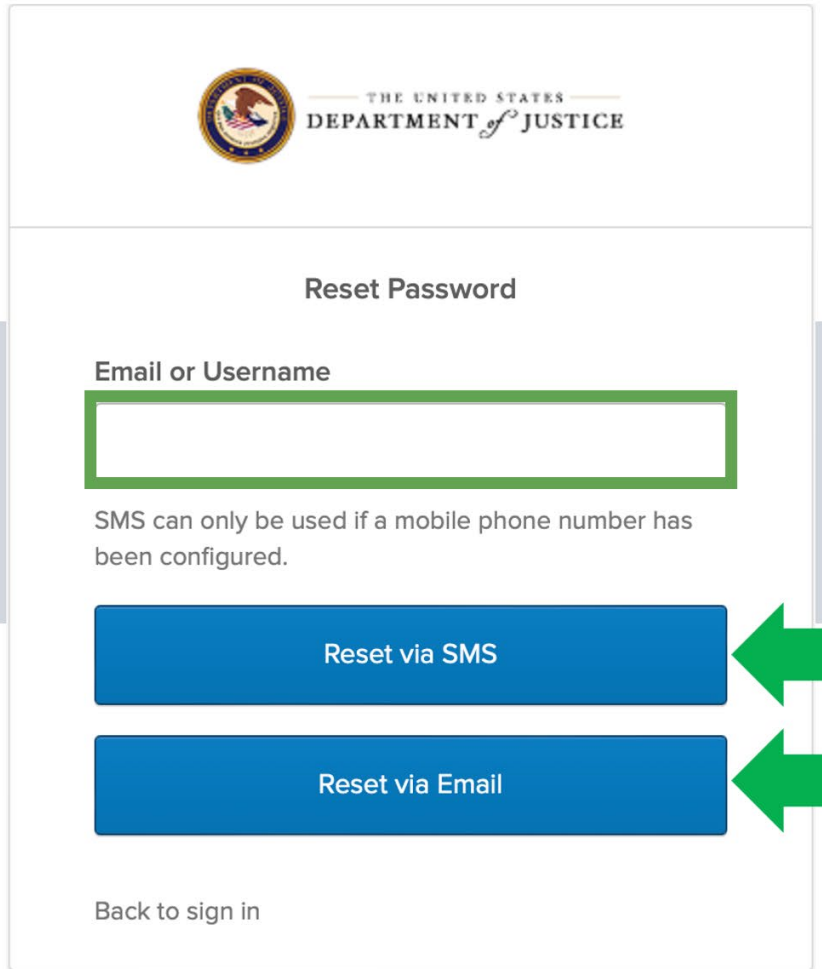

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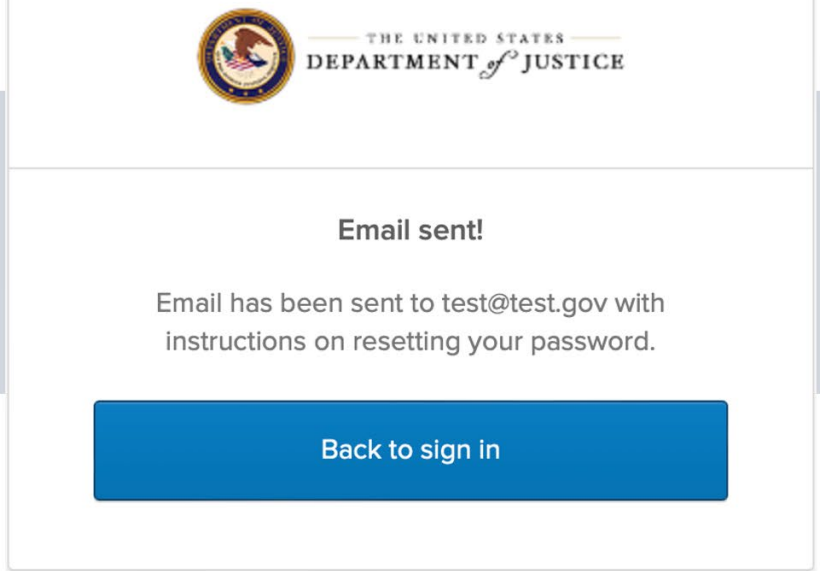
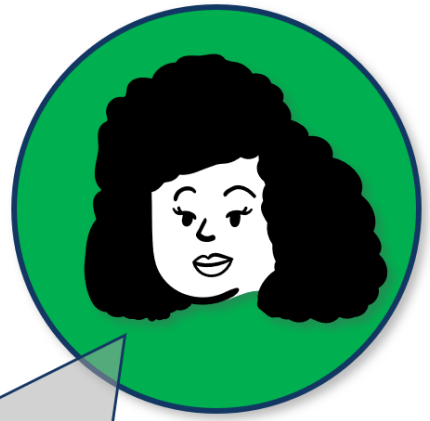


Application Submission

Quick Q & A

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

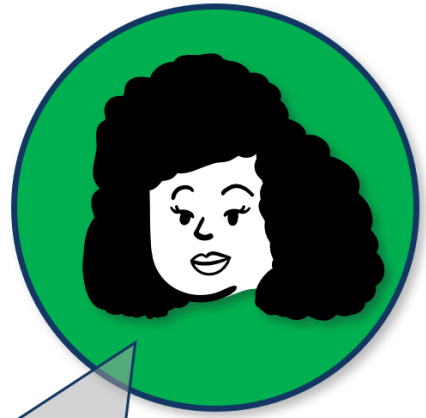


Application submission is a two-step process, starting in Grants.gov and ending with submission of the application in JustGrants. ***Each system has its own deadline.***

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?

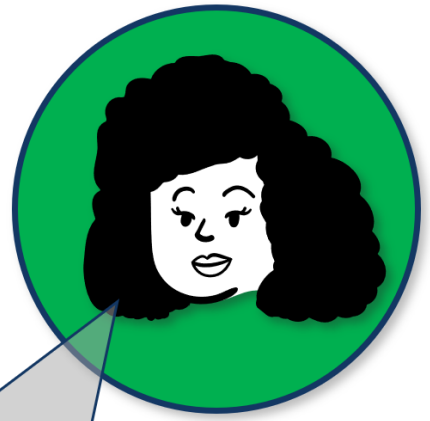


Yes. You can enter preliminary information if you haven't determined your budget or project scope.

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

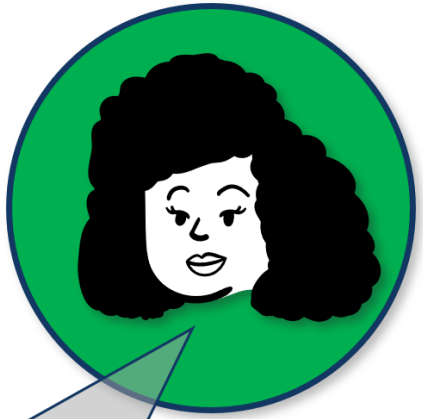
Do I have to provide all the items requested in the solicitation for application submission?



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

Quick Q & A

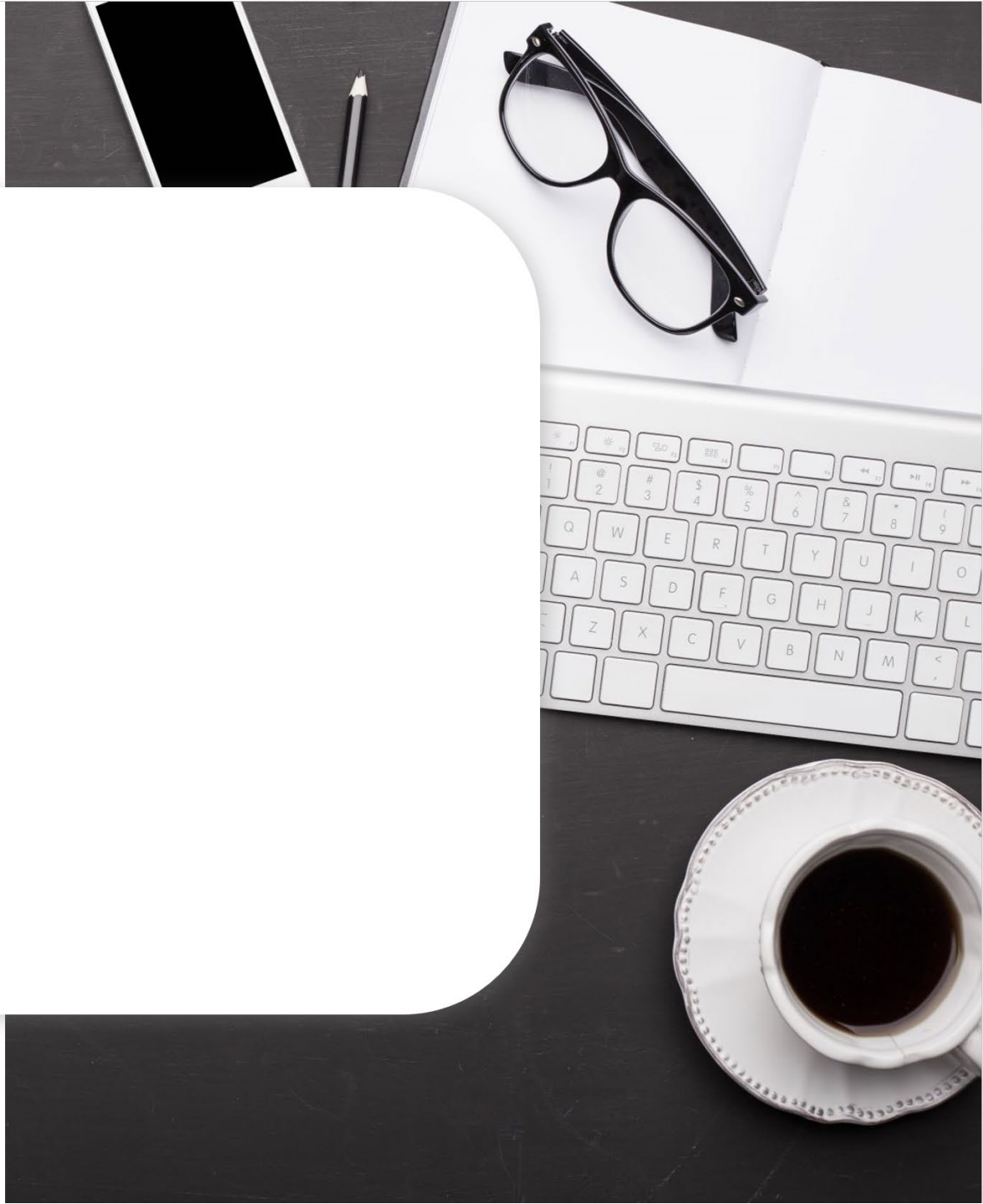
How do I know what to include and any other details for submission of my application?



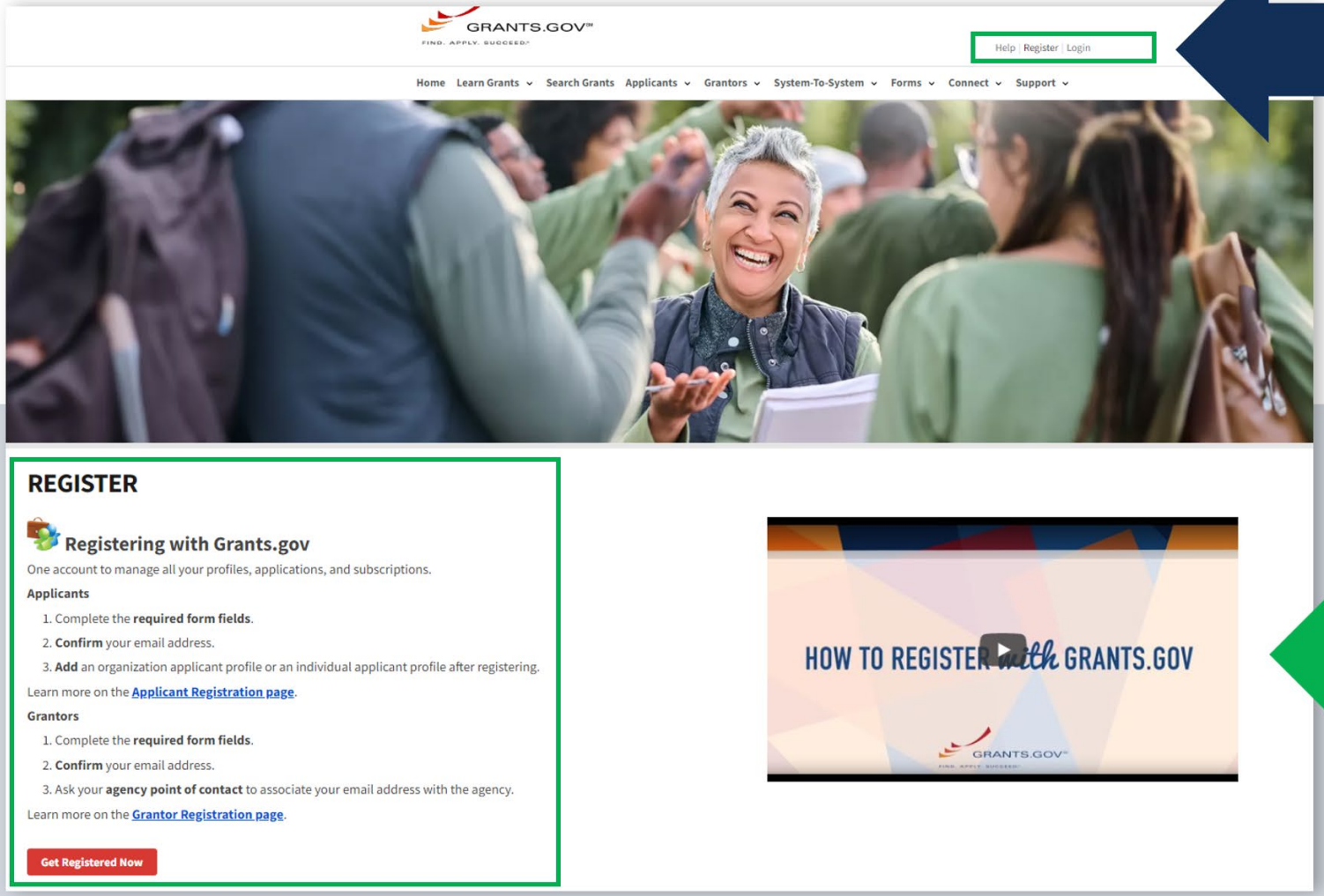
Applications are customized. They are based on the requirements of each solicitation.

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

Grants.gov Process



Grants.gov Sign-in



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:

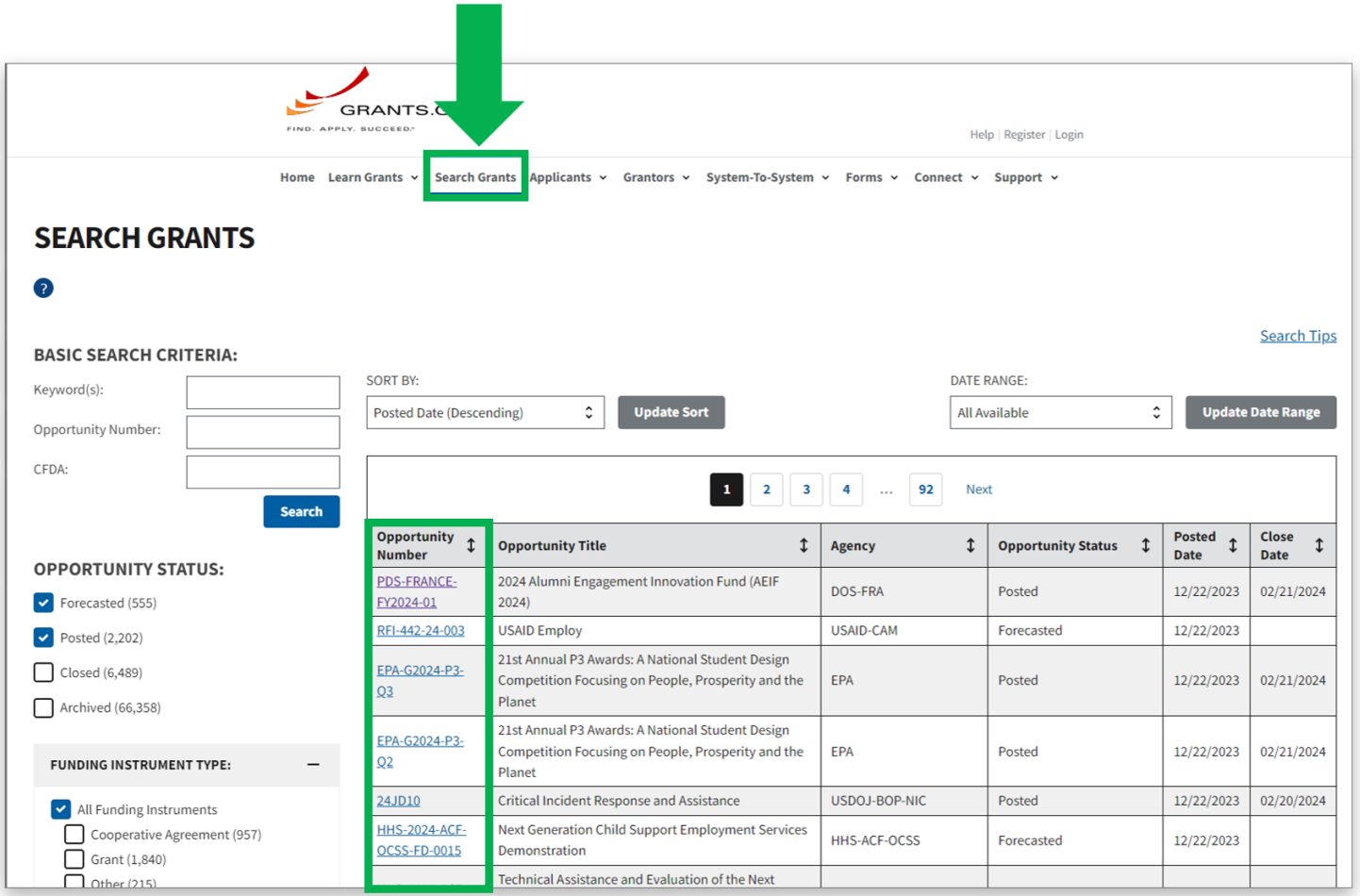
- Confirmation of receipt of the SF-424.
- Indication of whether the SF-424 was successfully validated and submitted or were rejected due to error, with explanation.

2

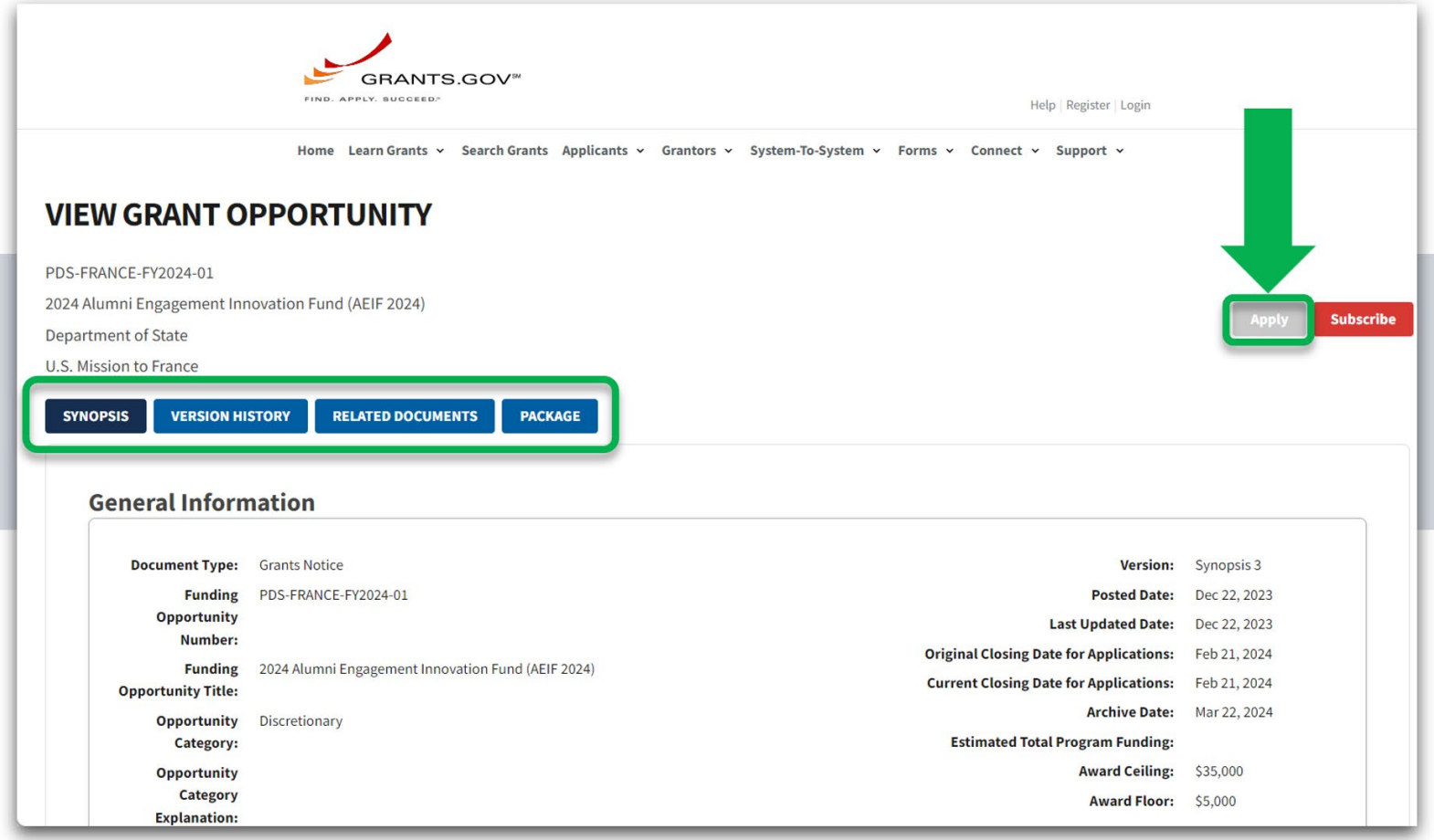
Grants.gov: *Funding Opportunities*

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



Grants.gov: *Applying*

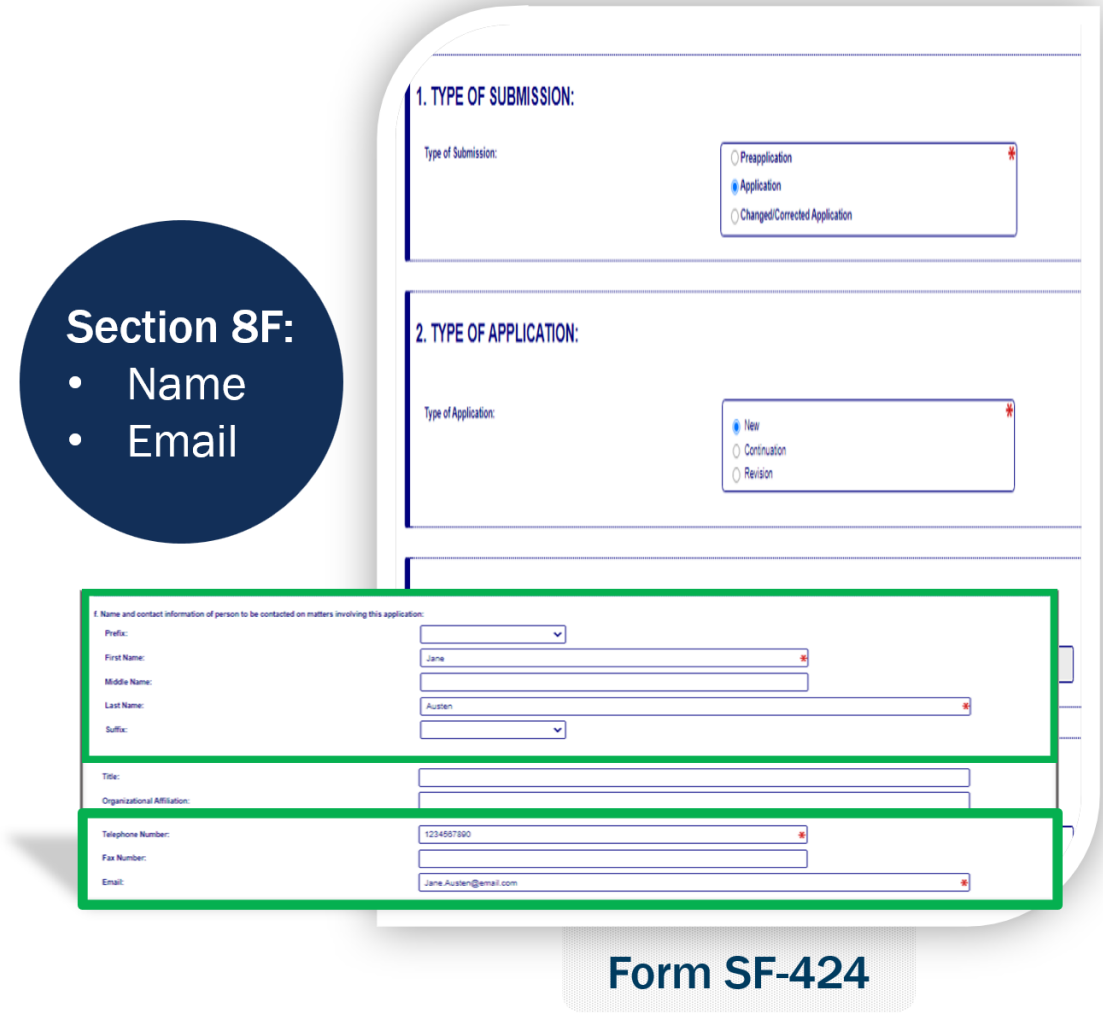


Grants.gov: *SF-424*

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.

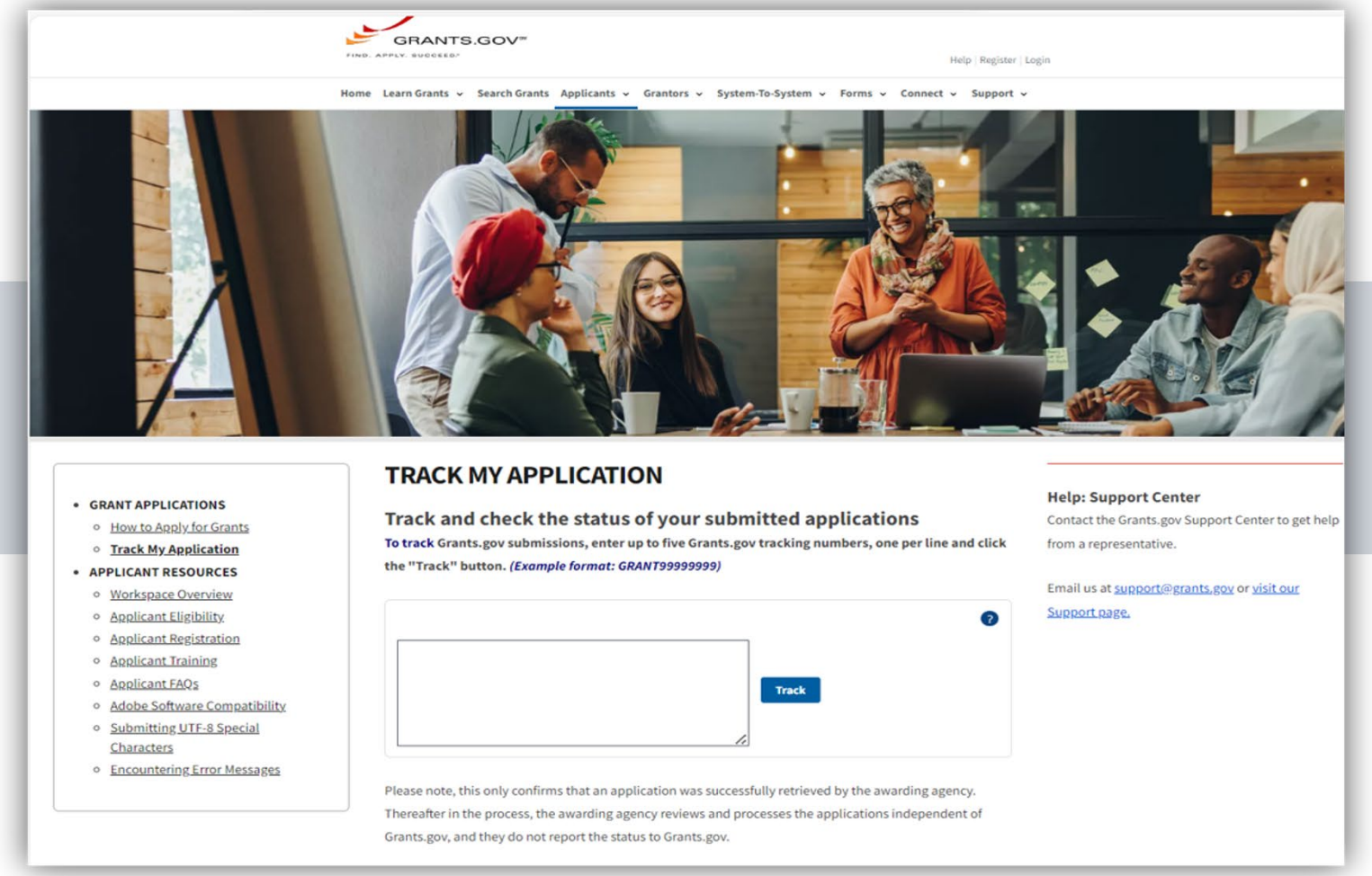
Section 8F:
- Name
- Email



Form SF-424

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

Grants.gov: *Track My Application*



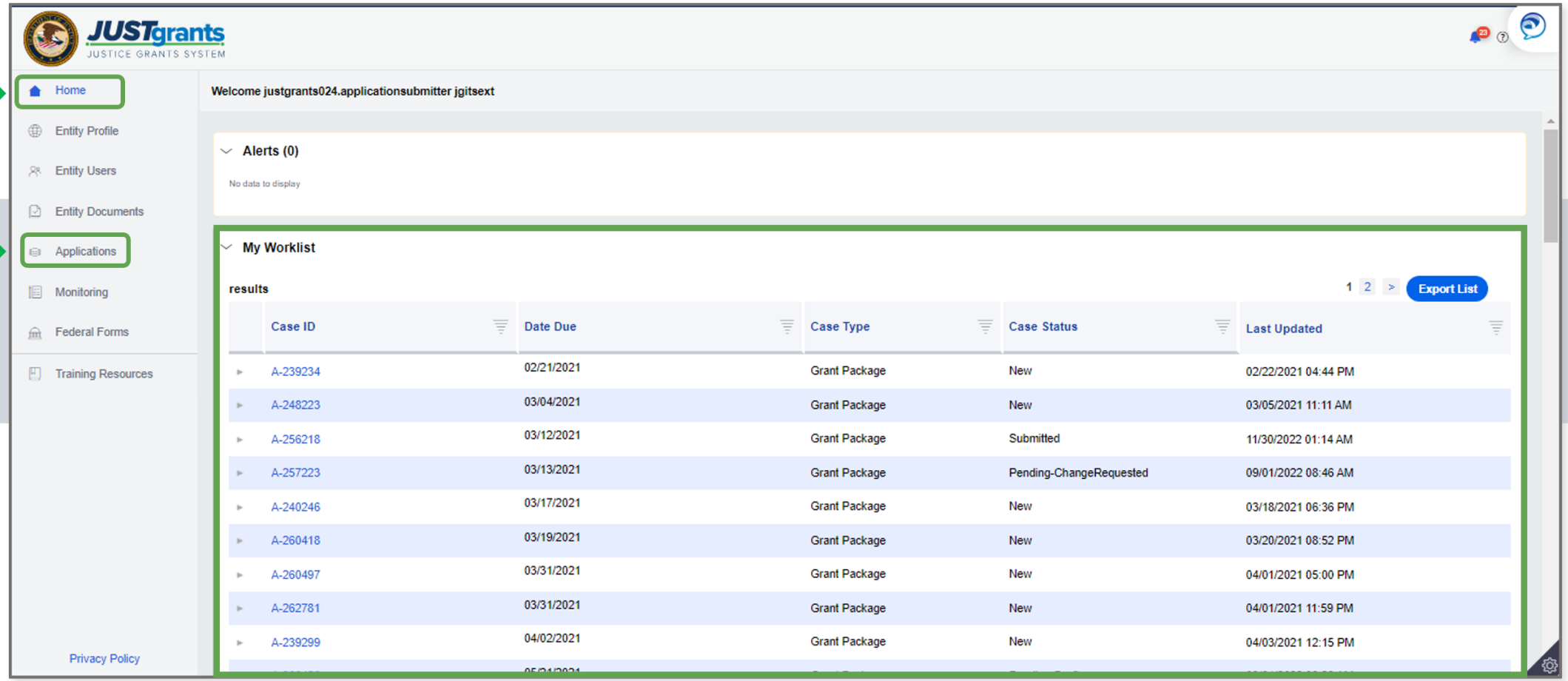
Grants.gov: What's Next

- 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

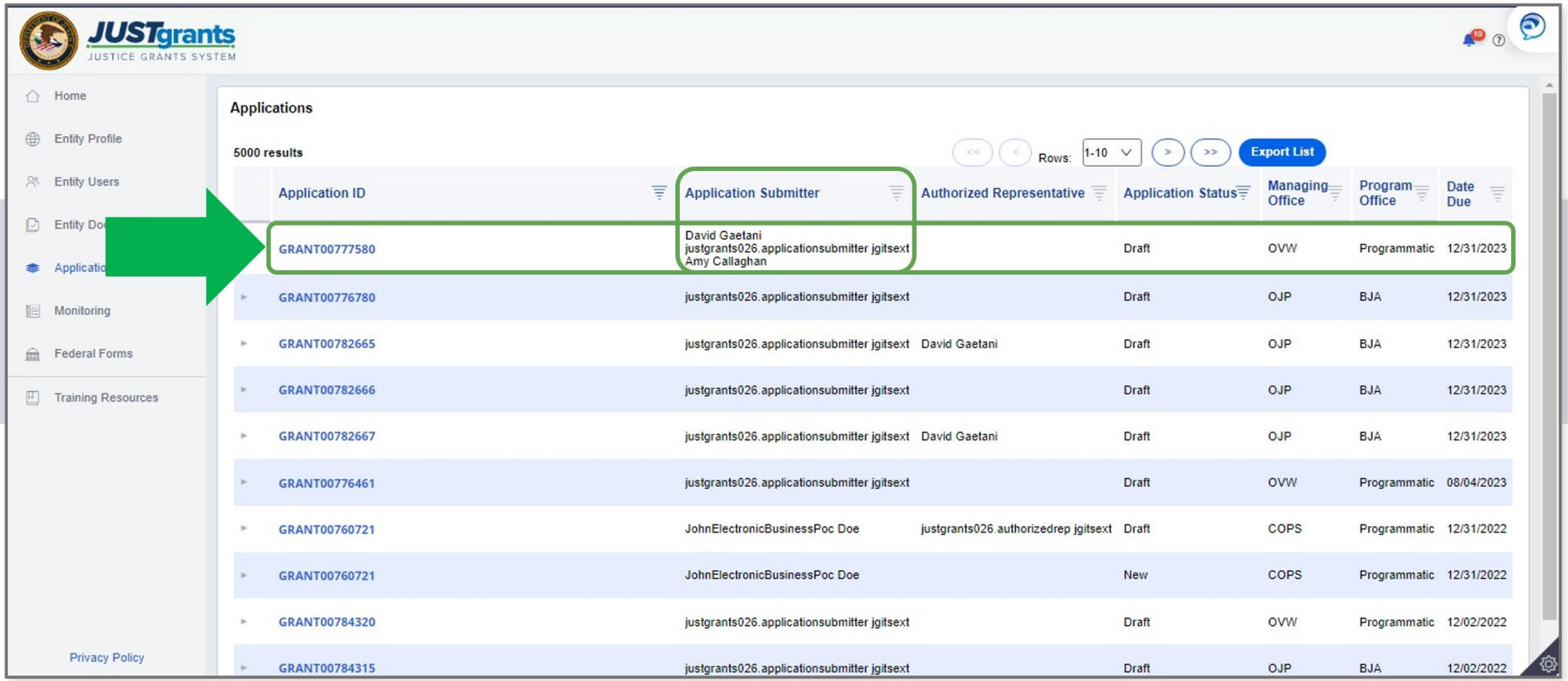
First Steps: *JustGrants*

Application Submitter

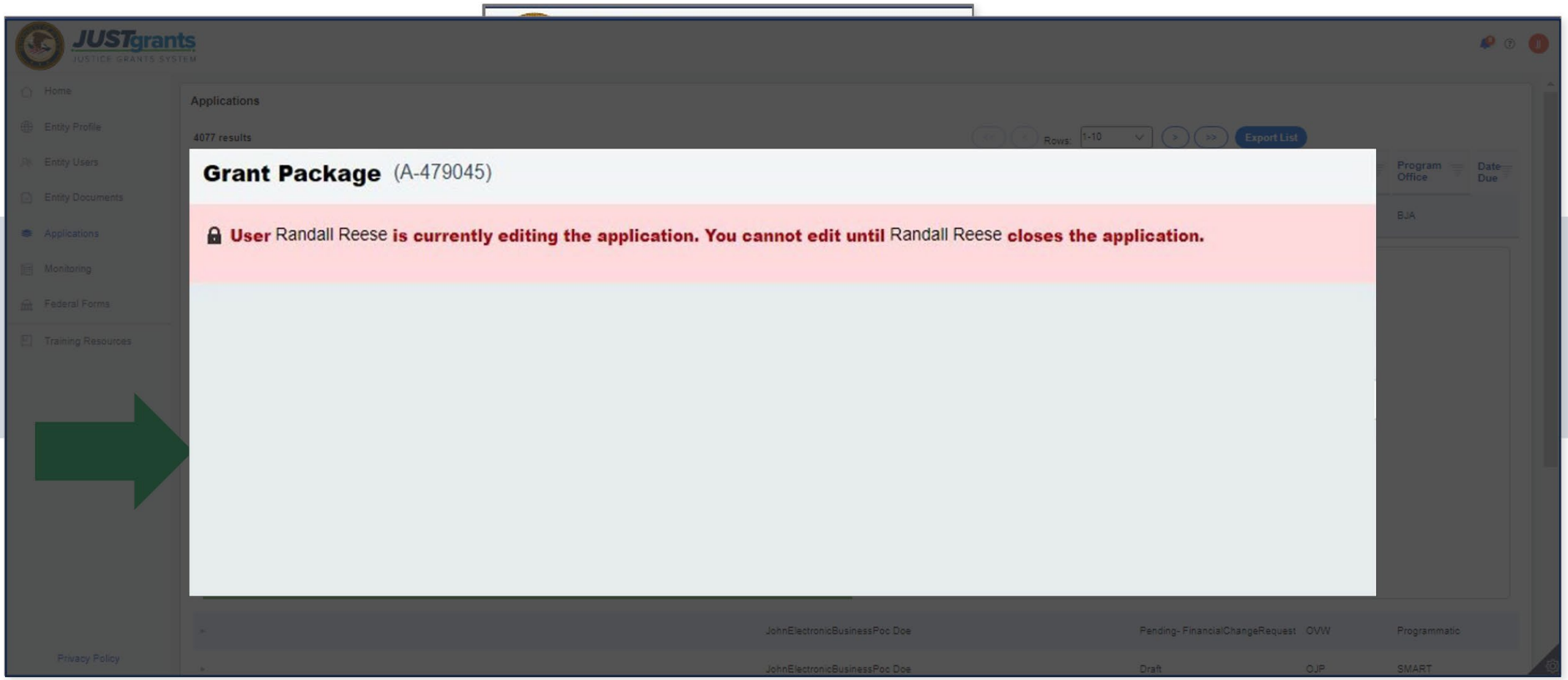
Locate Application: *My Worklist*



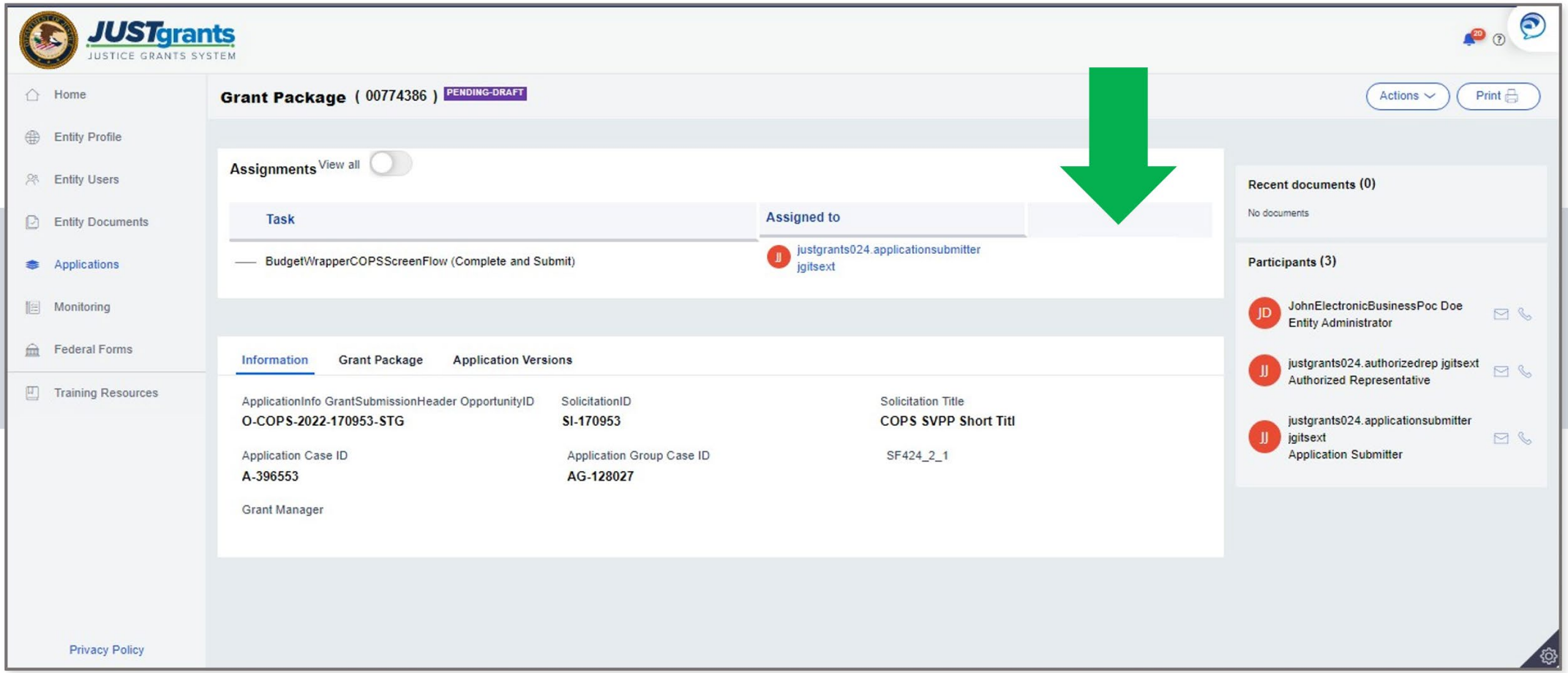
Locate Application: *Navigation Menu*



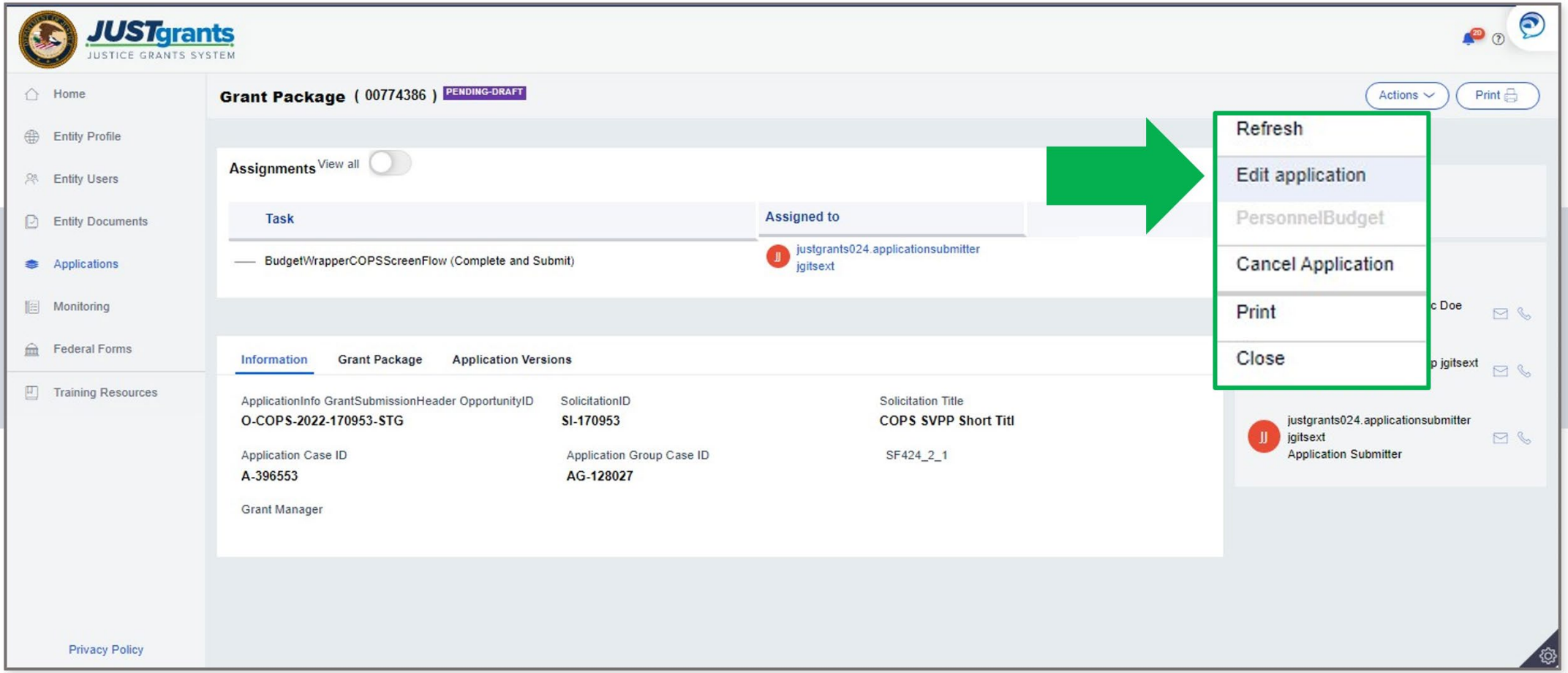
View Additional Application Information



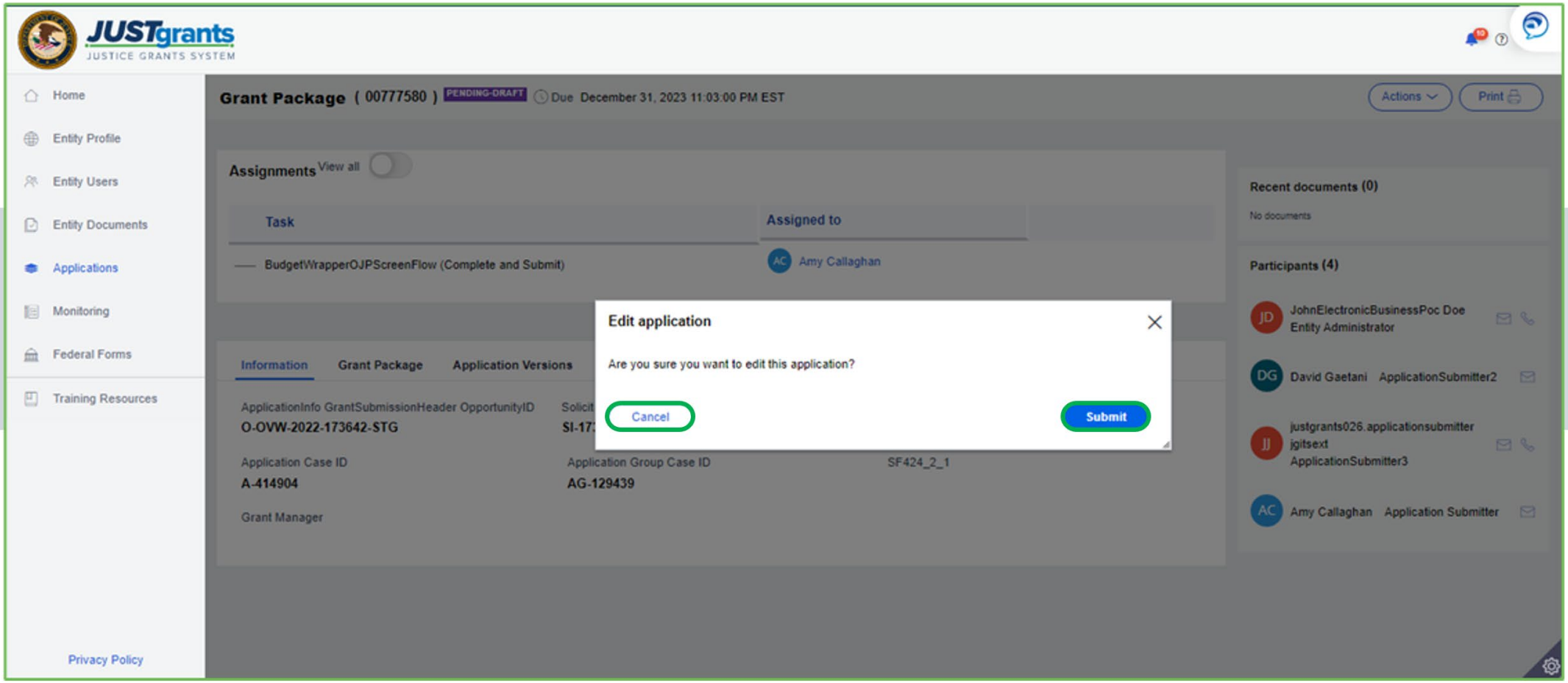
Begin Submission



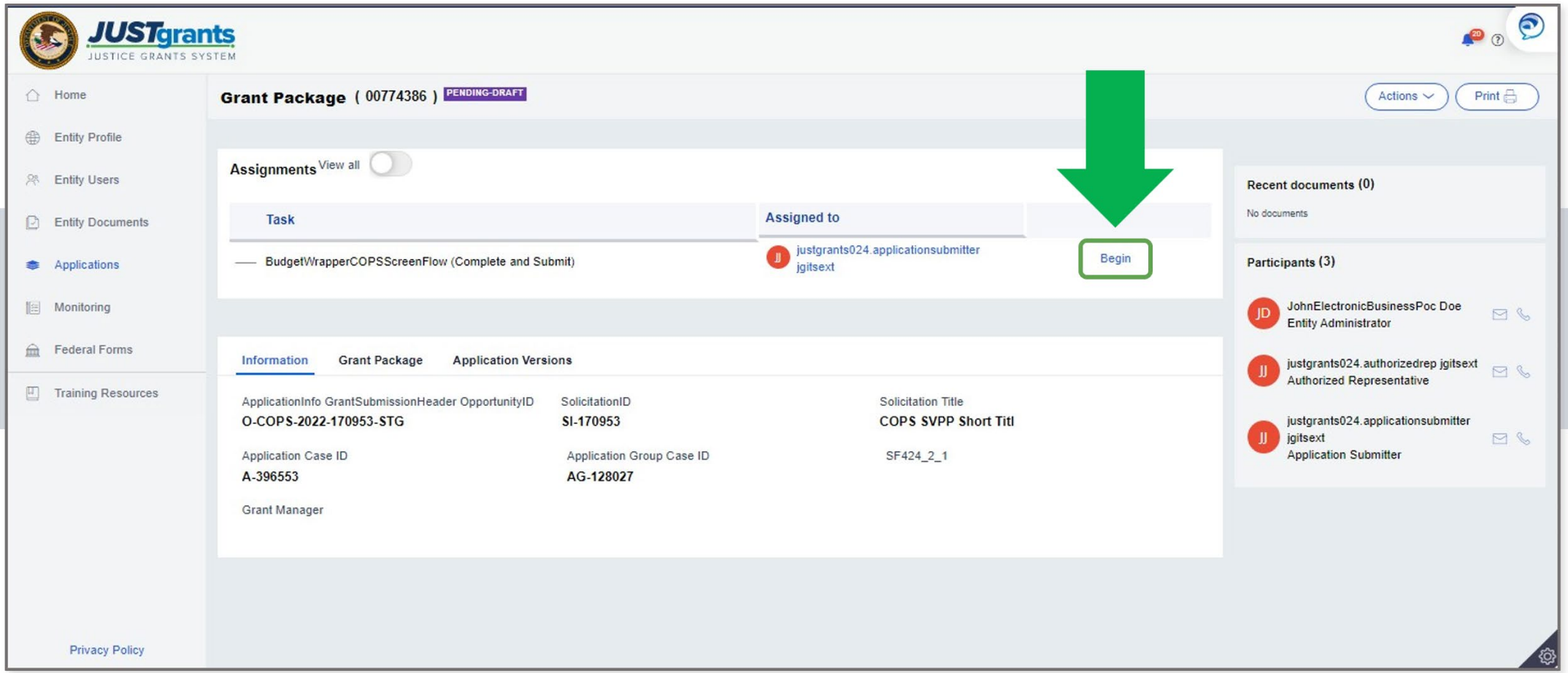
Edit Application: Multiple Submitters



Confirmation to Edit



Editing: *Multiple Submitters*



Application in Use: *Multiple Submitters*

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

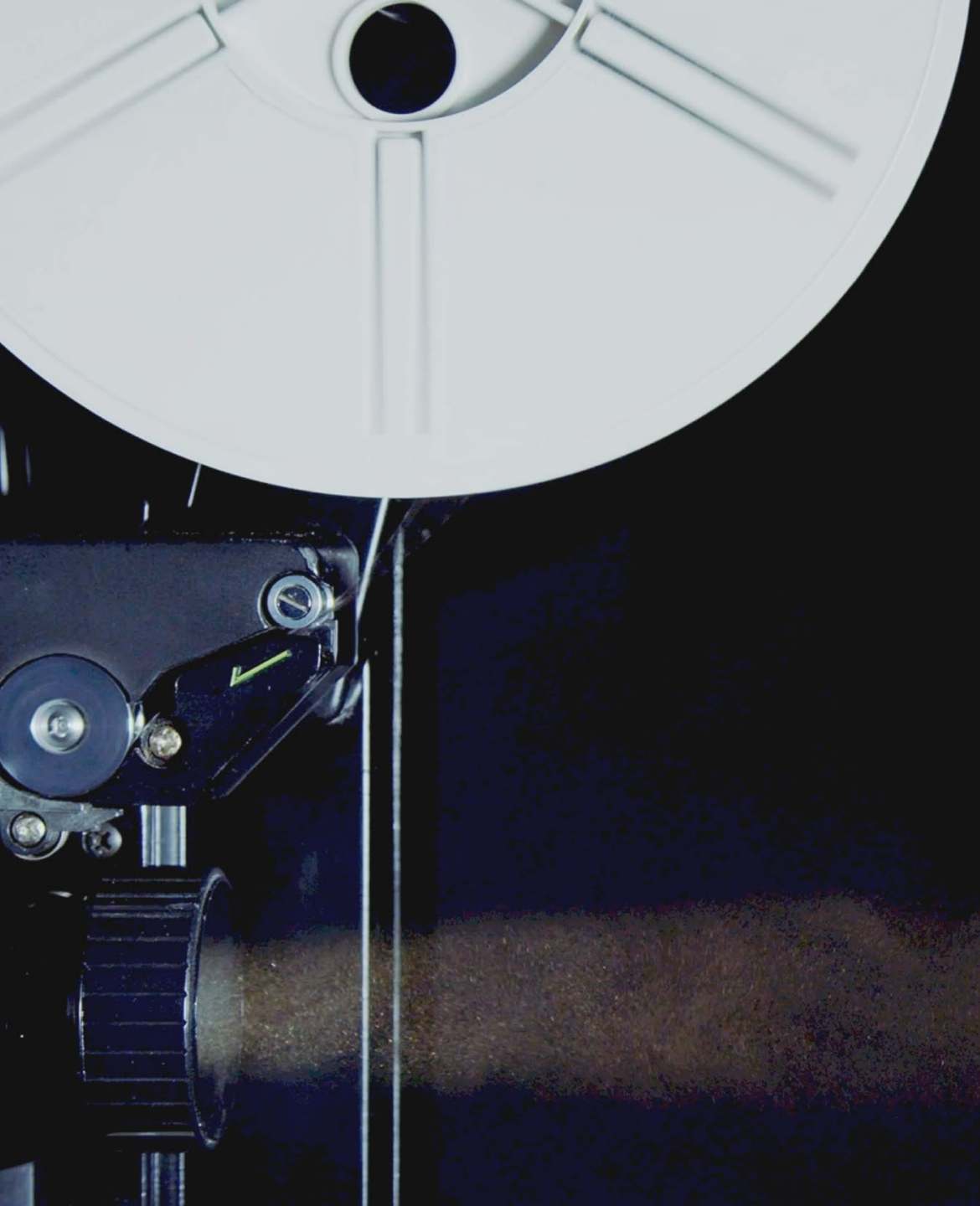
Establish a unique email for each UEI for which you need to take action

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:

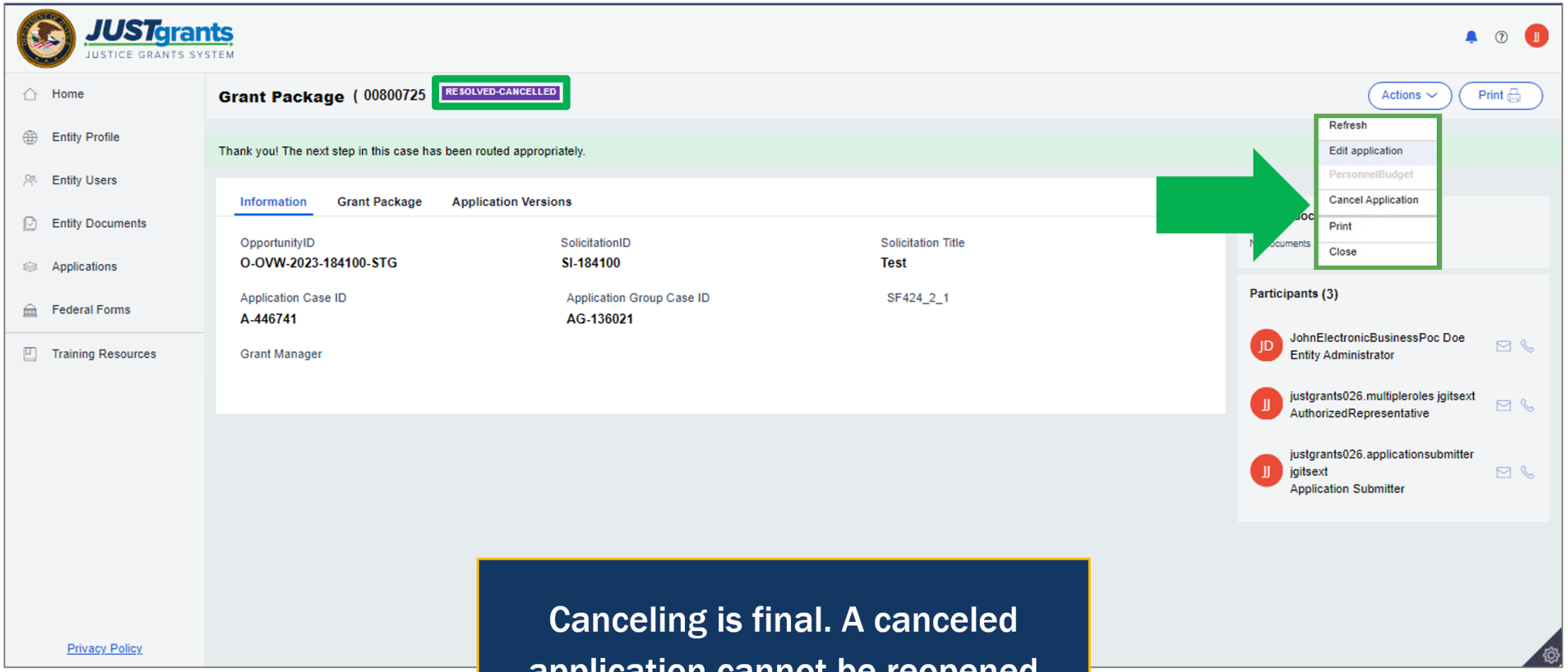
- **Proposal abstract**
- Web-based budget
- **Goals, objectives, deliverables, and timelines**
- Budget Detail Form (submitted with the application)
- **Applicant MOUs, disclosures & assurances**



Demonstrations

Cancel an Application

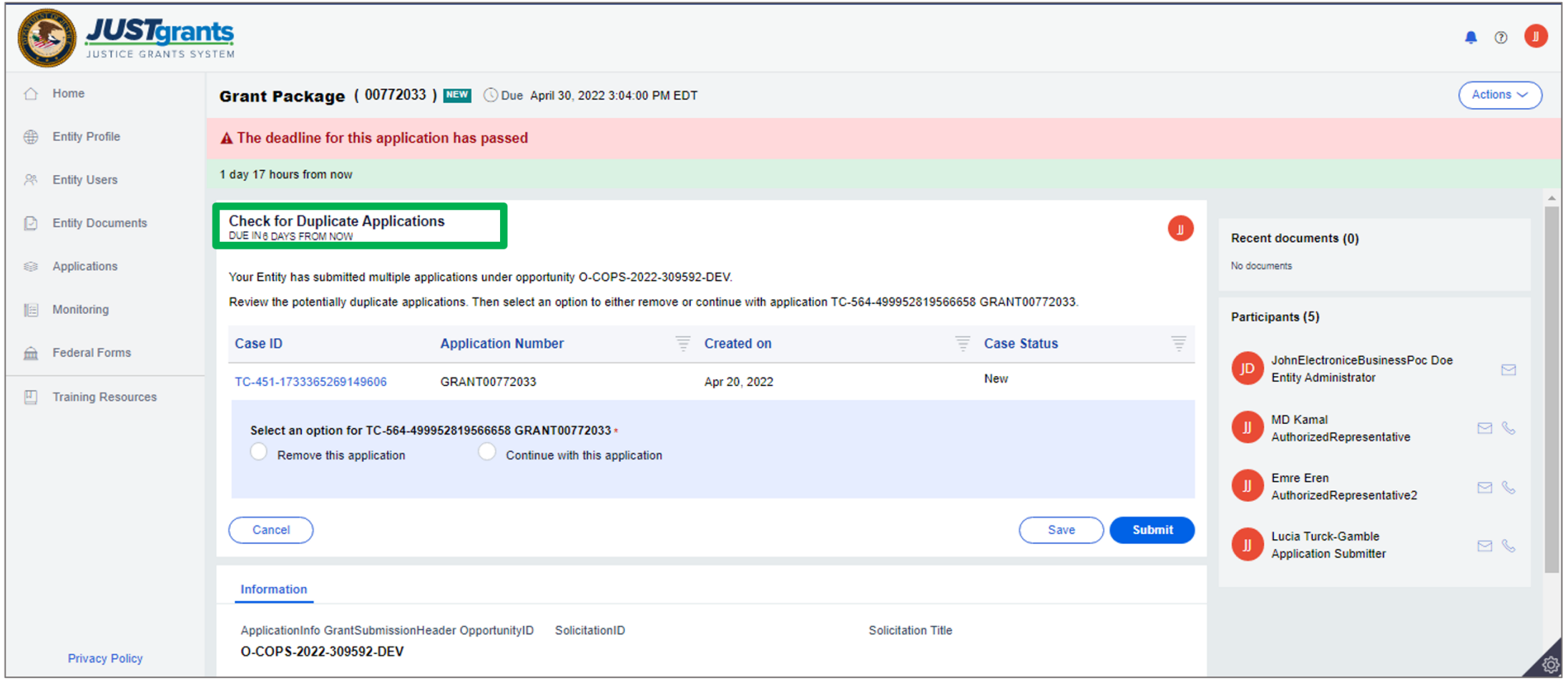
Demonstration // *If you mistakenly create a grant application, you do have the ability to cancel the application in JustGrants.*



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.*



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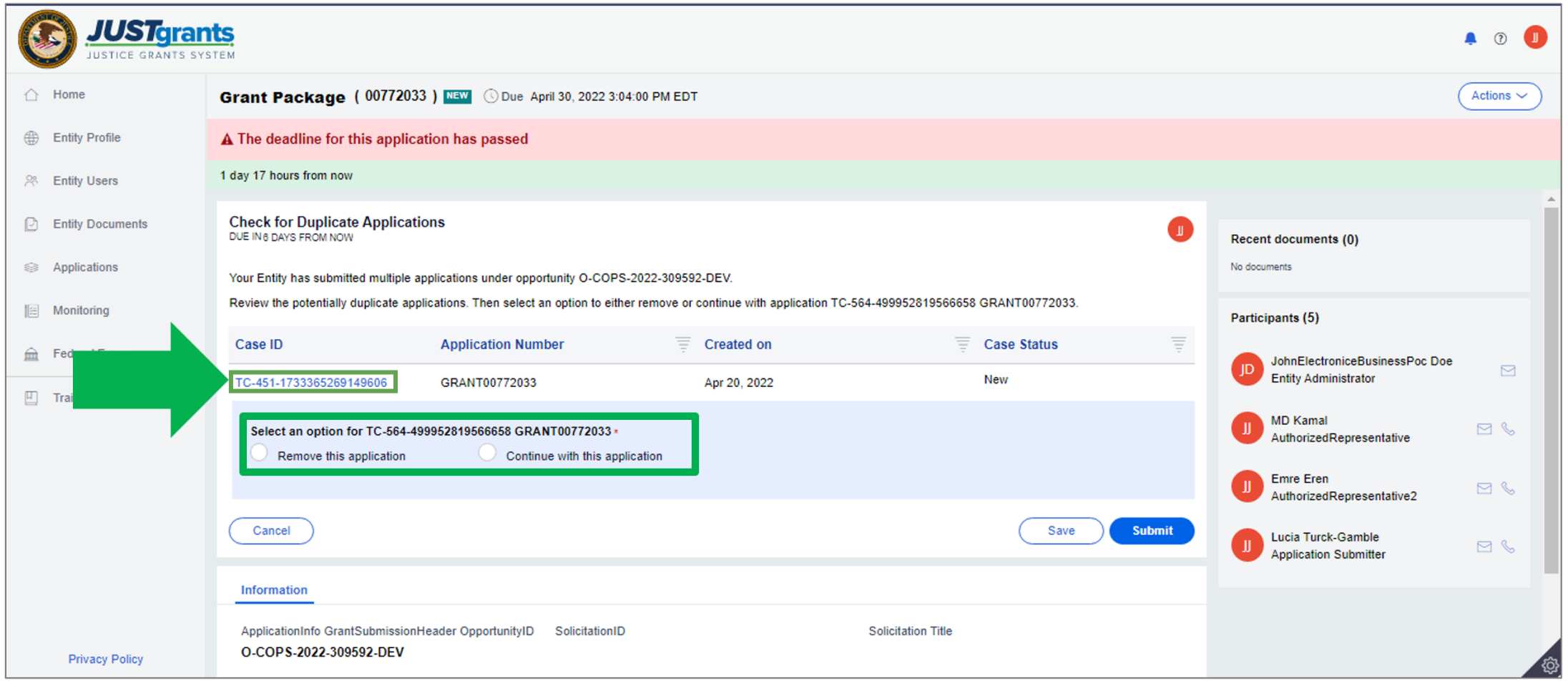
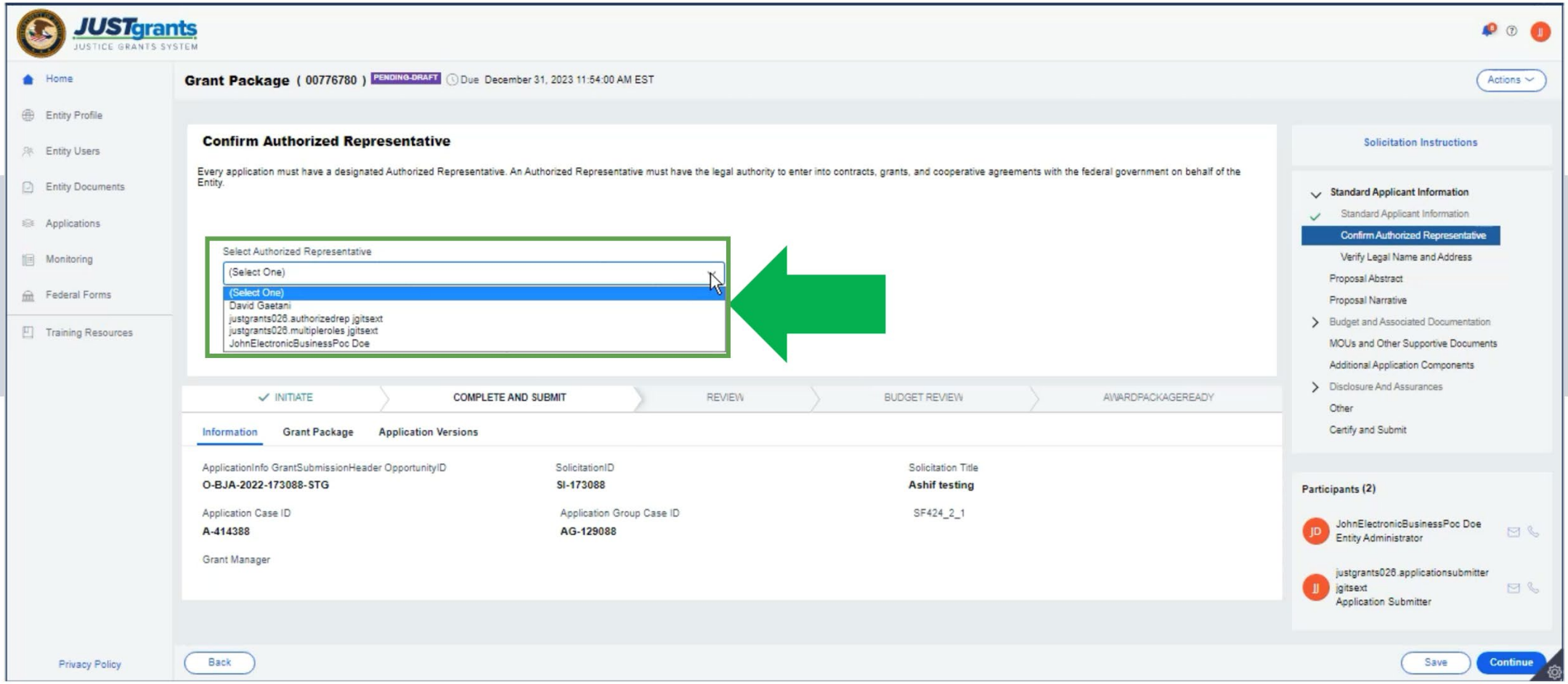


Confirm
Authorized
Representative

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.*



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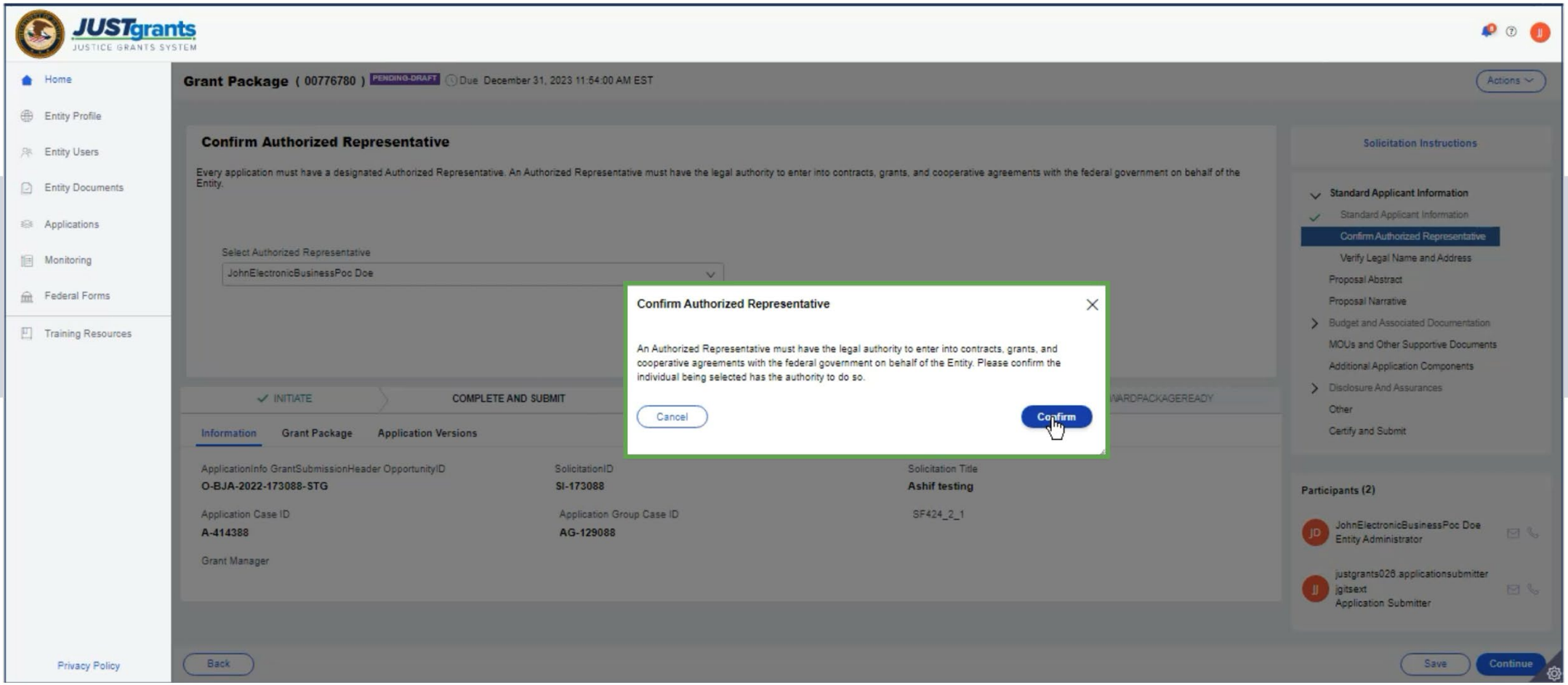

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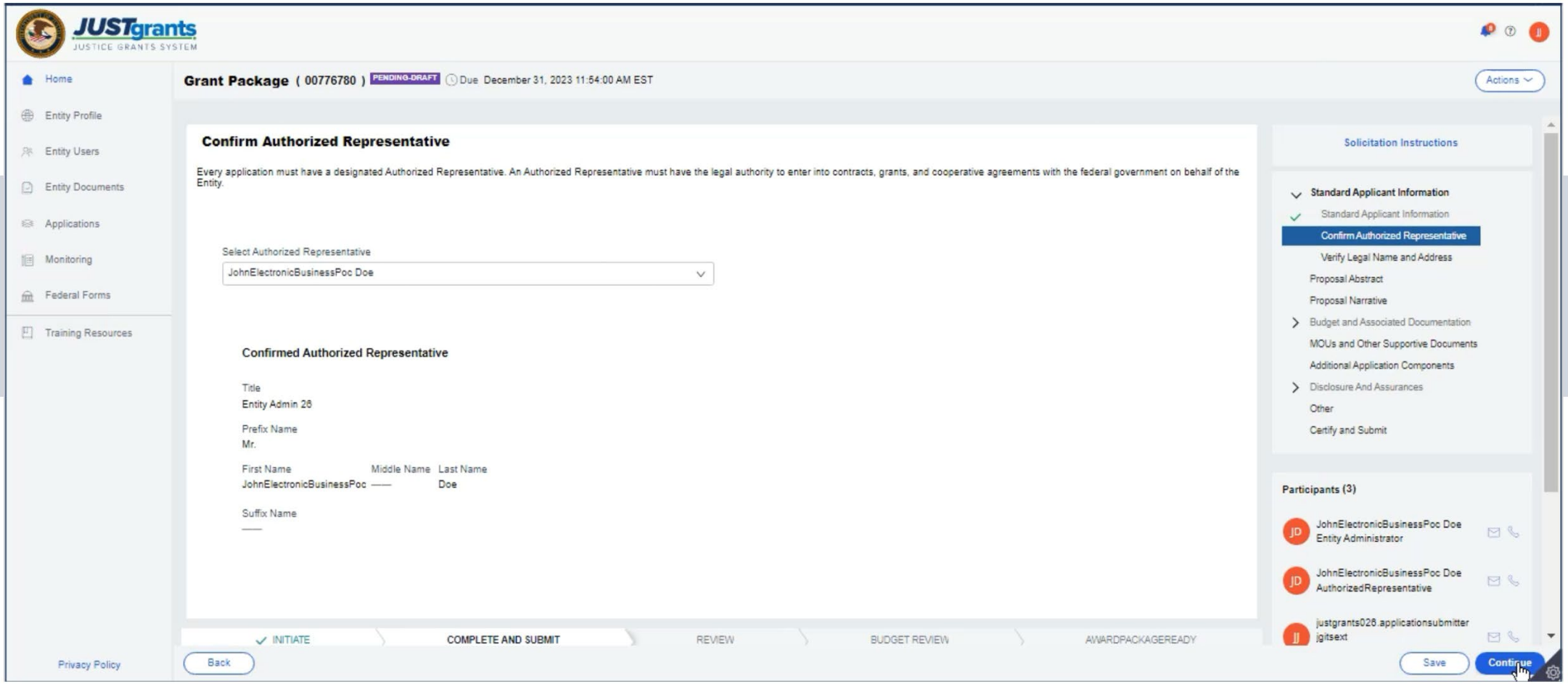

Verify Legal Name and Address

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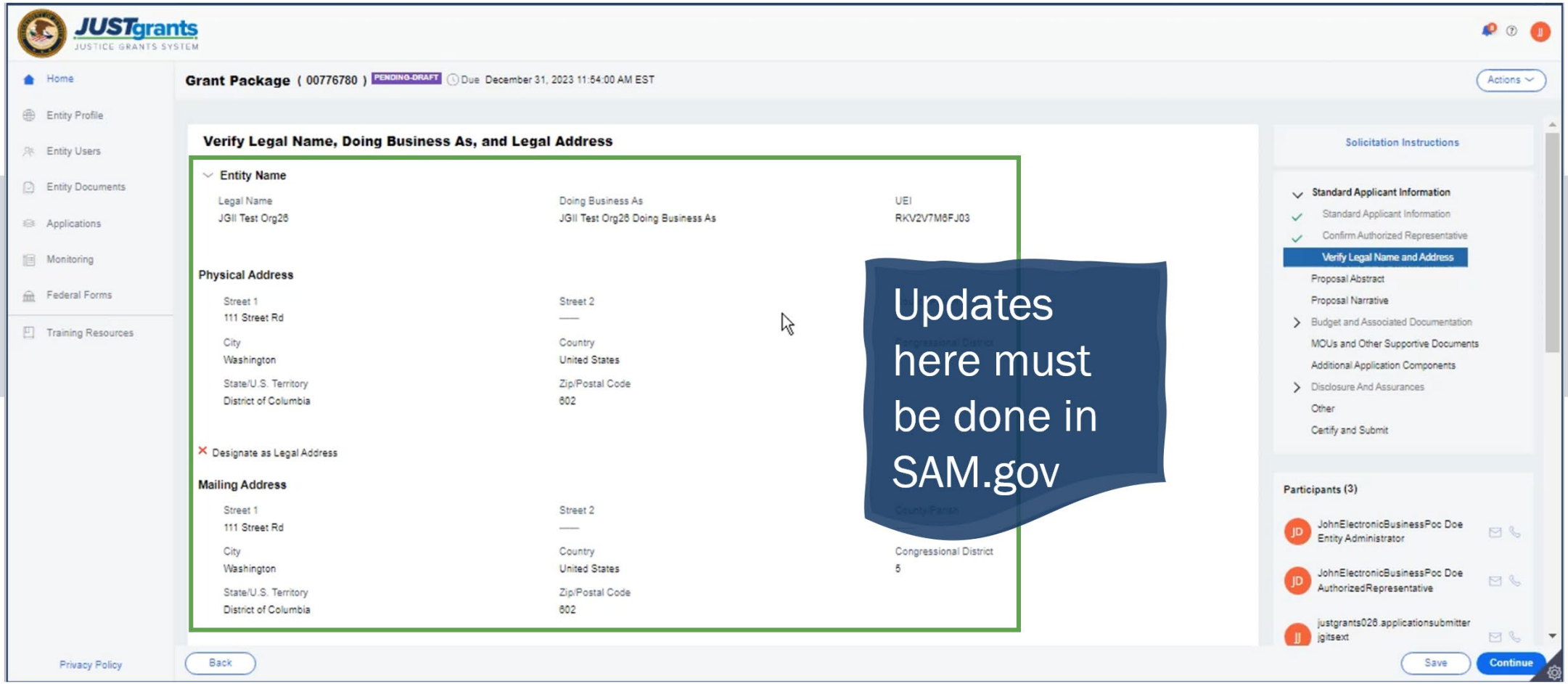
Demonstration // *This information is important because it associates this application with the specific Entity profile that is requesting funding.*



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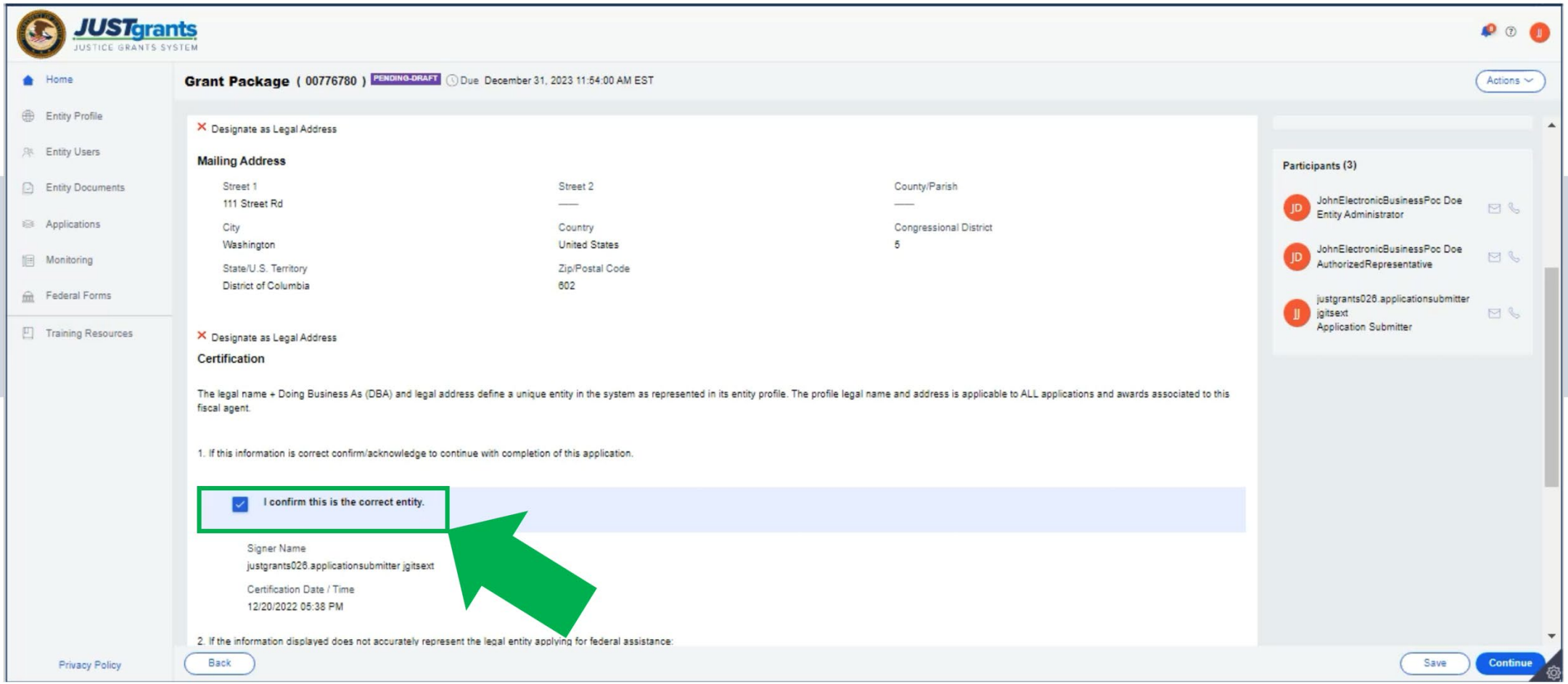
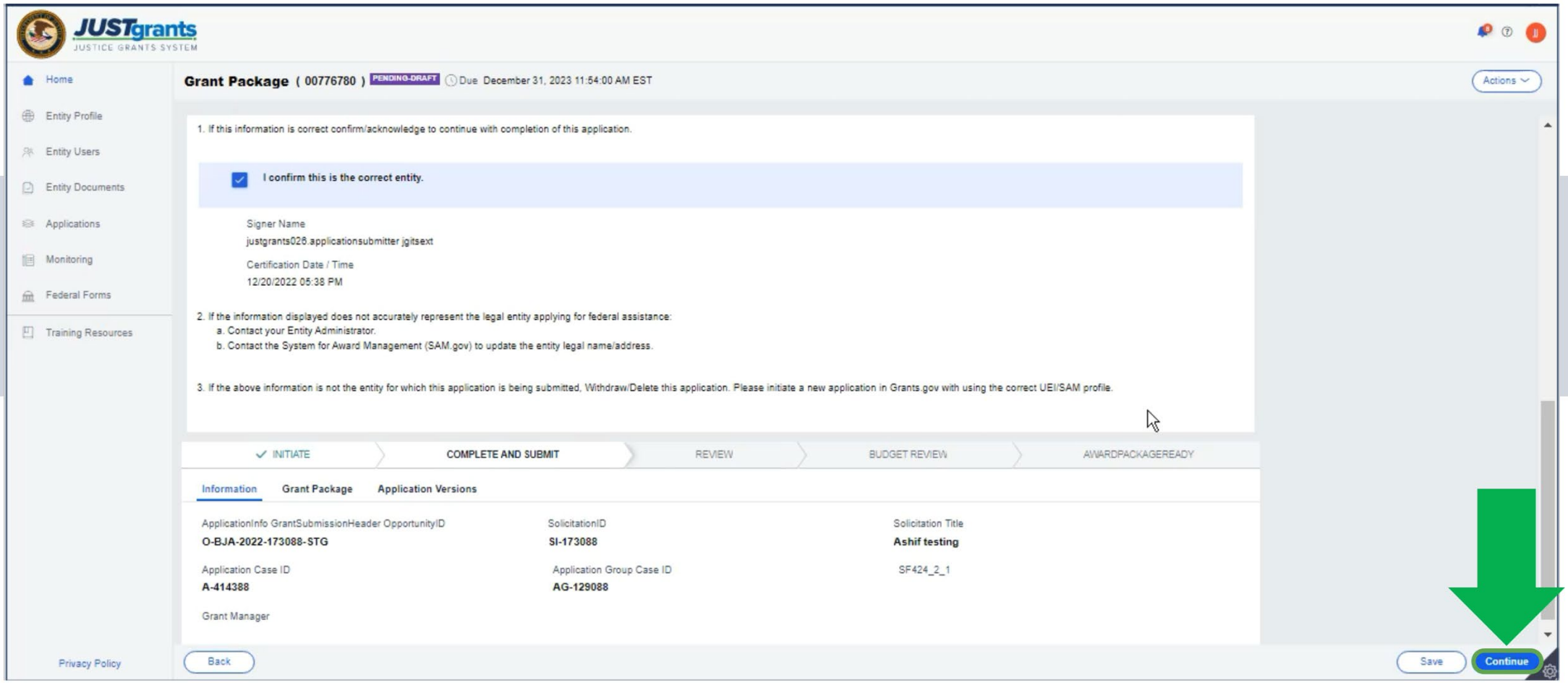


Verify Legal Name and Address

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



Proposal Abstract

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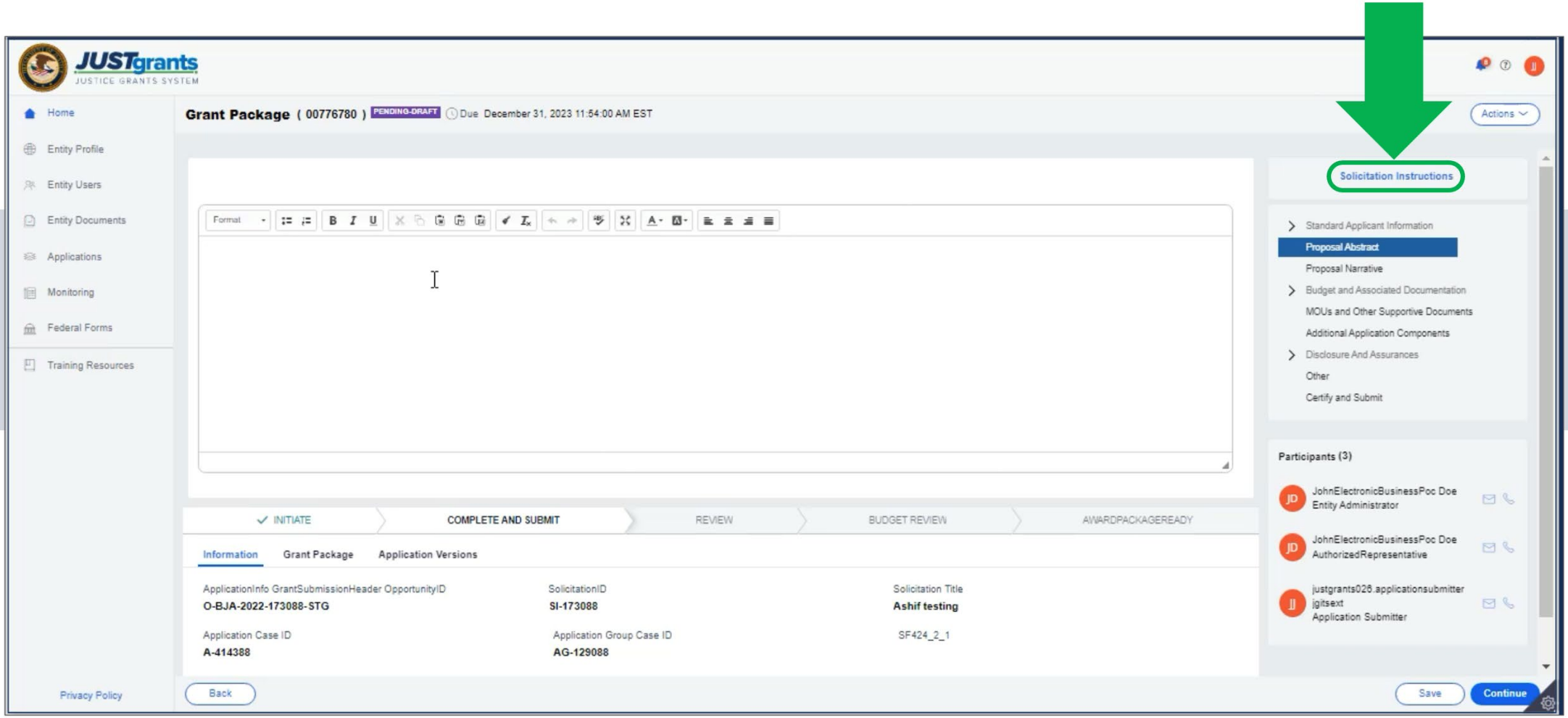
Demonstration // *Most applications include a proposal abstract, which is no more than 400 words and summarizes the proposed project and includes several specific parameters described here.*



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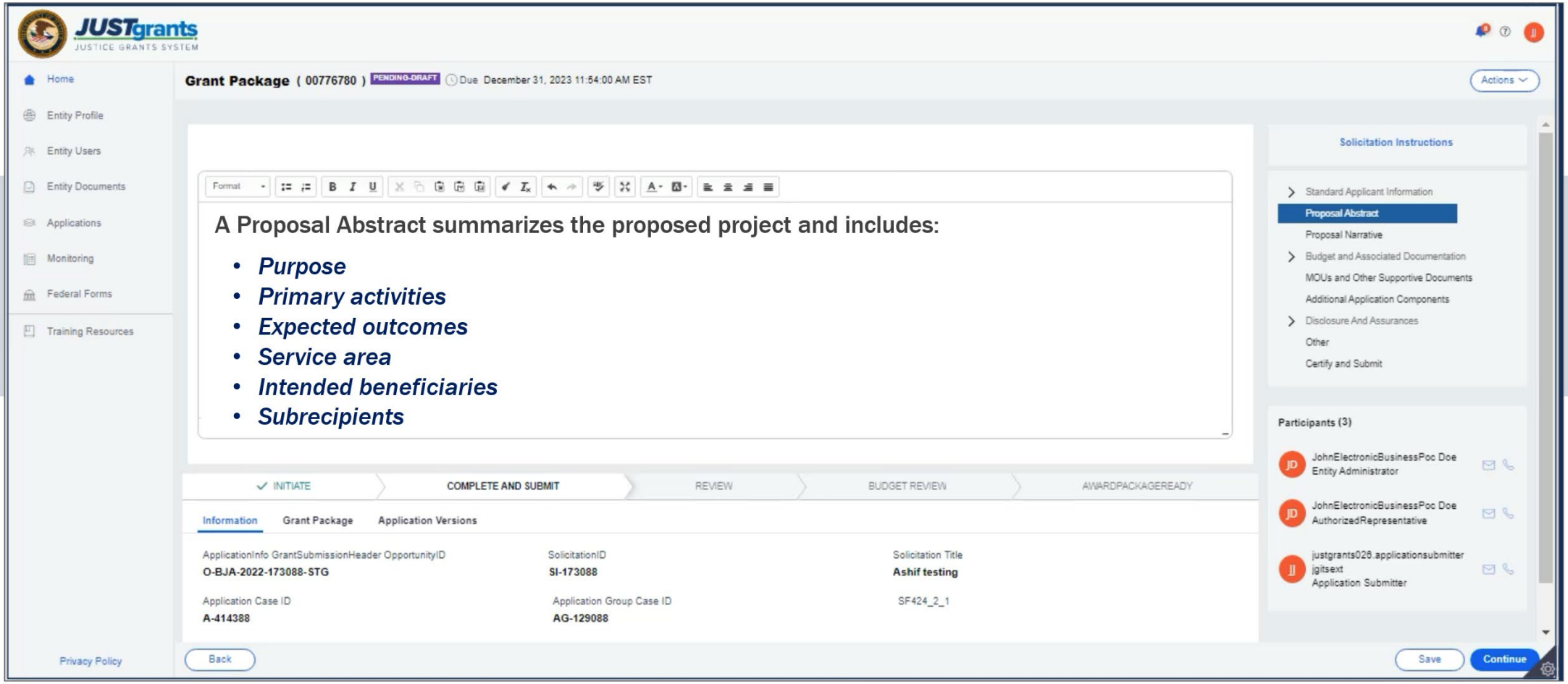

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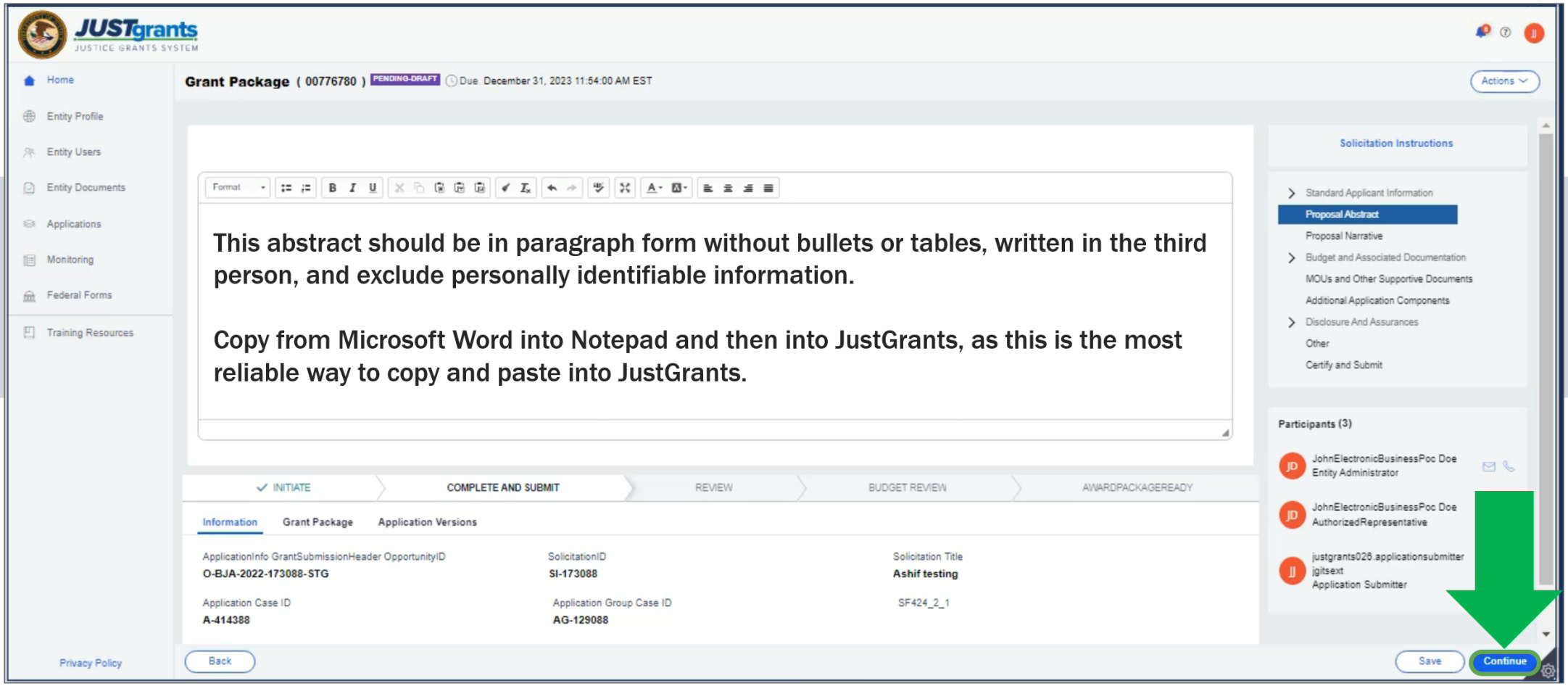
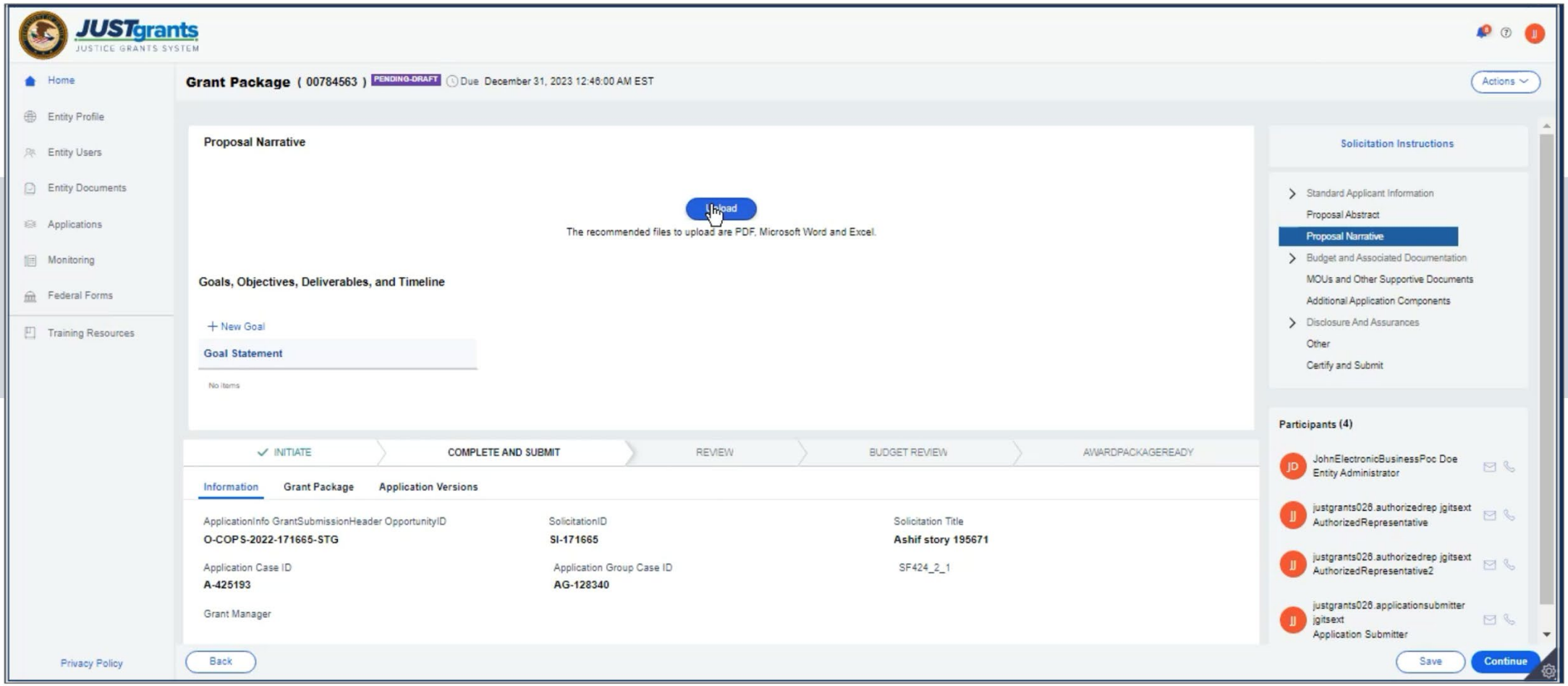


Proposal Narrative

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.*



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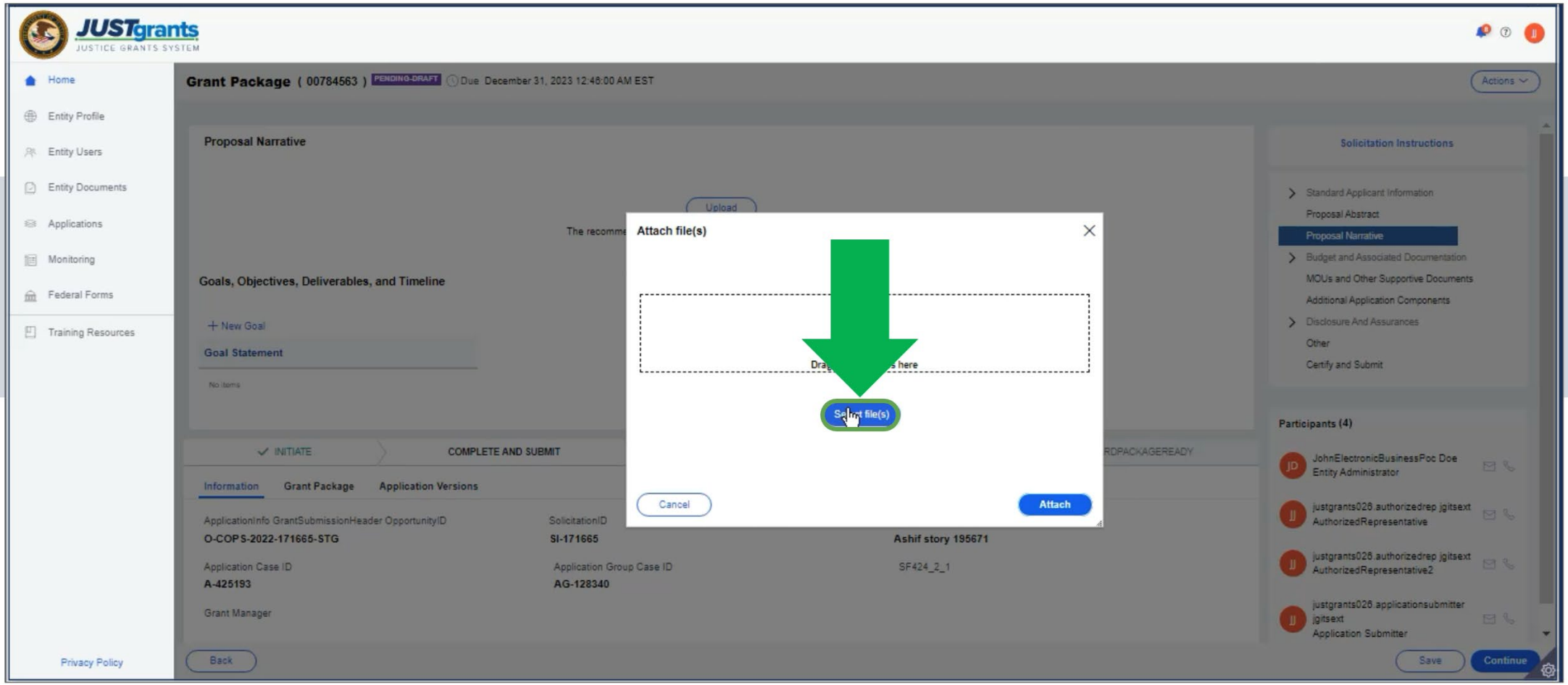

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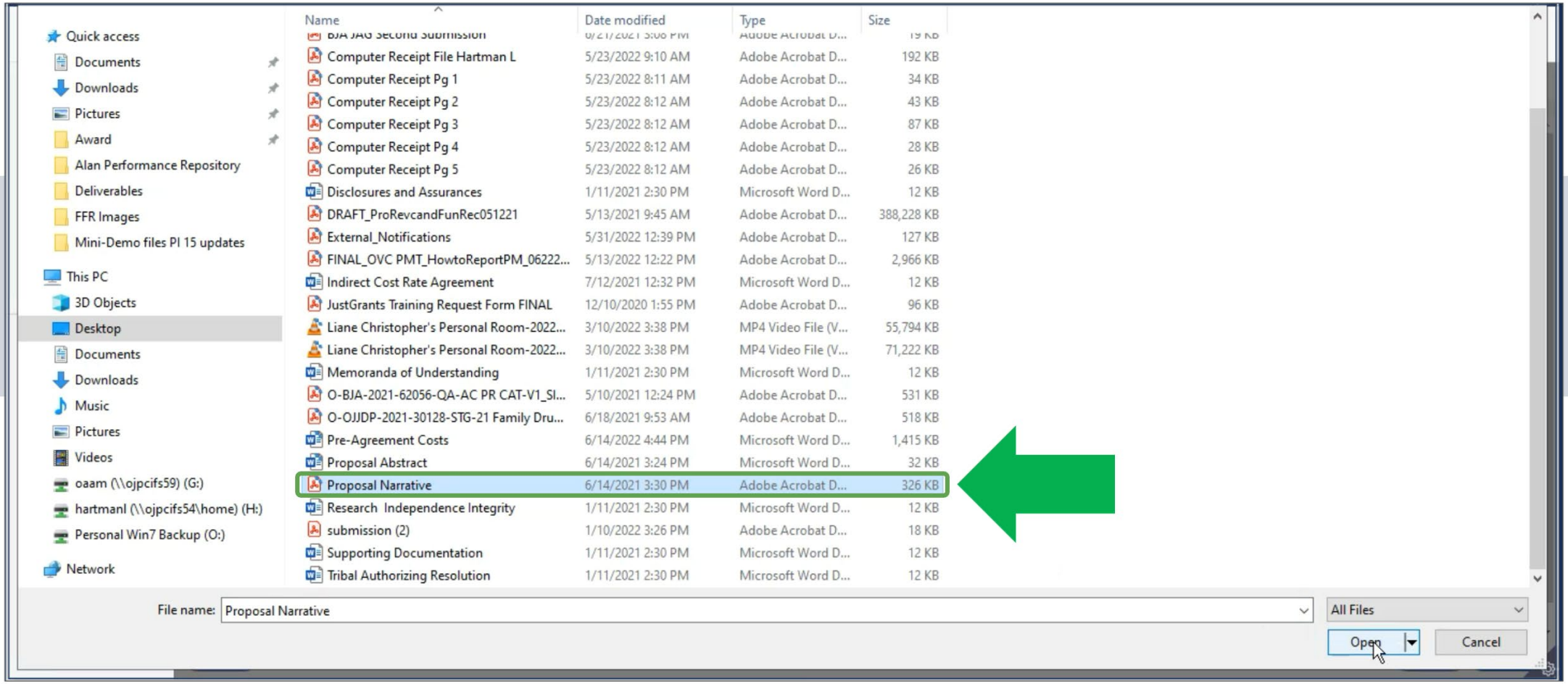

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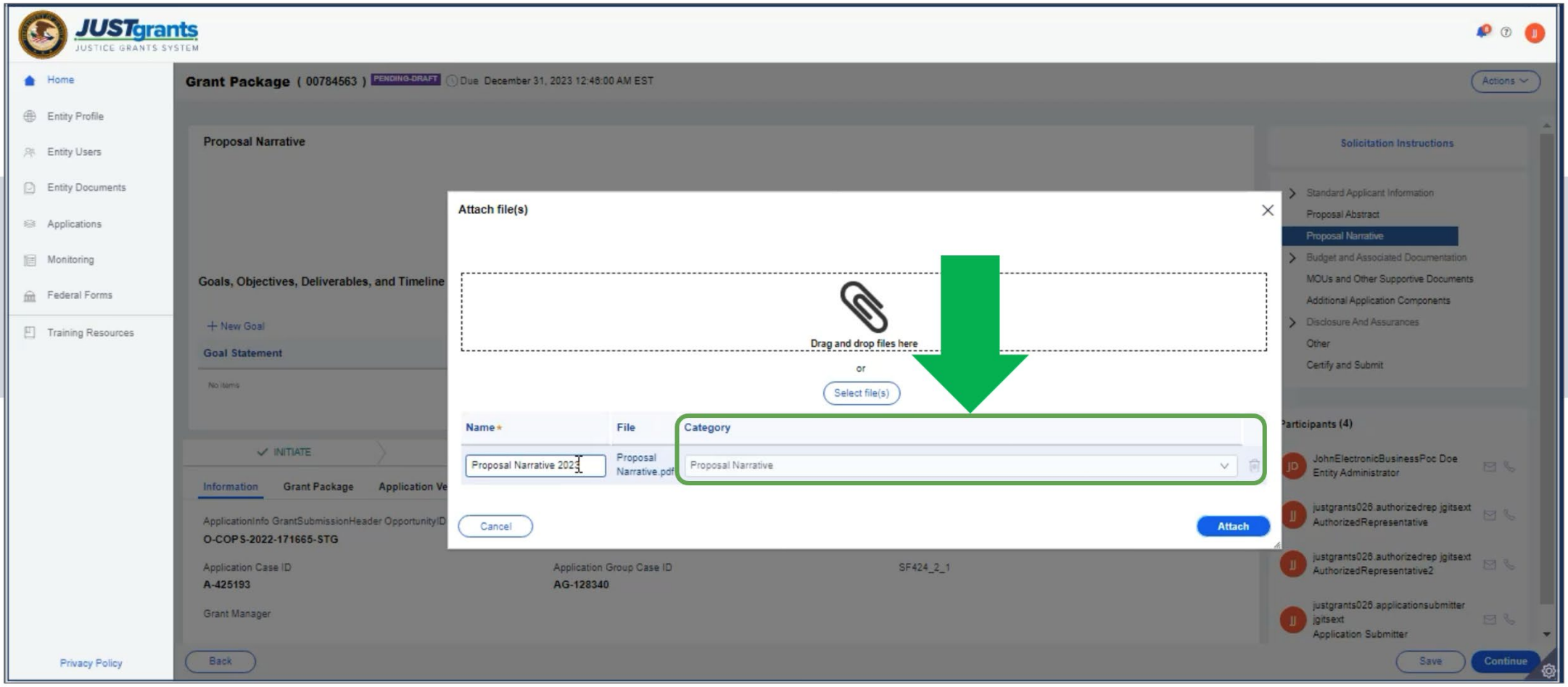

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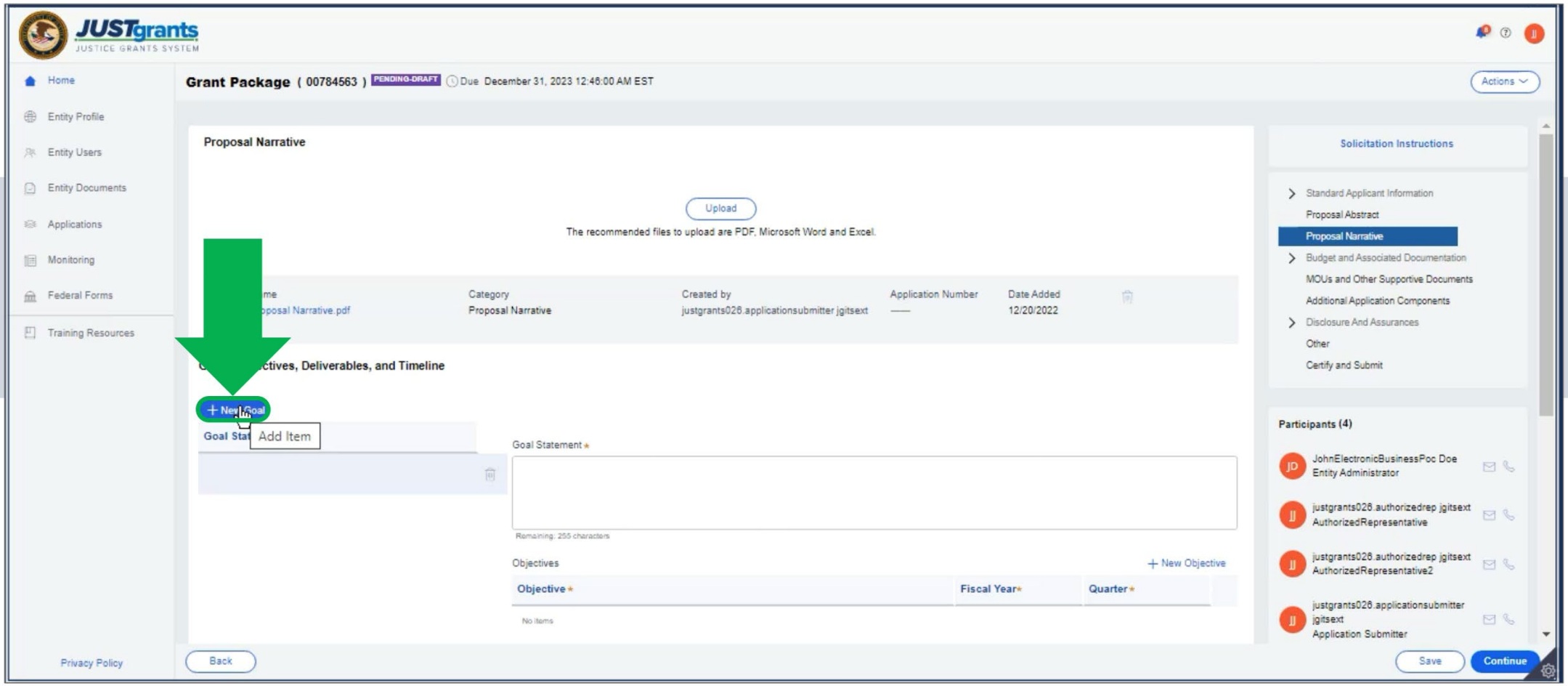

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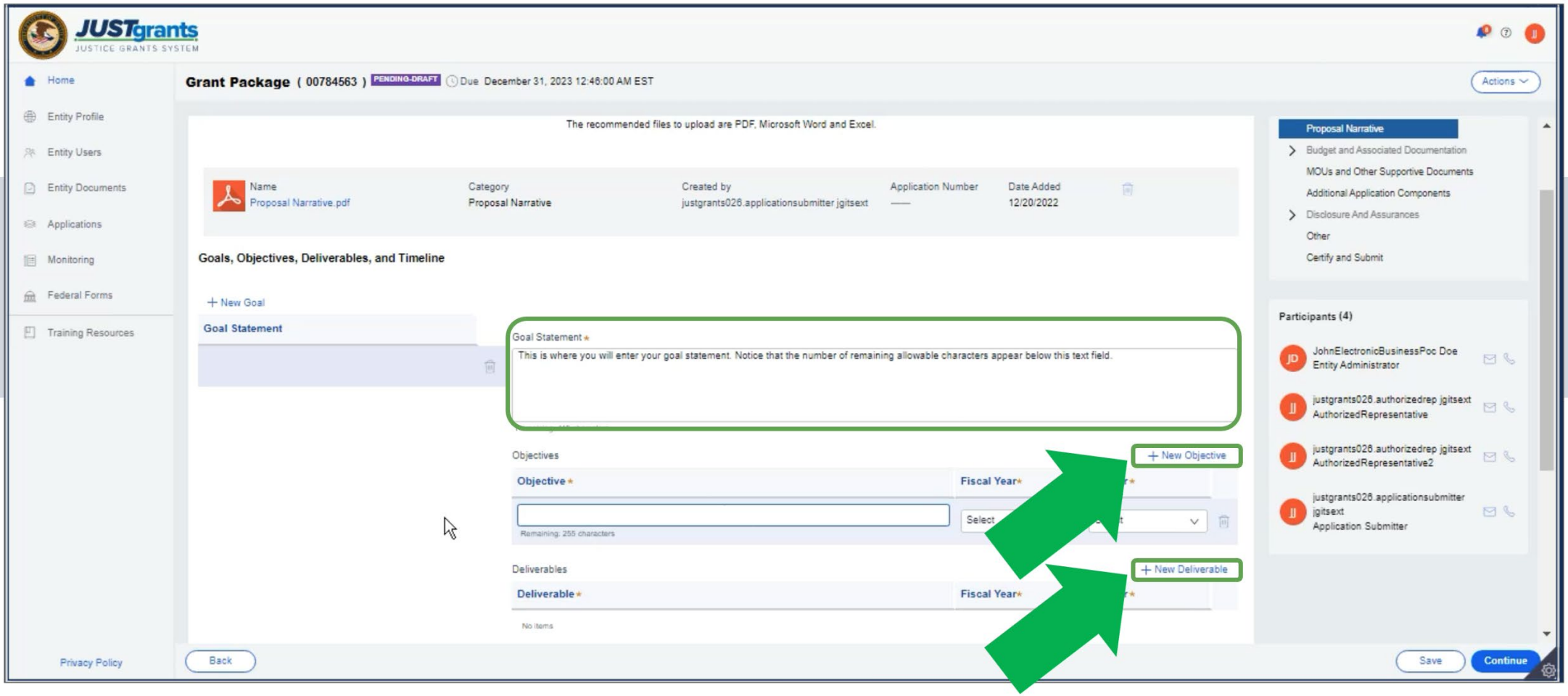

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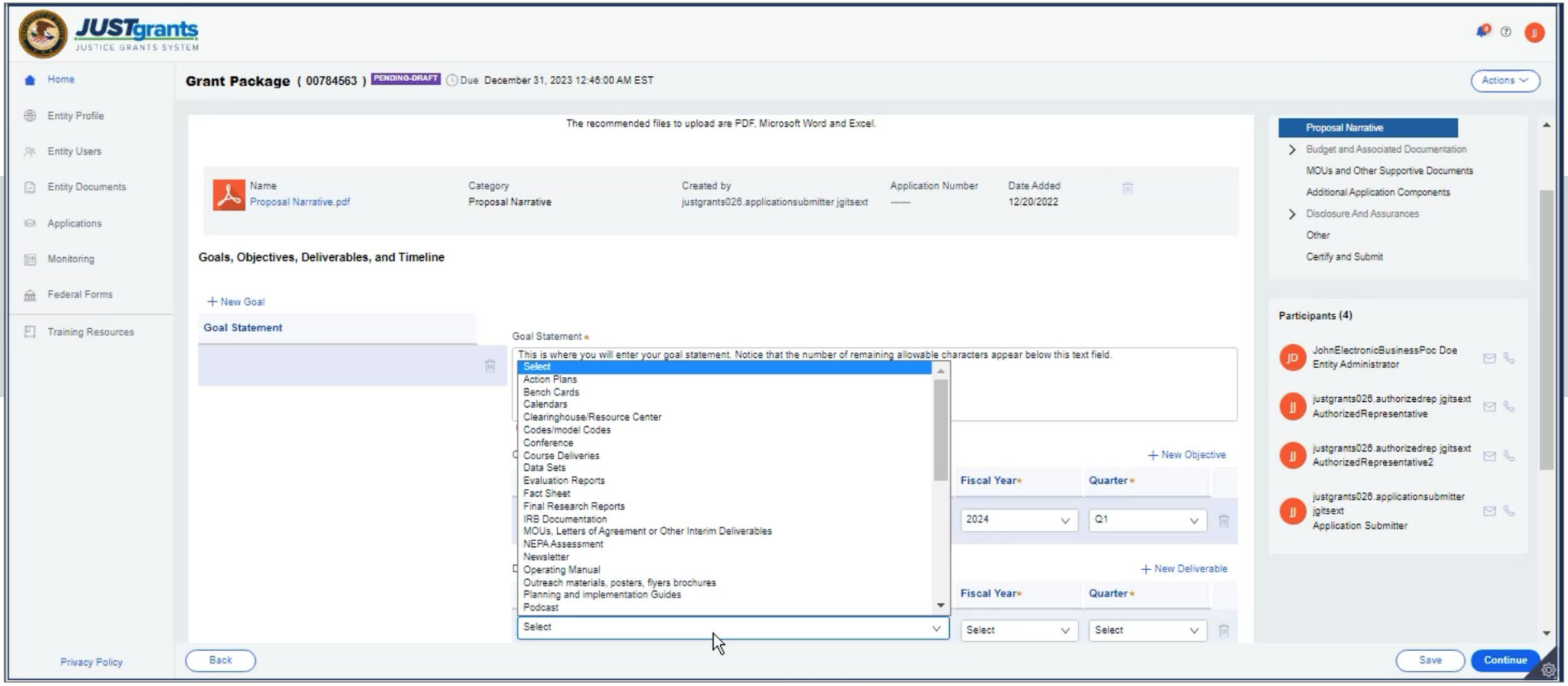
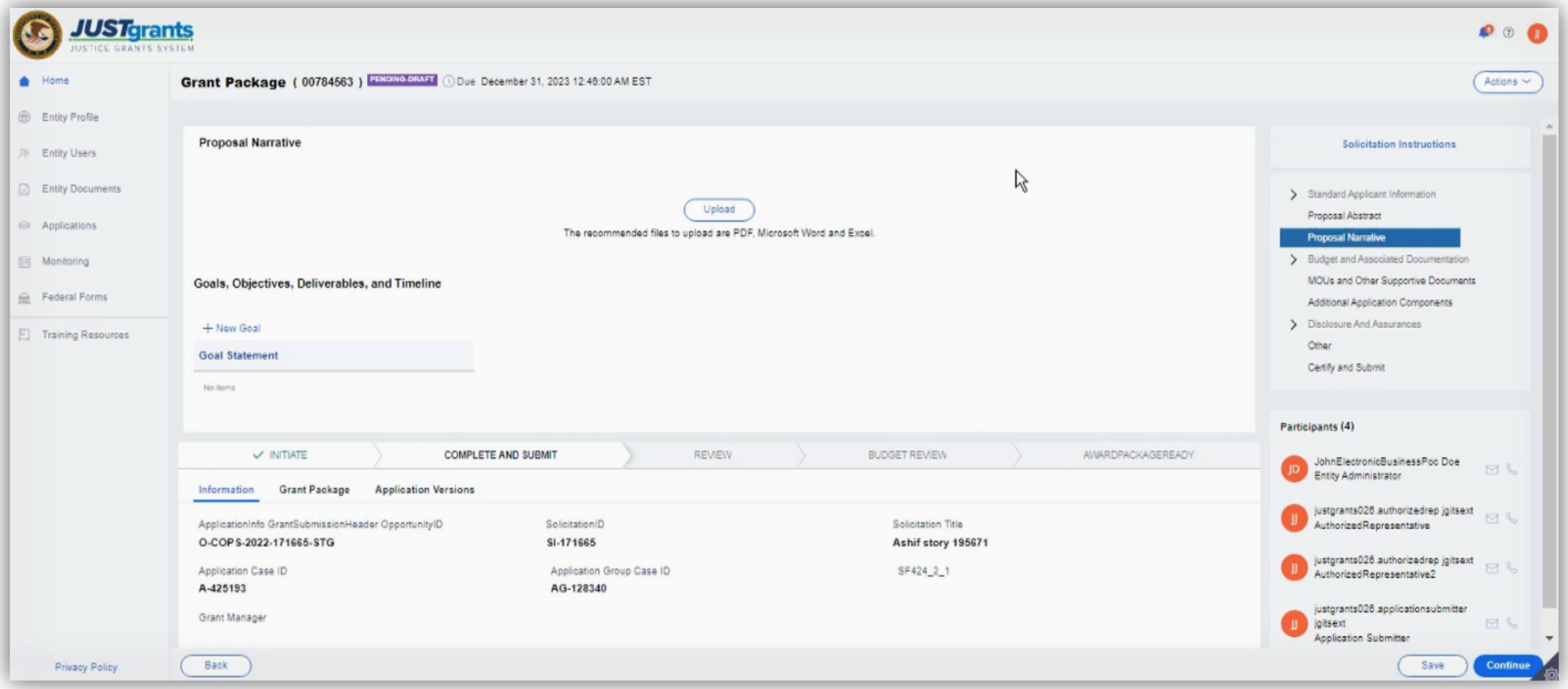


Budget Entry Prep

Pre-Budget Entry Review



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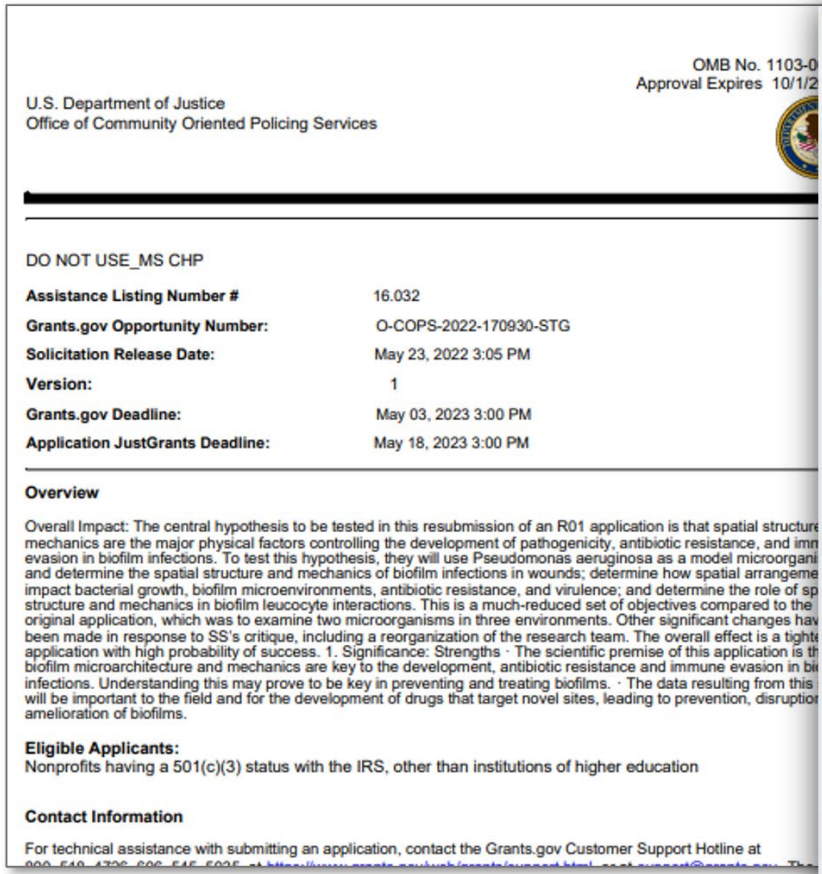


U.S. Department of Justice
Office of Community Oriented Policing Services

OMB No. 1103-0
Approval Expires 10/1/2

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

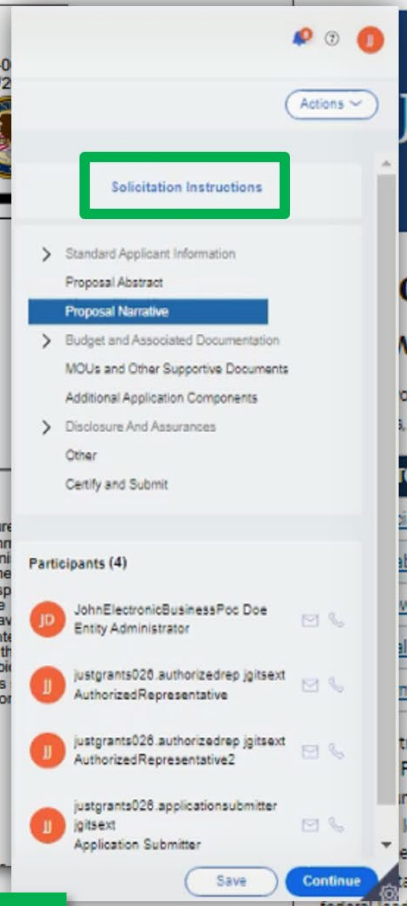
Overview

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 imm
evasion in biofilm infections. To test this hypothesis, they will use Pseudomonas aeruginosa as a model microorgani
and determine the spatial structure and mechanics of biofilm infections in wounds; determine how spatial arrangeme
impact bacterial growth, biofilm microenvironments, antibiotic resistance, and virulence; and determine the role of sp
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 hav
been made in response to SS's critique, including a reorganization of the research team. The overall effect is a tighte
application with high probability of success. 1. Significance: Strengths · The scientific premise of this application is th
biofilm microarchitecture and mechanics are key to the development, antibiotic resistance and immune evasion in bi
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, disruptio
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



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

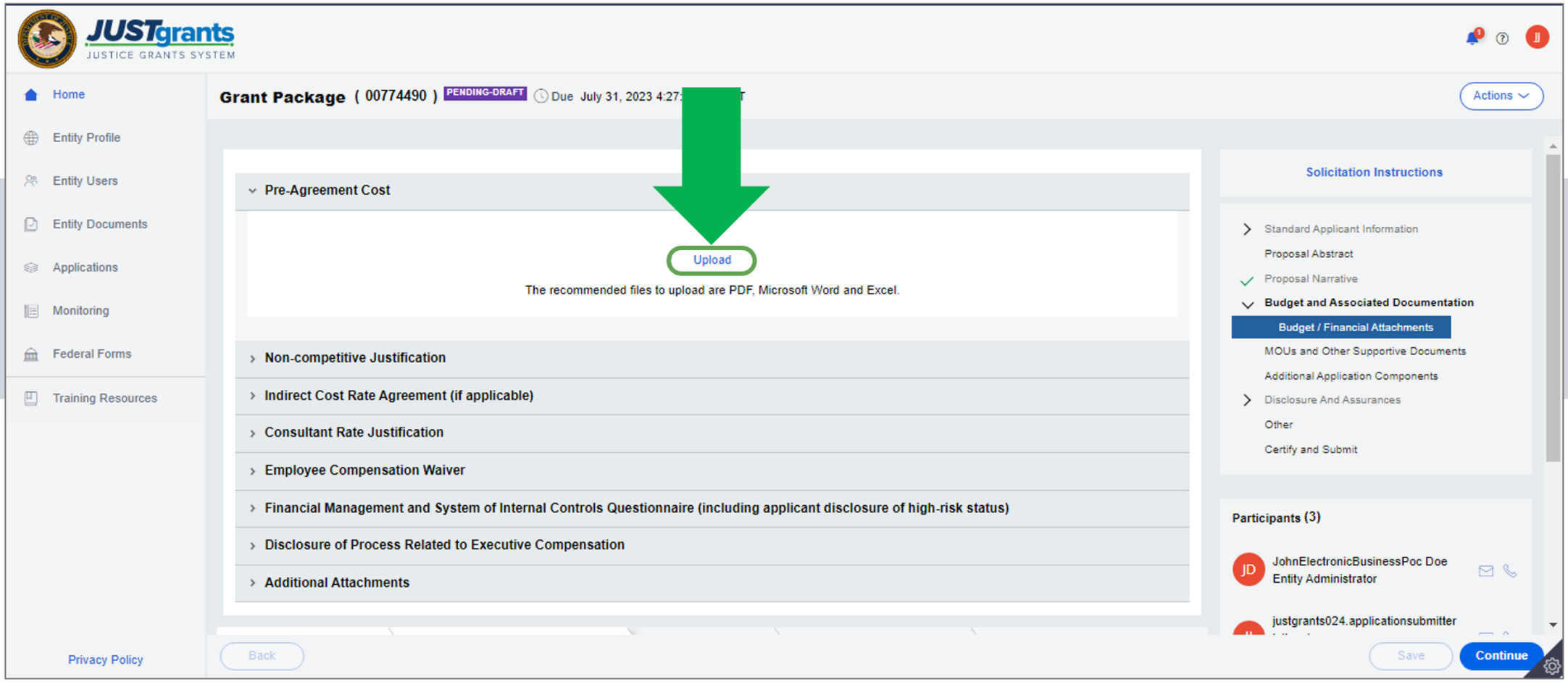
OVW: Attachment

OJP: Variable
(Check solicitation)

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.*



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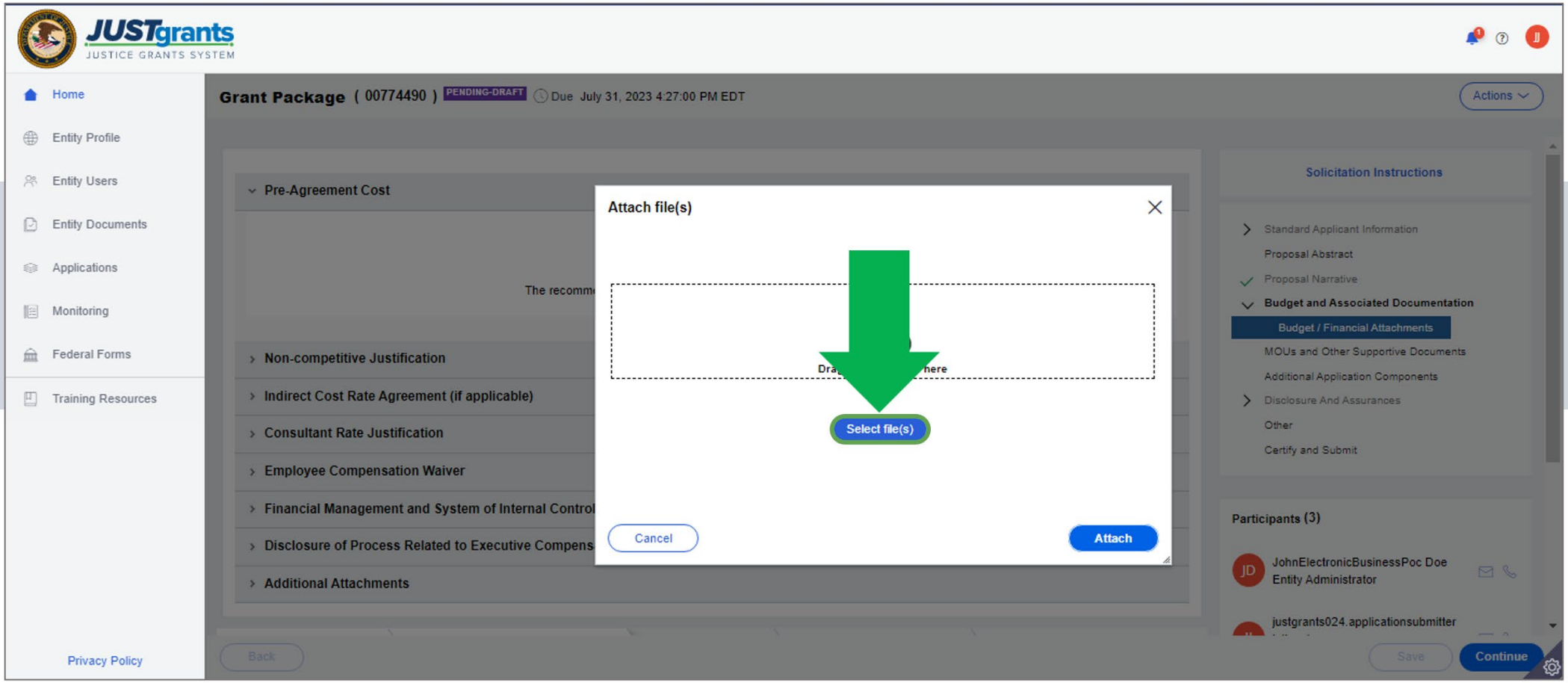

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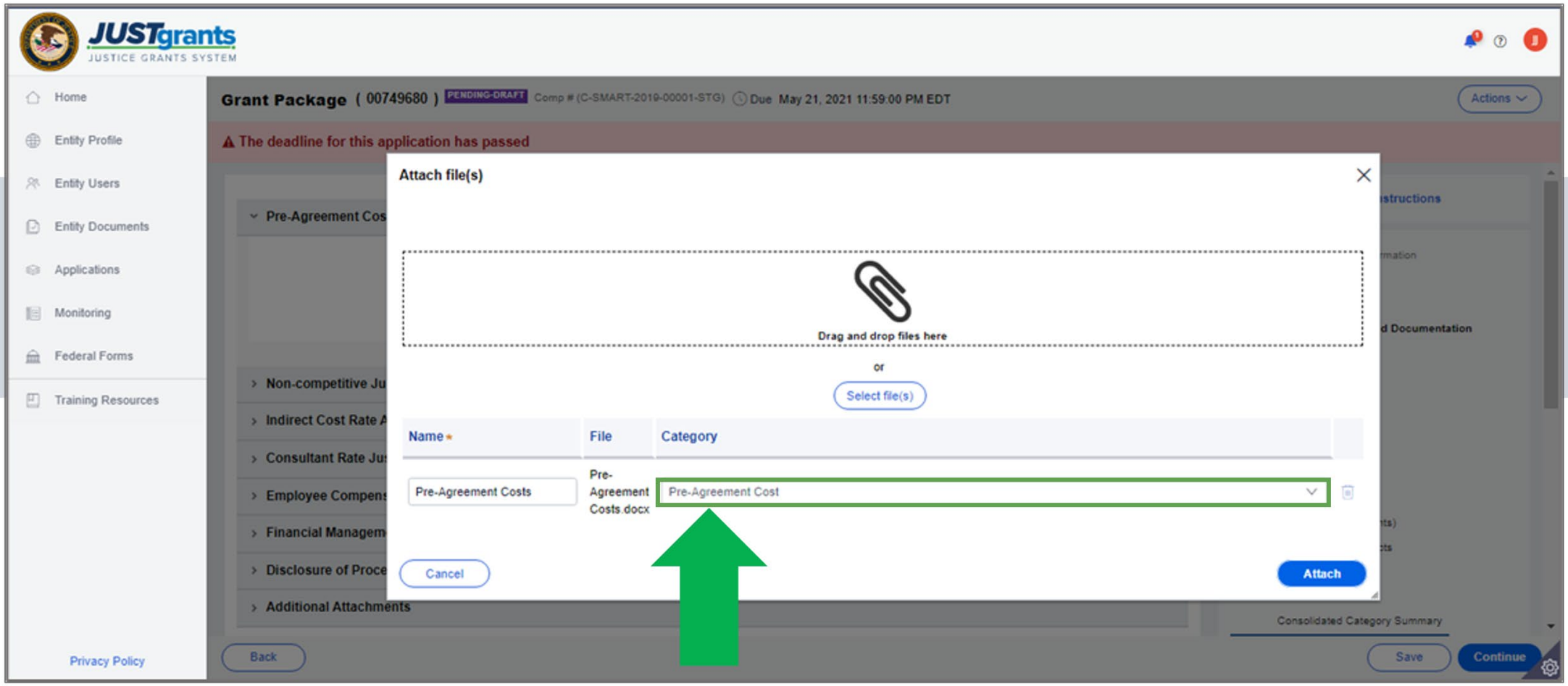

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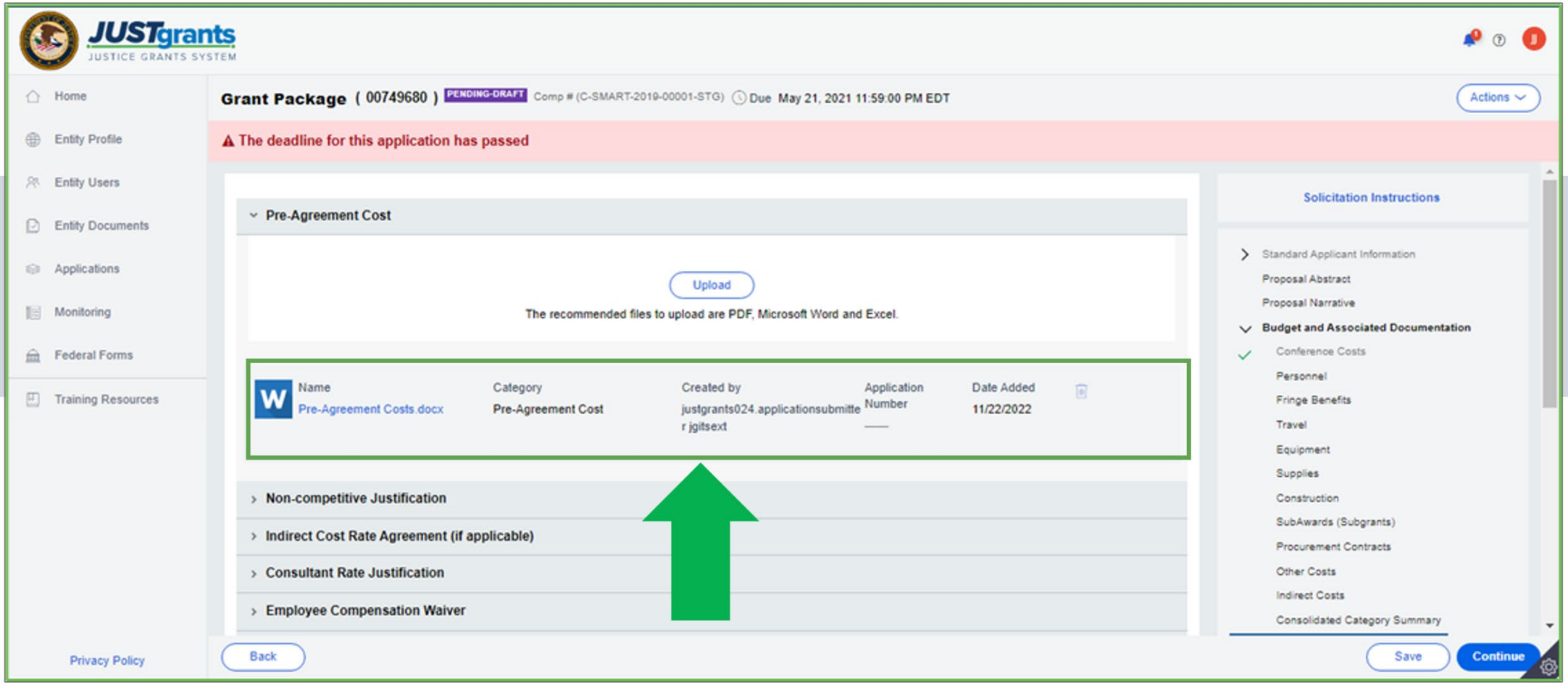

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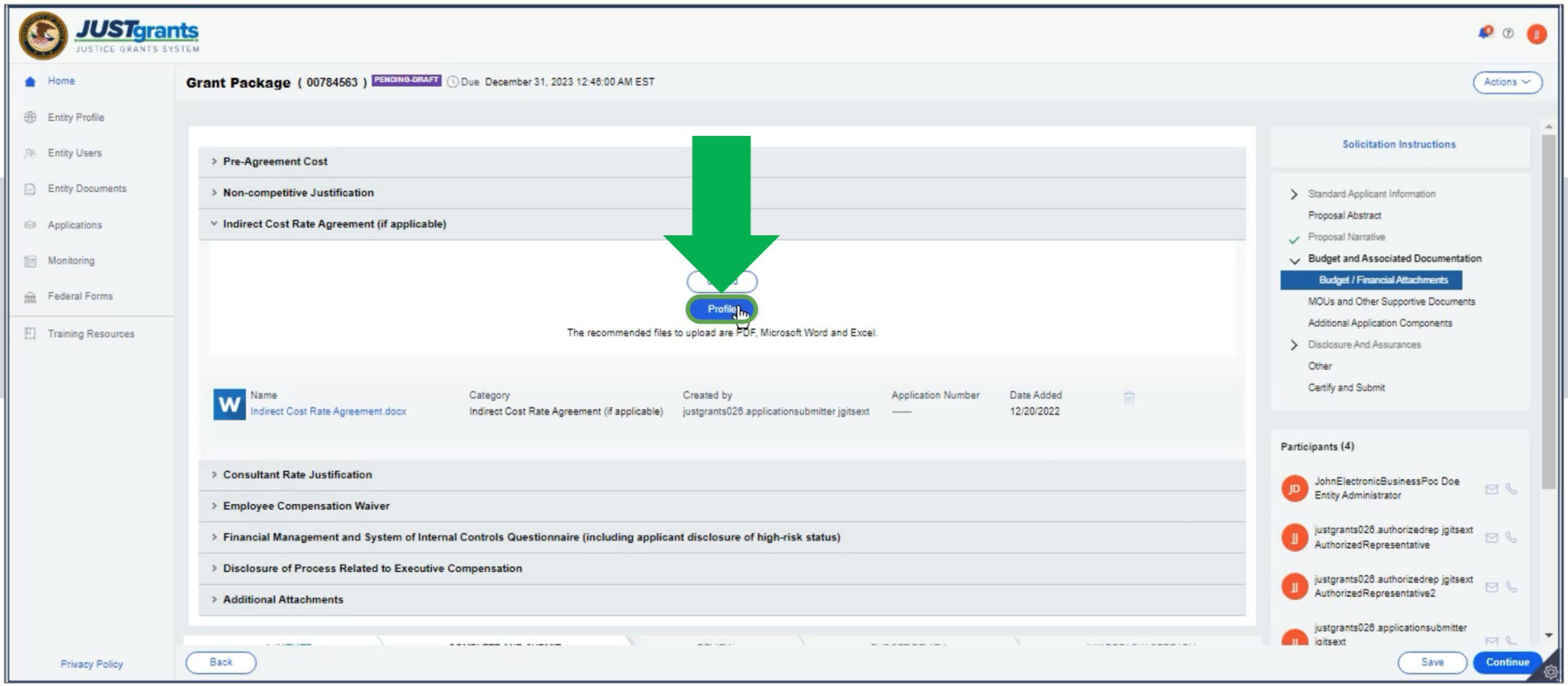

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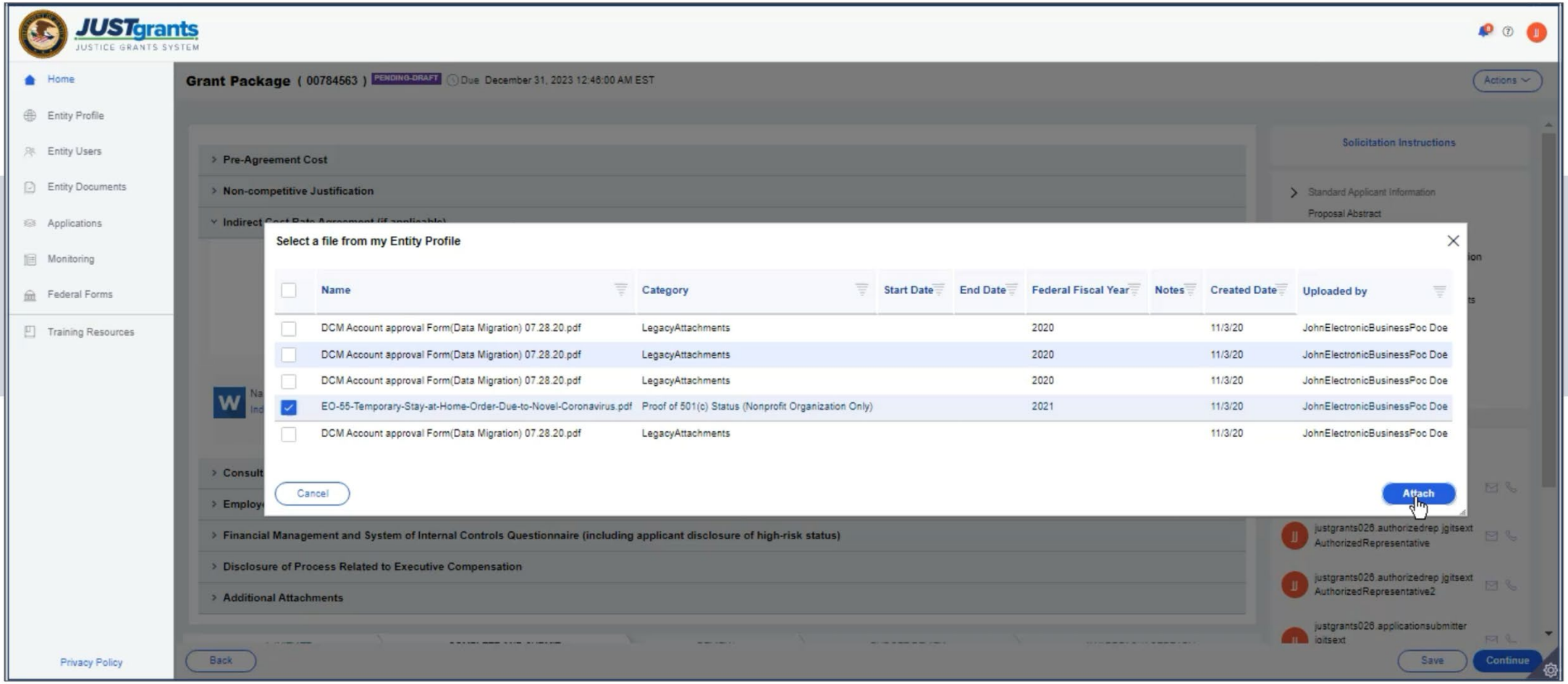
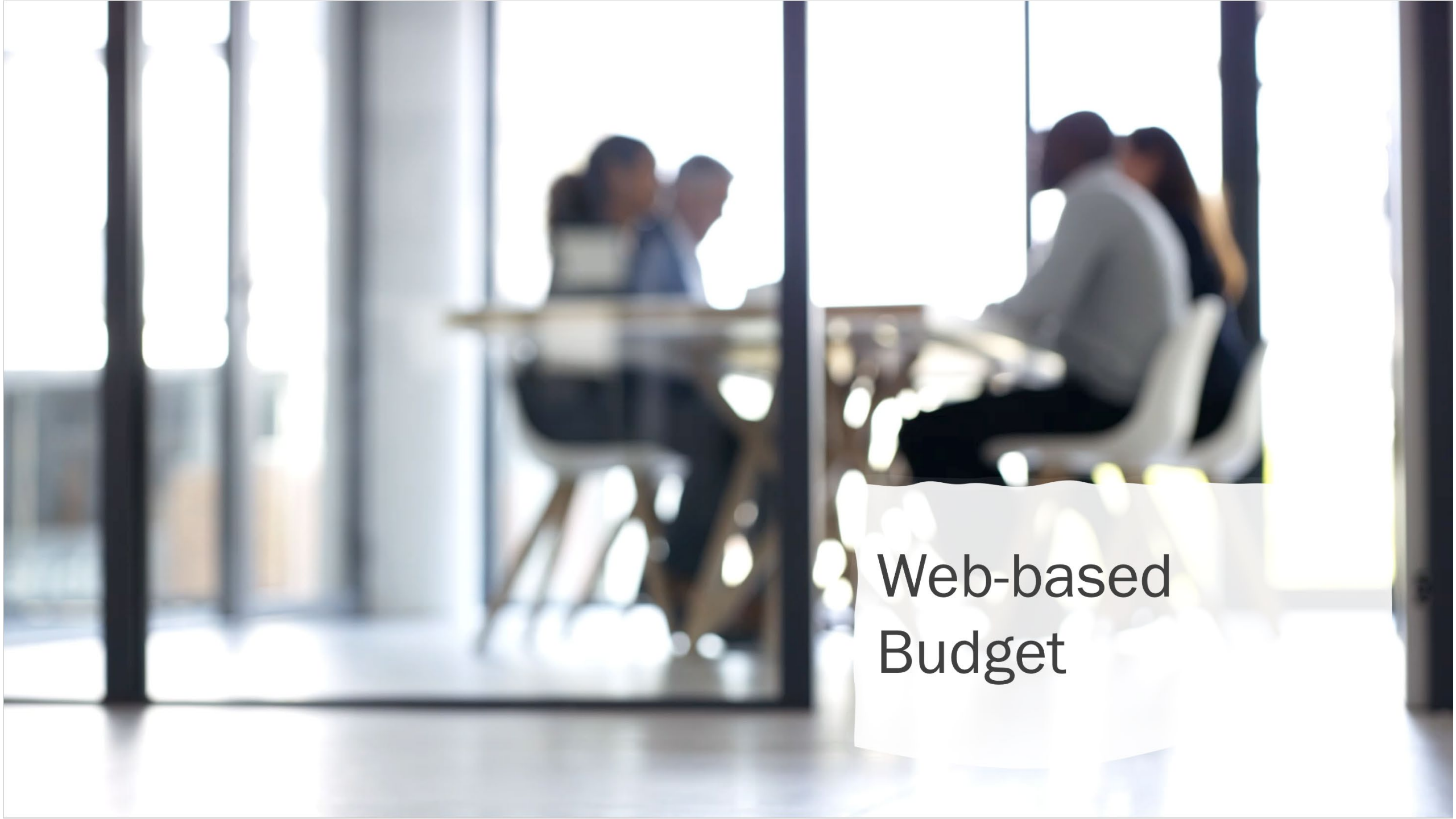
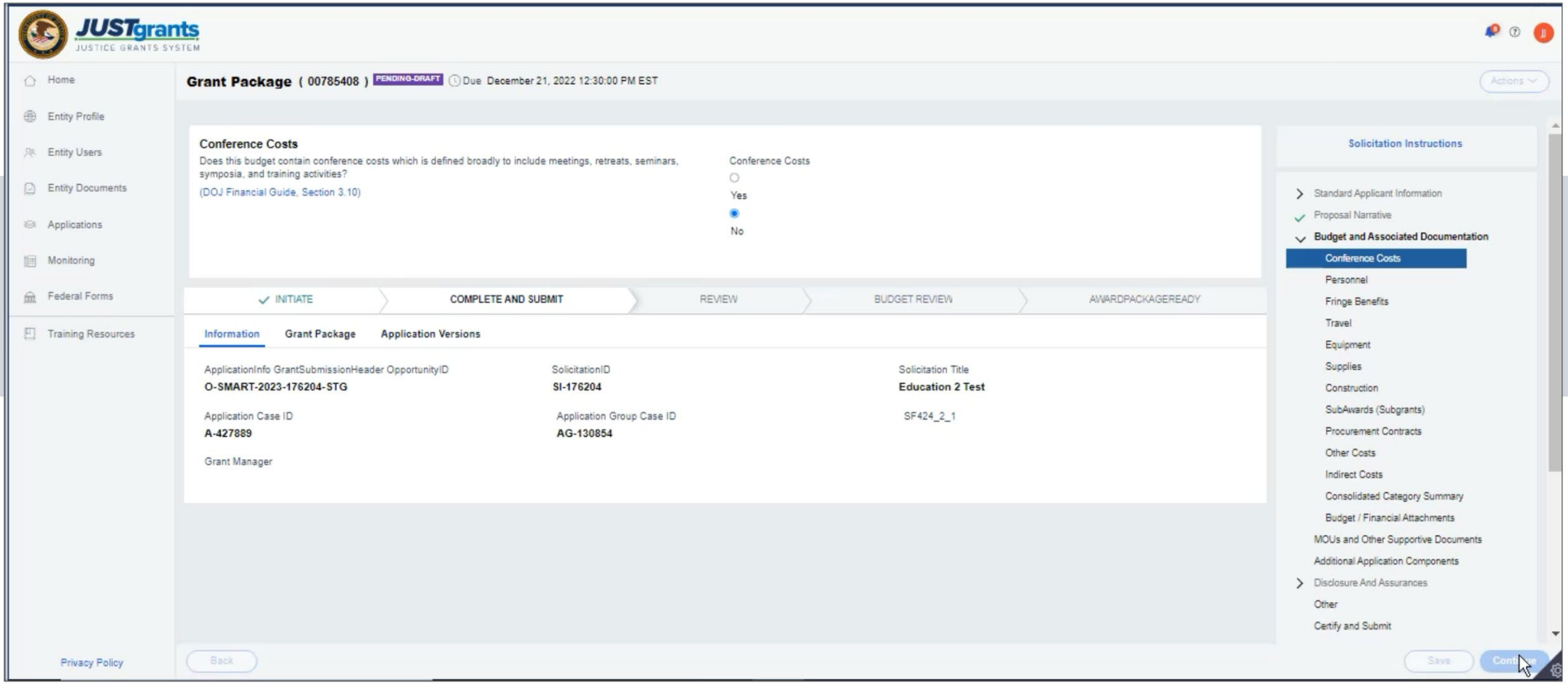




Web-based Budget

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.*



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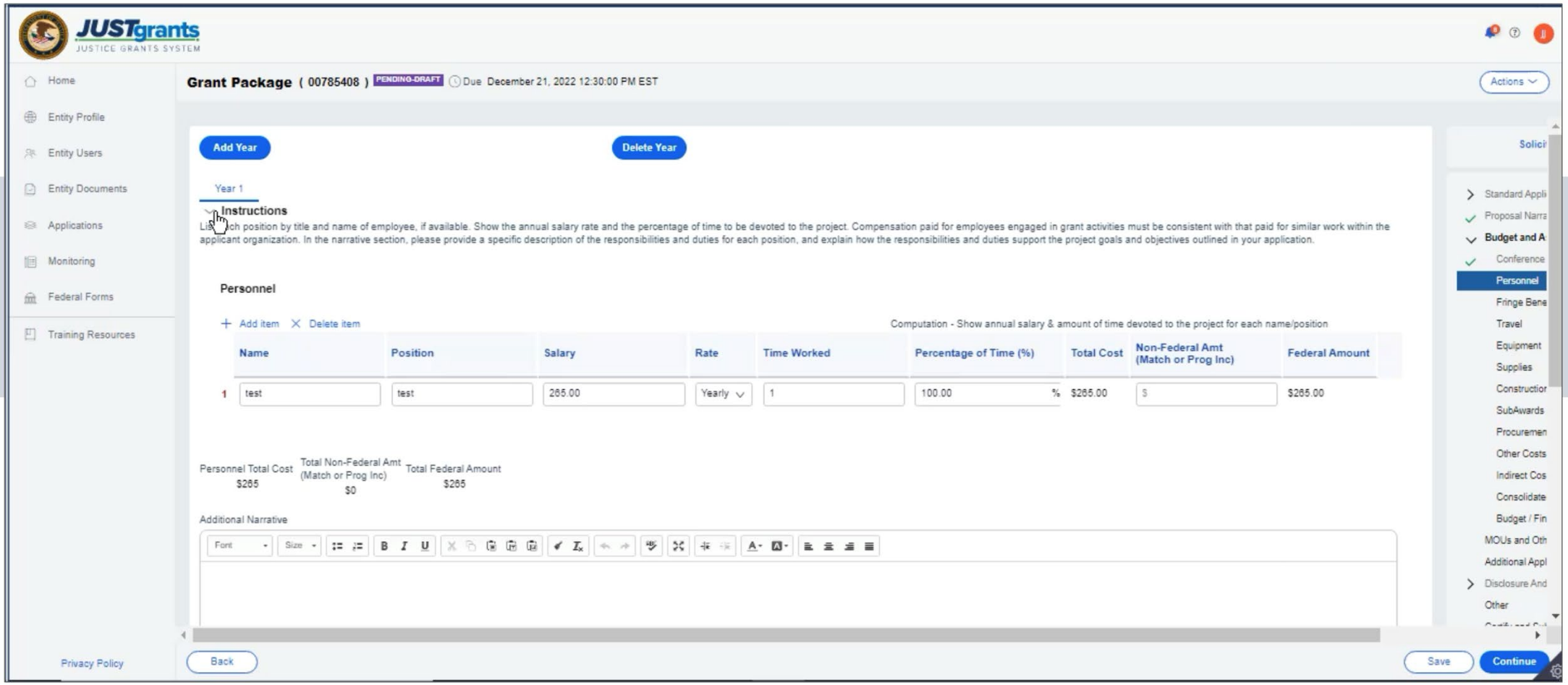

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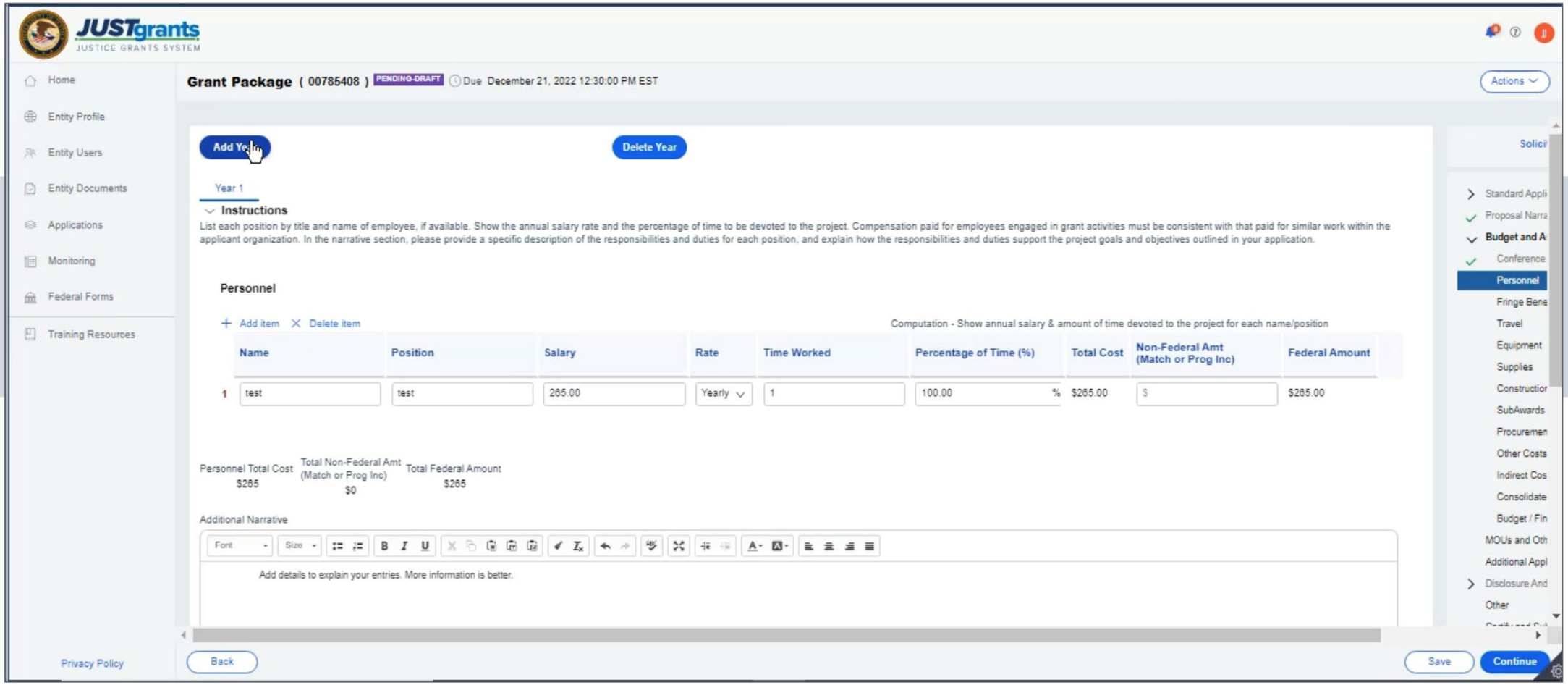

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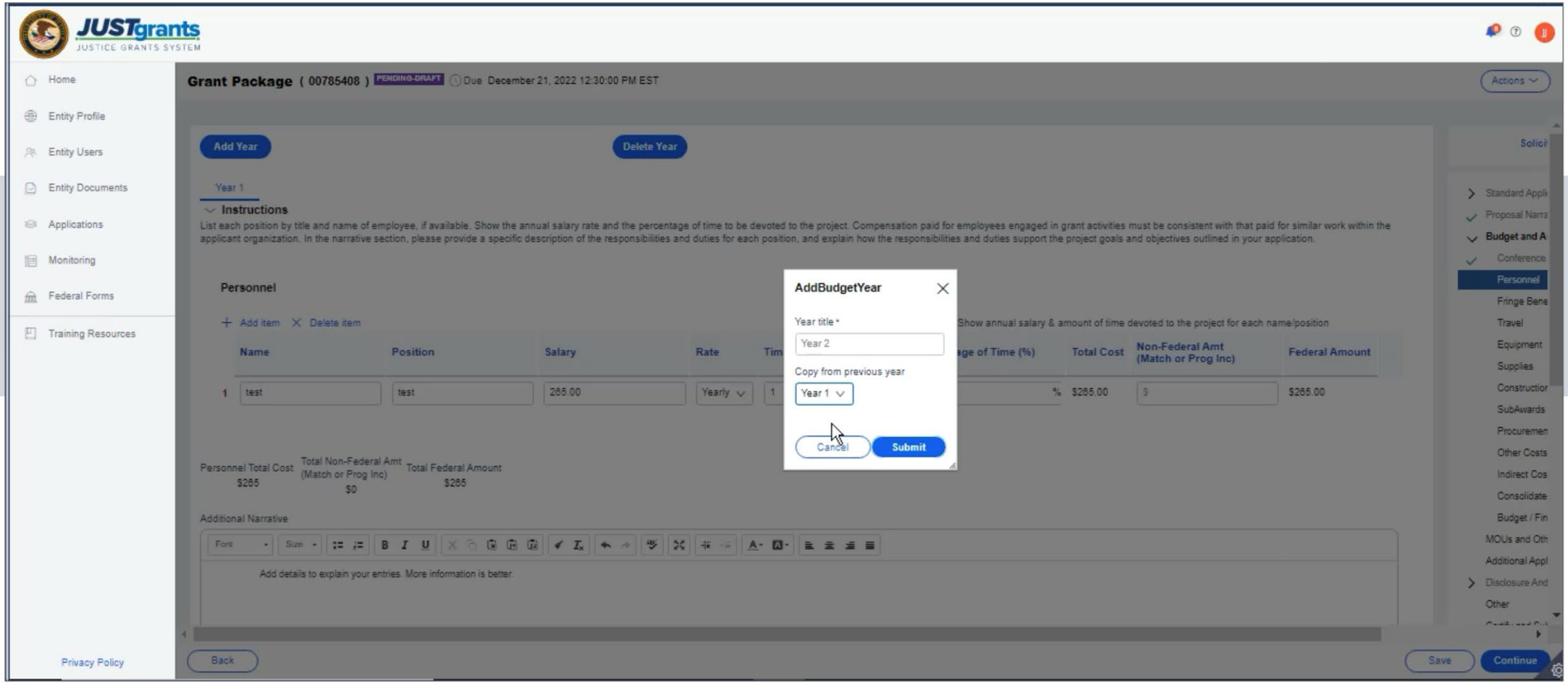

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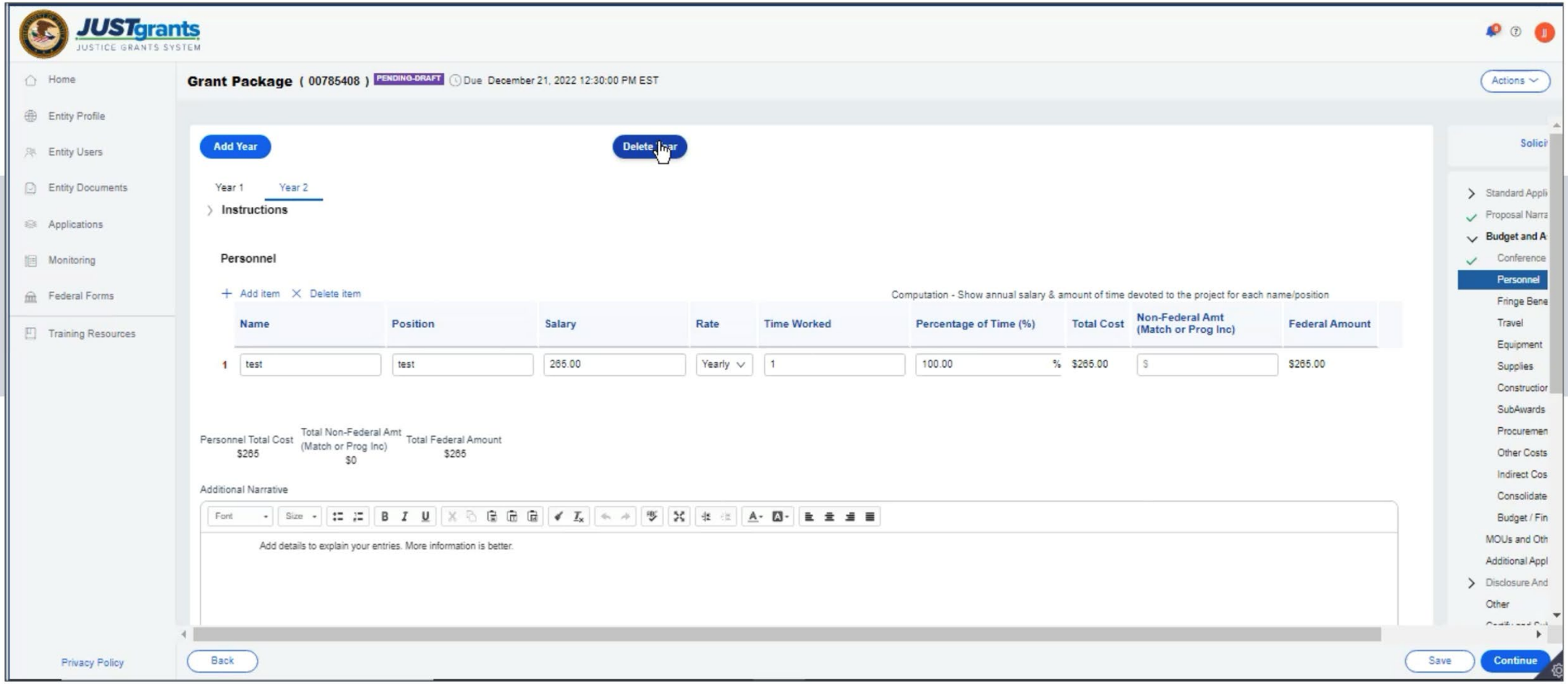

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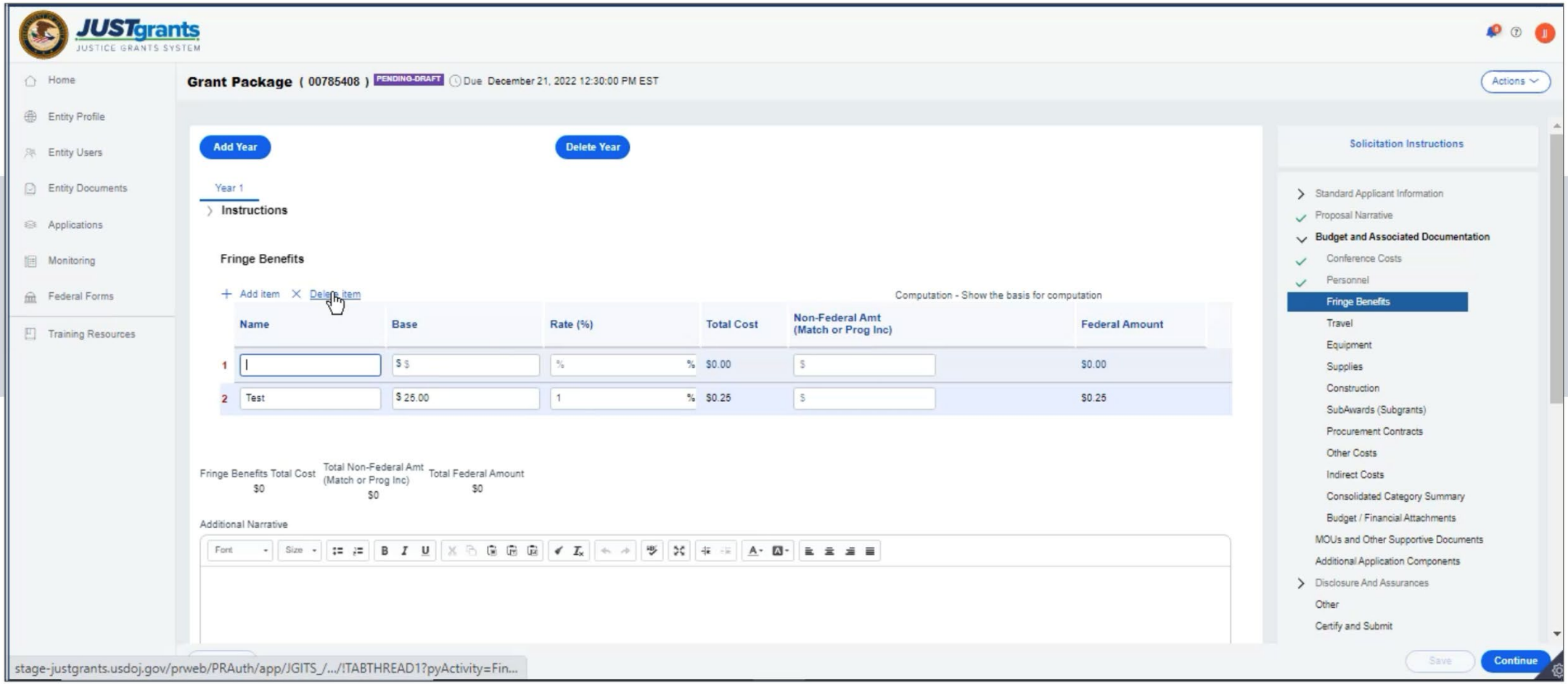

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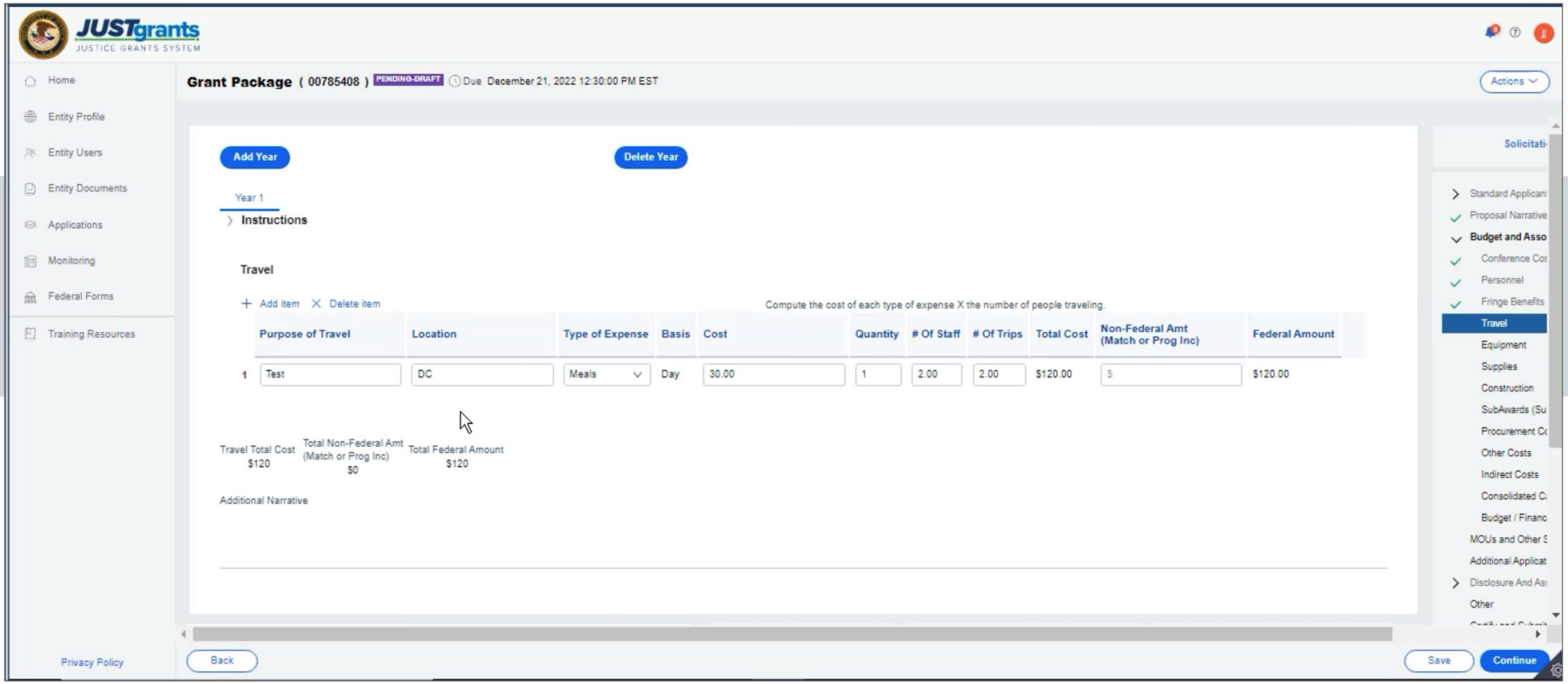

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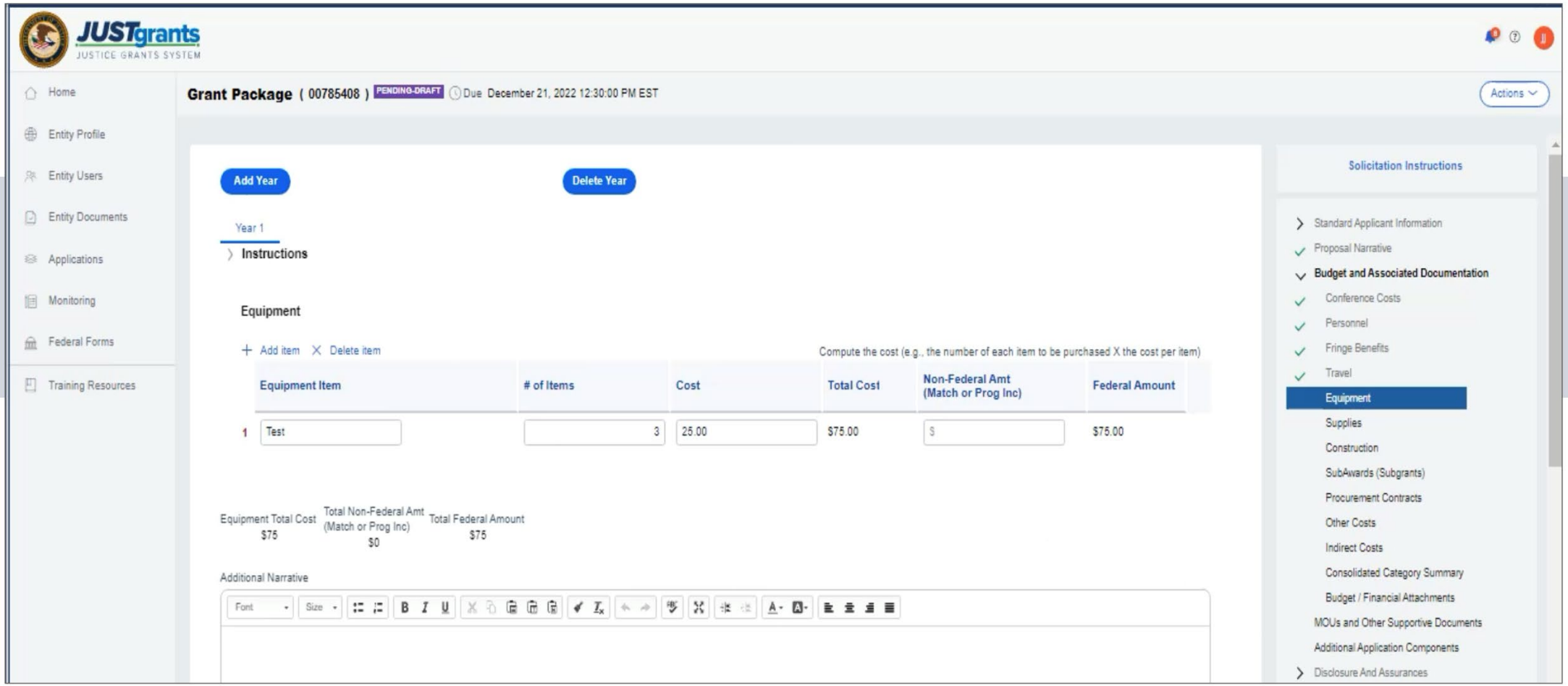

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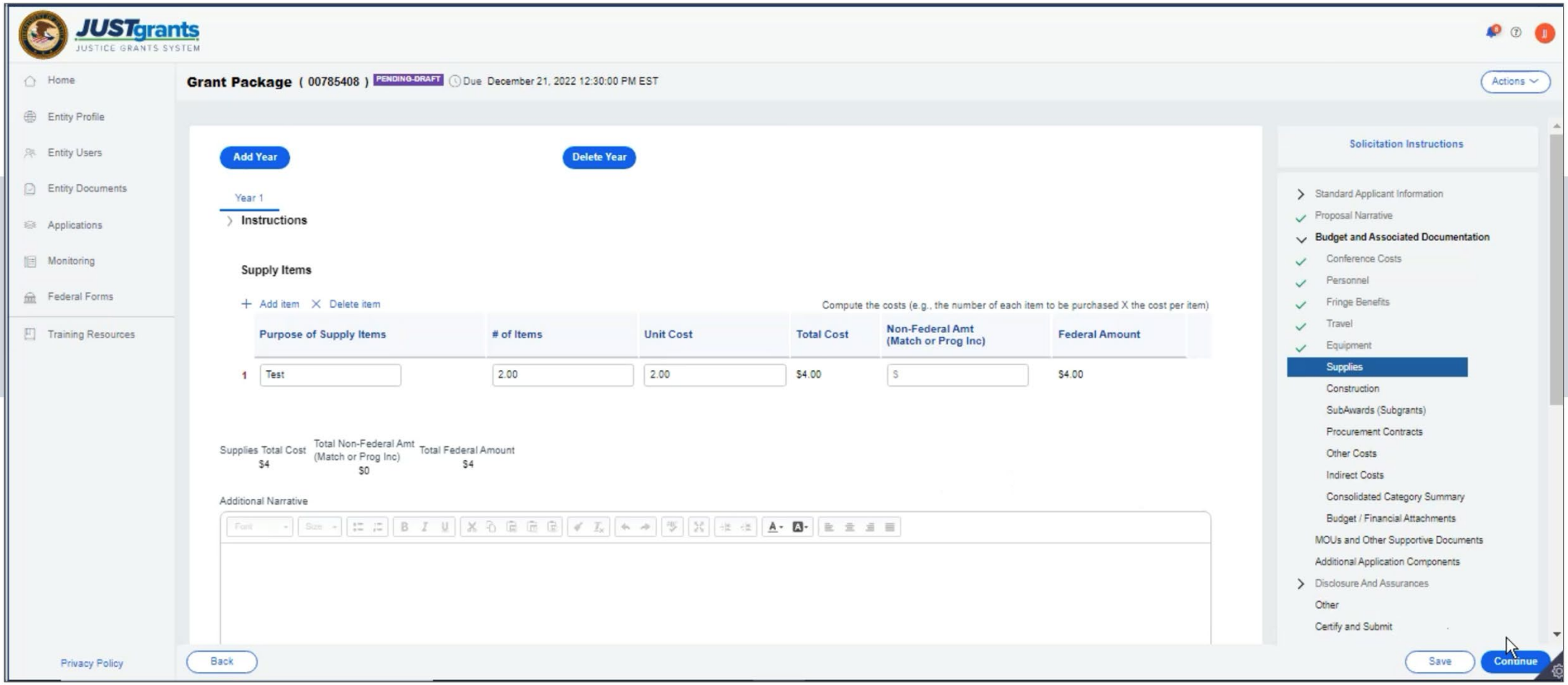

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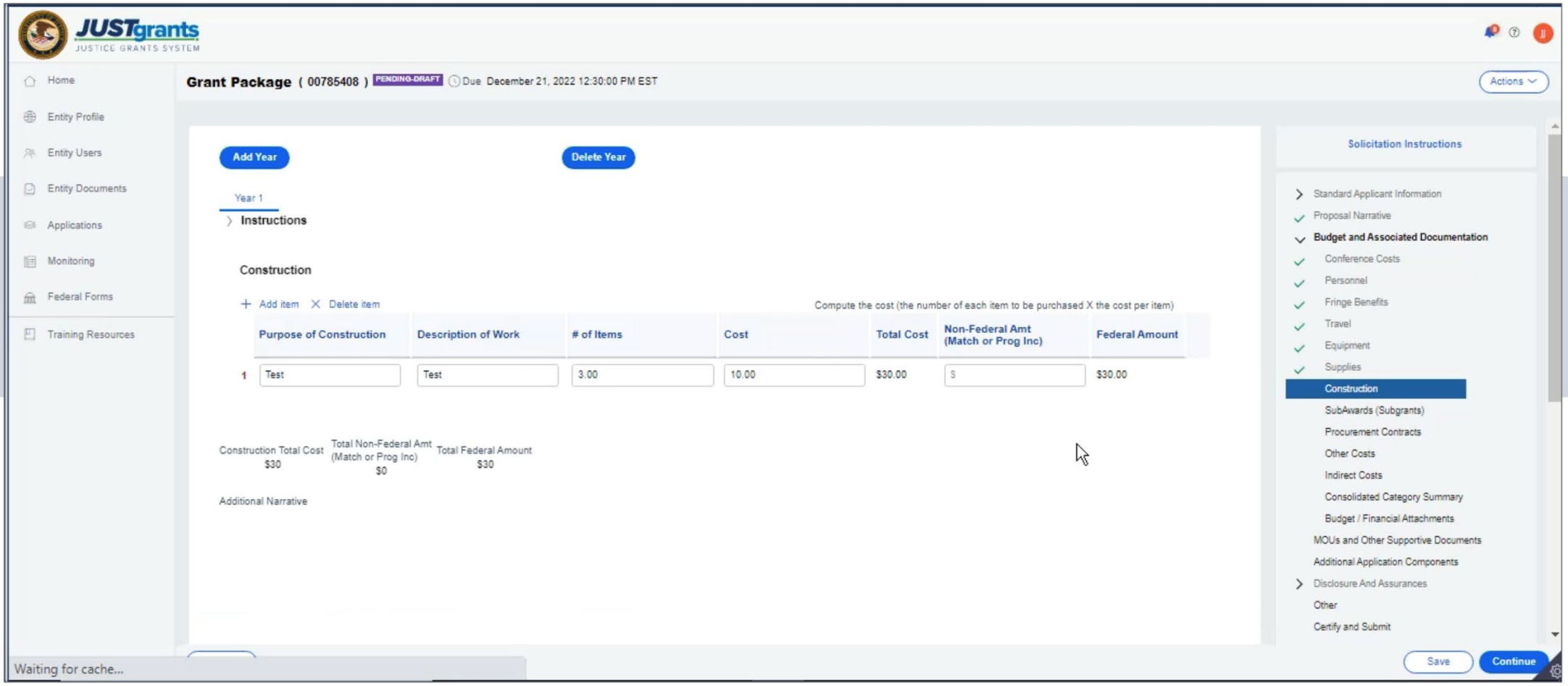

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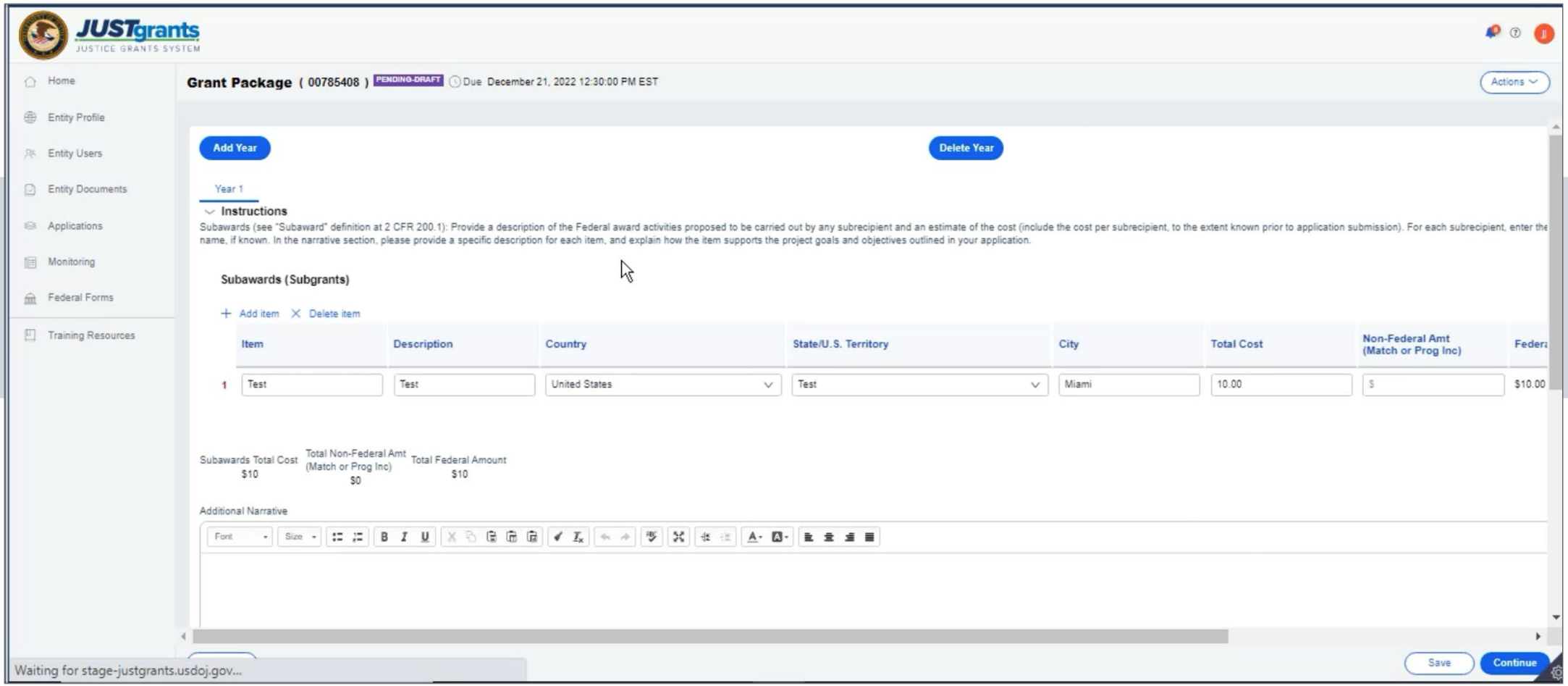

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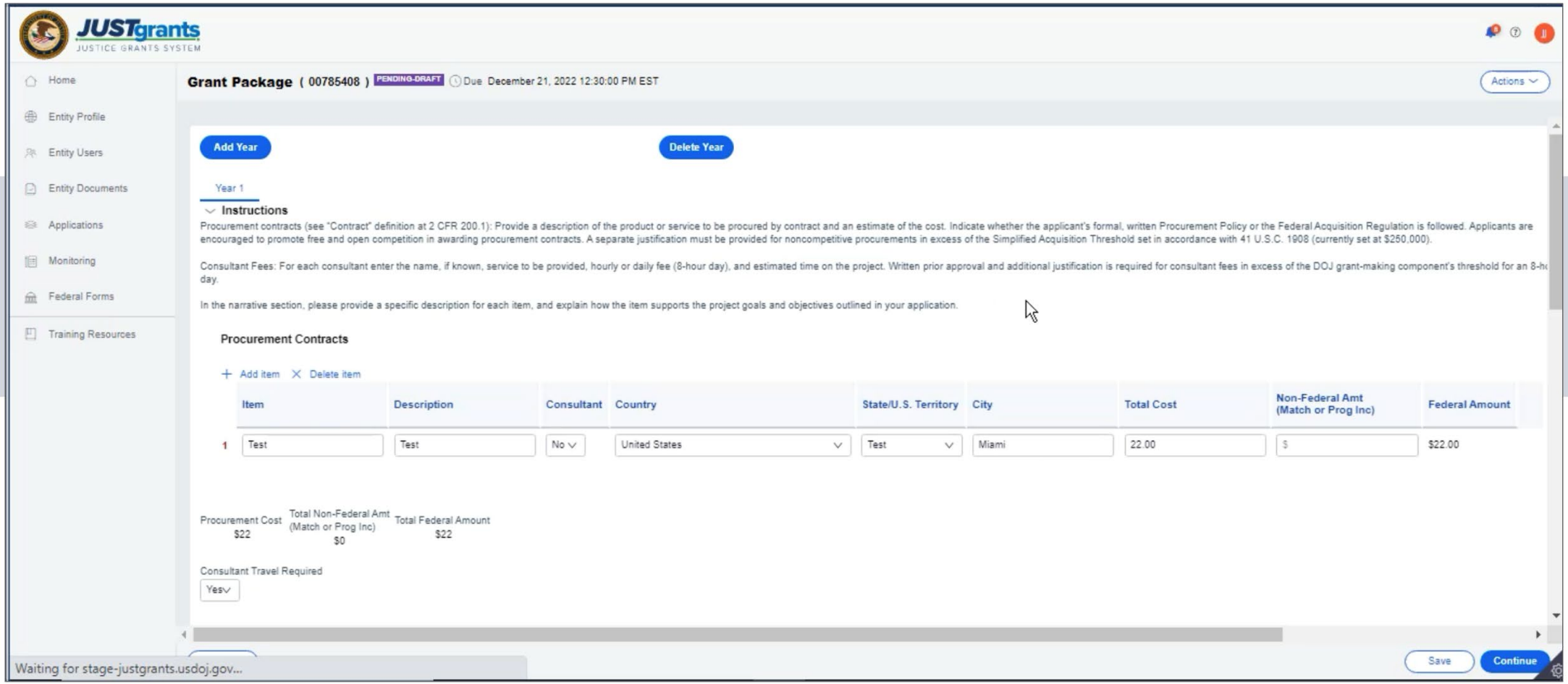

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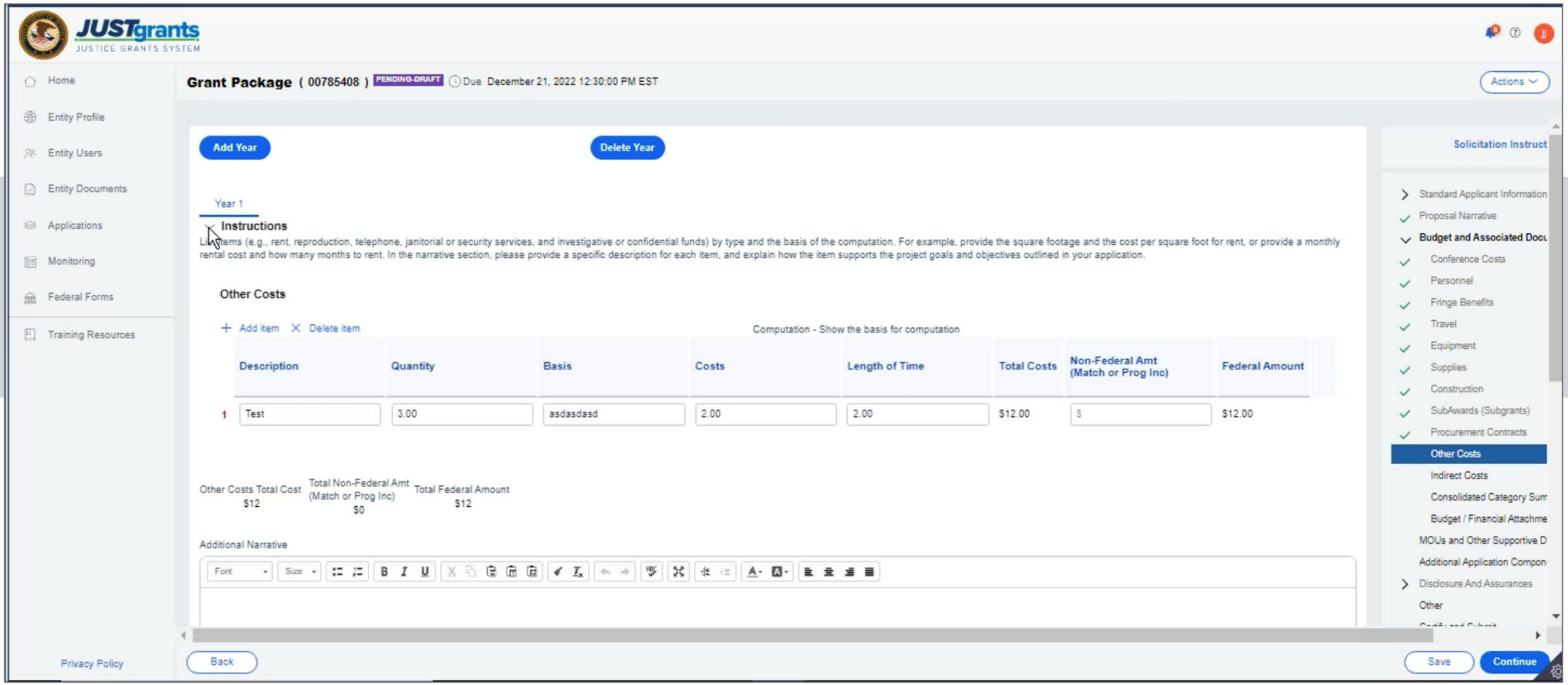

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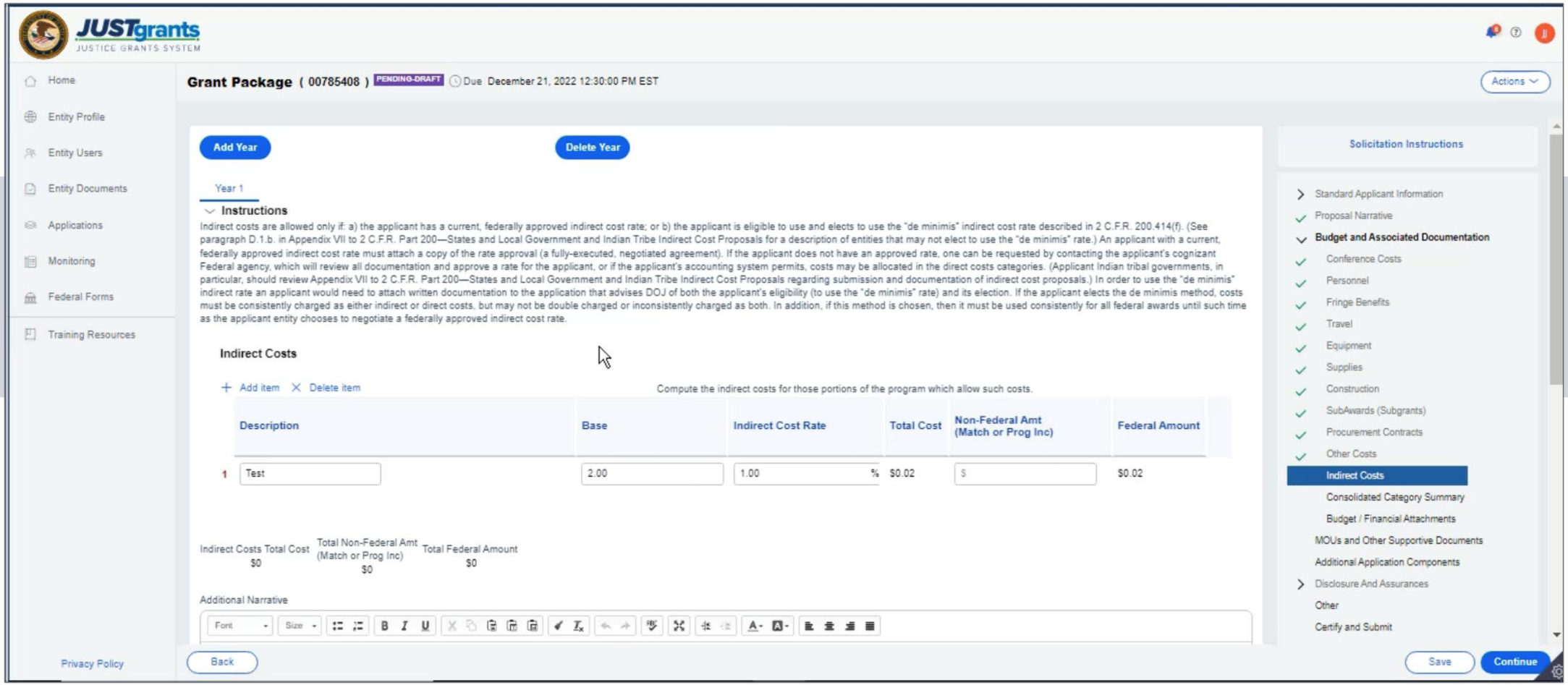

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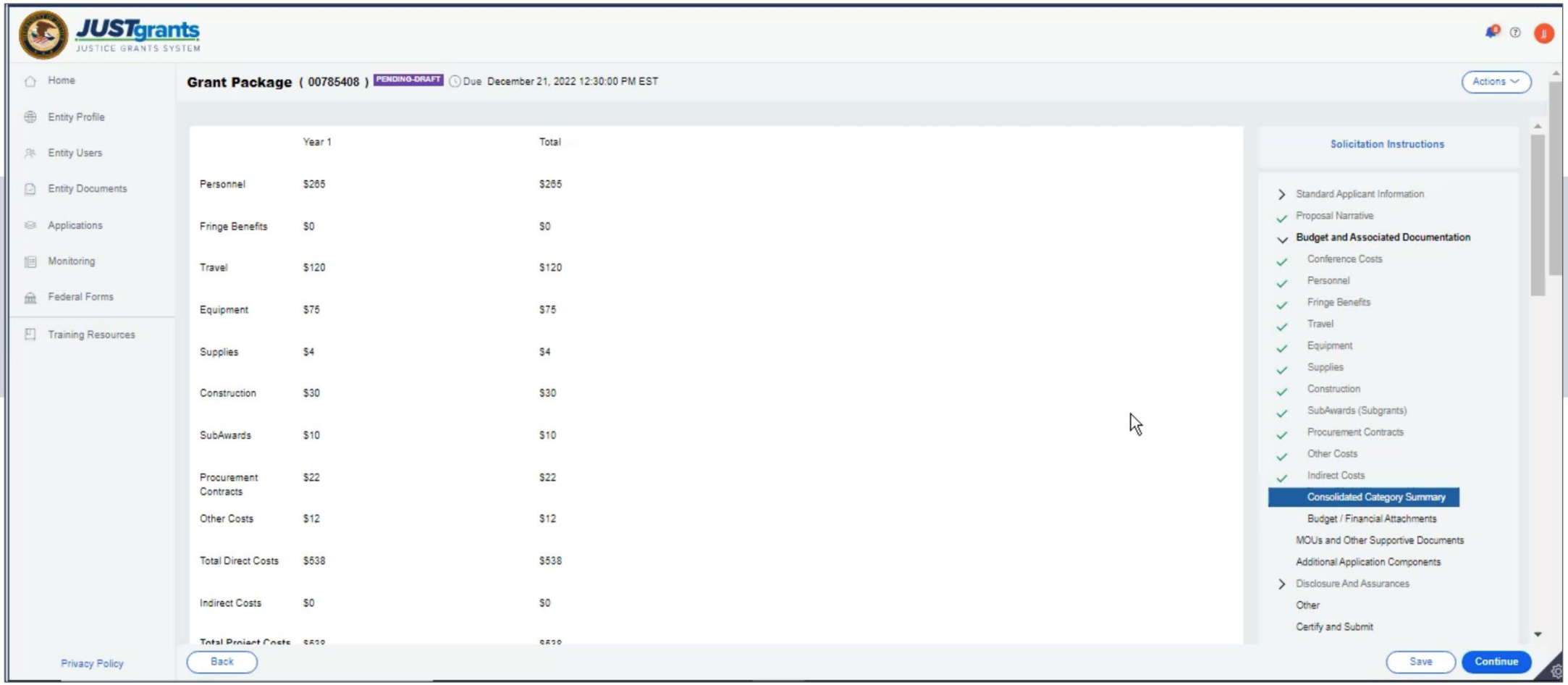
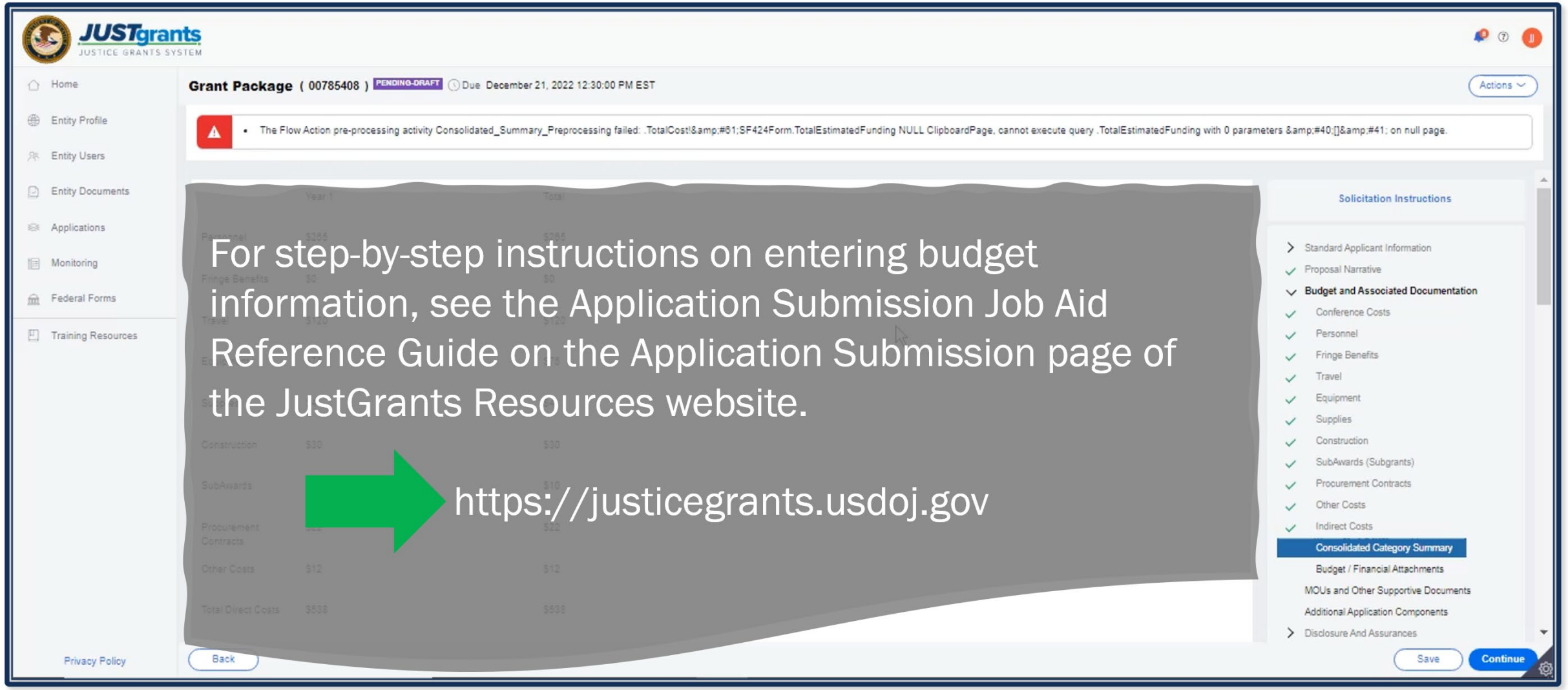


Consolidated Budget Summary

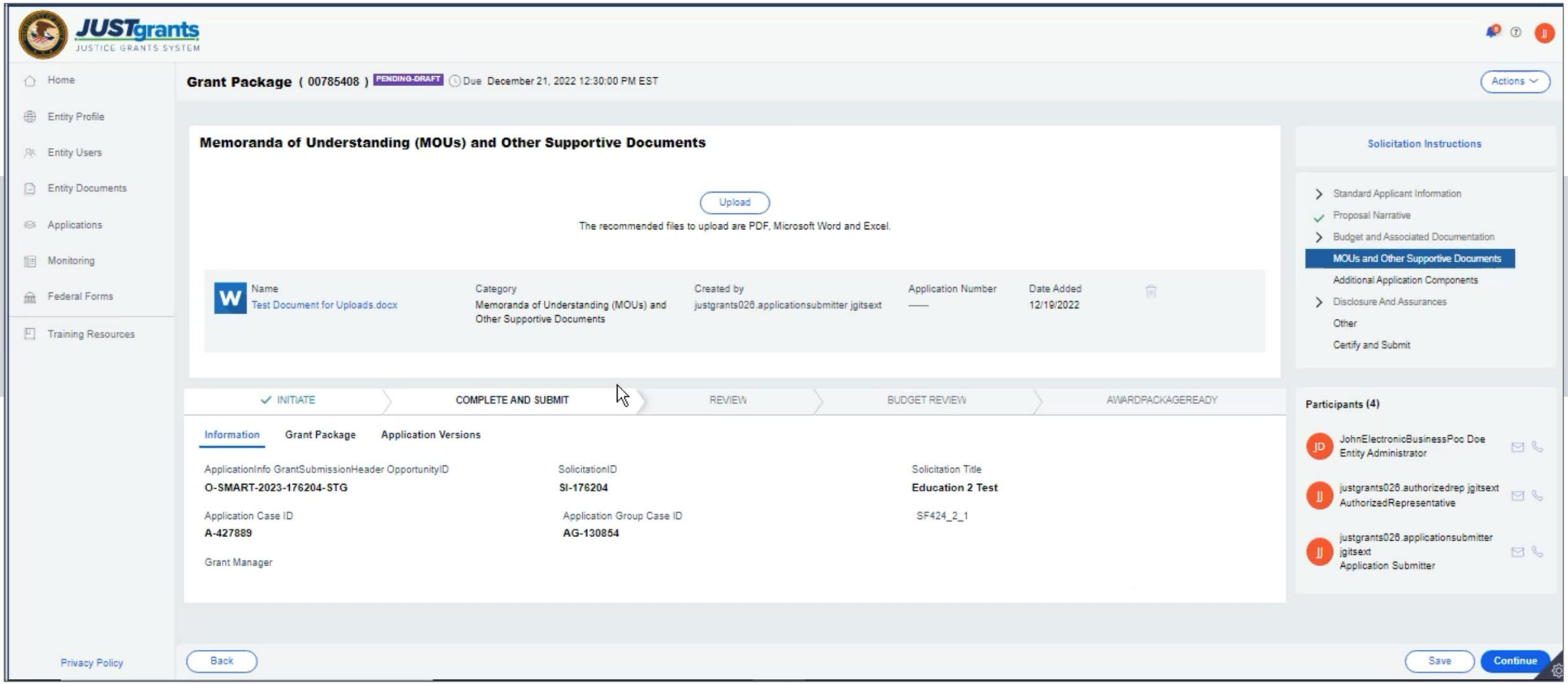
Demonstration // *The Consolidated Budget Summary page displays the total amounts you have entered for each budget category. This page allows you to compare your totals against a spreadsheet to verify accuracy.*



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.*



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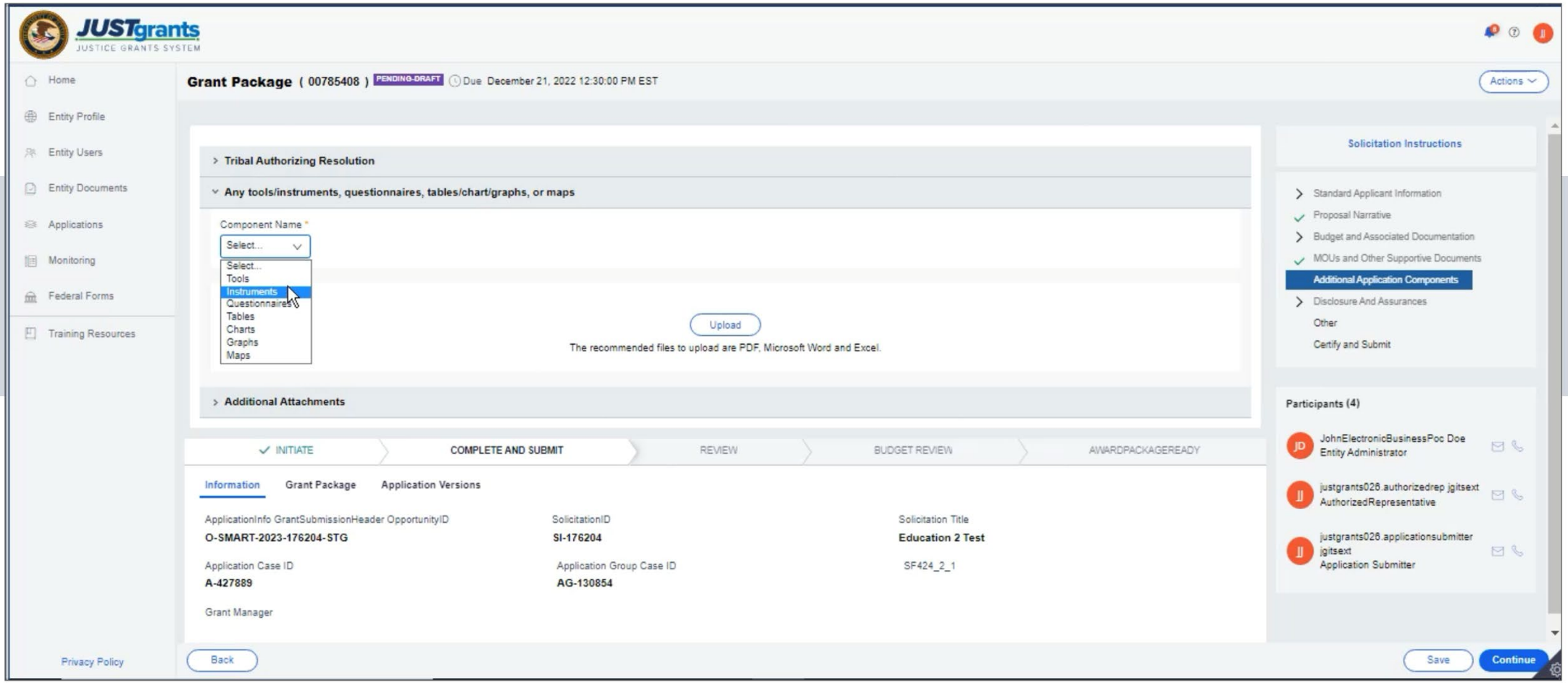

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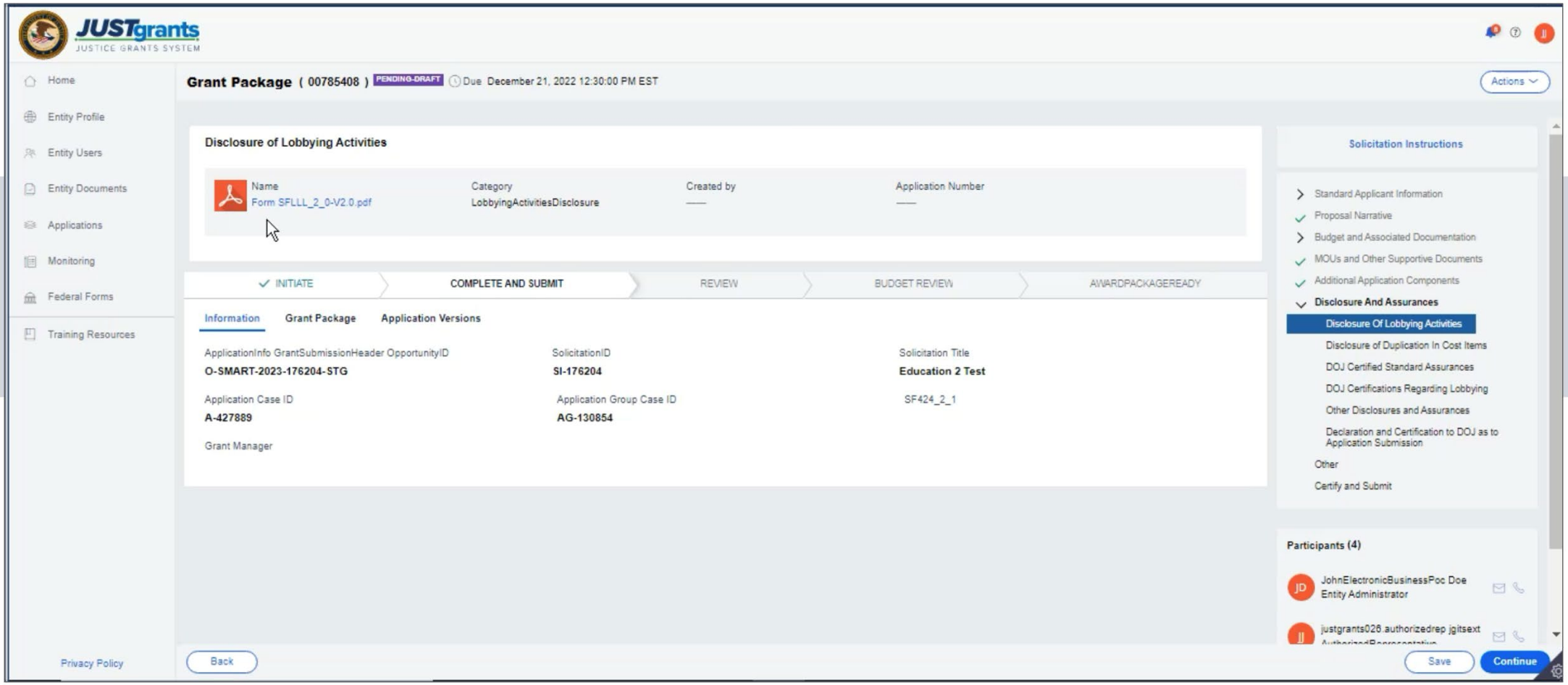

MOUs, Components, Disclosures and Assurances

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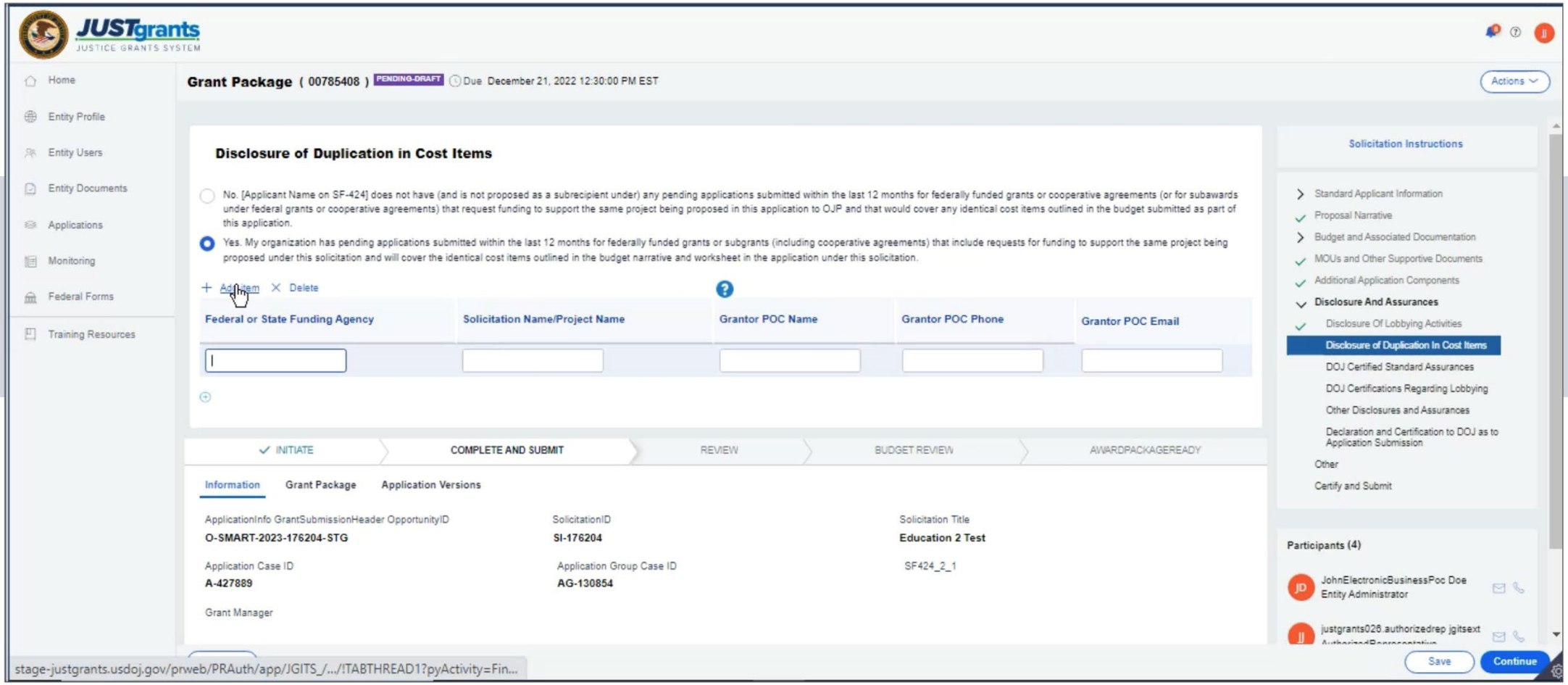

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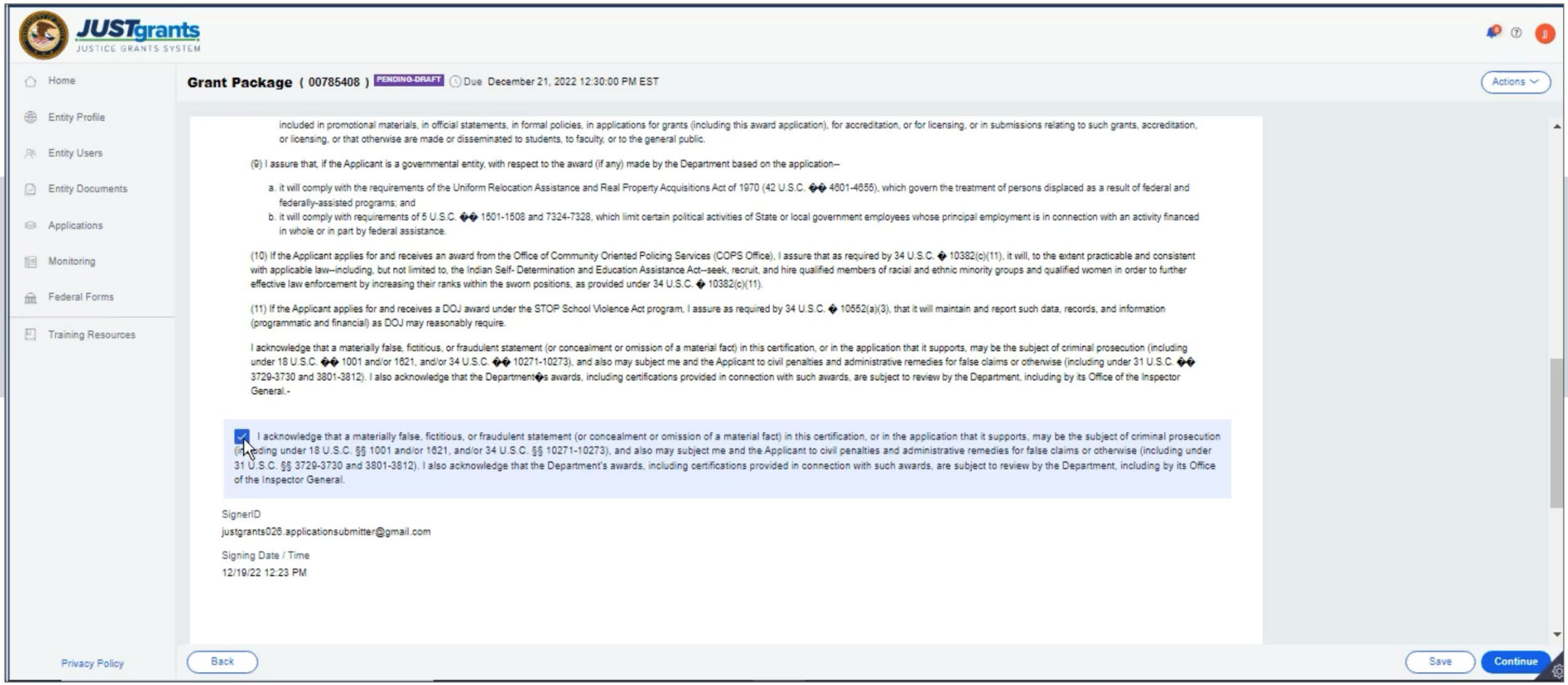

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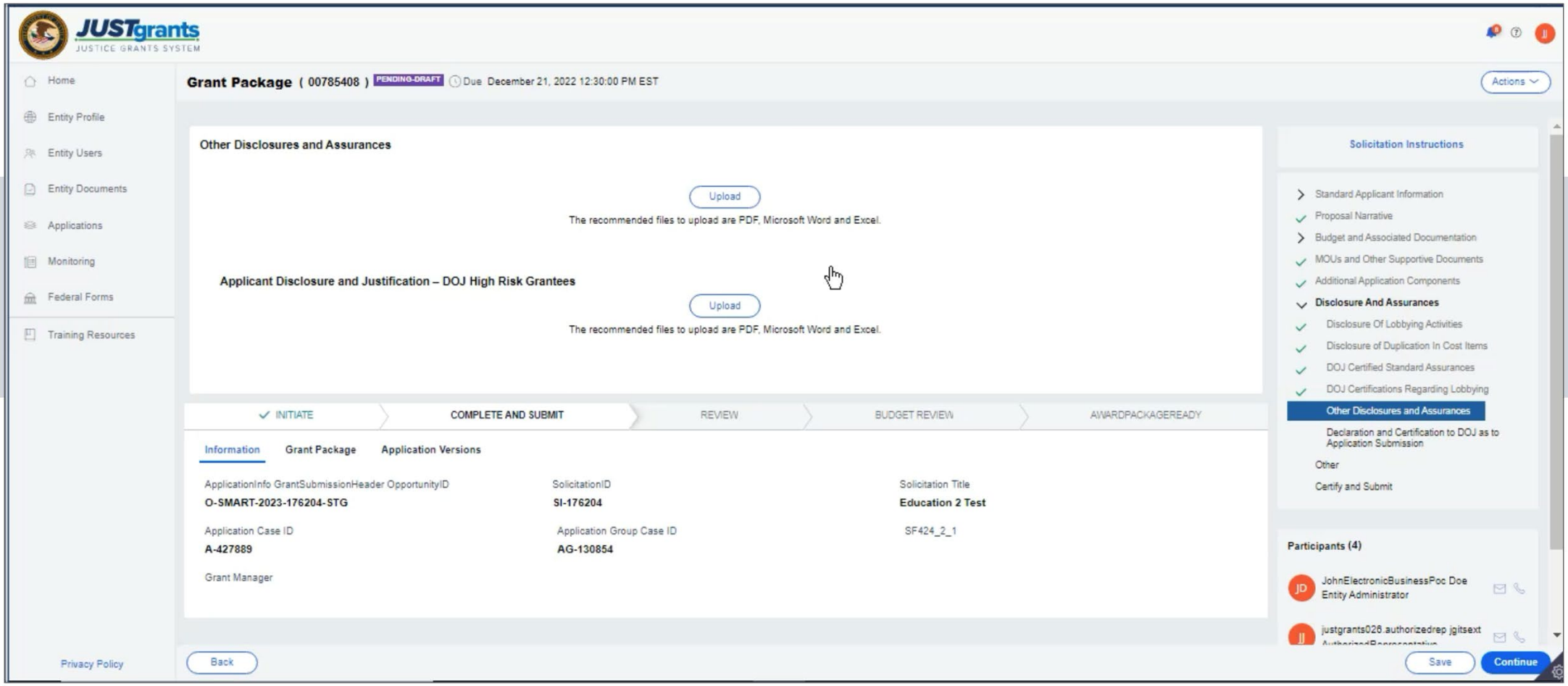

MOUs, Components, Disclosures and Assurances

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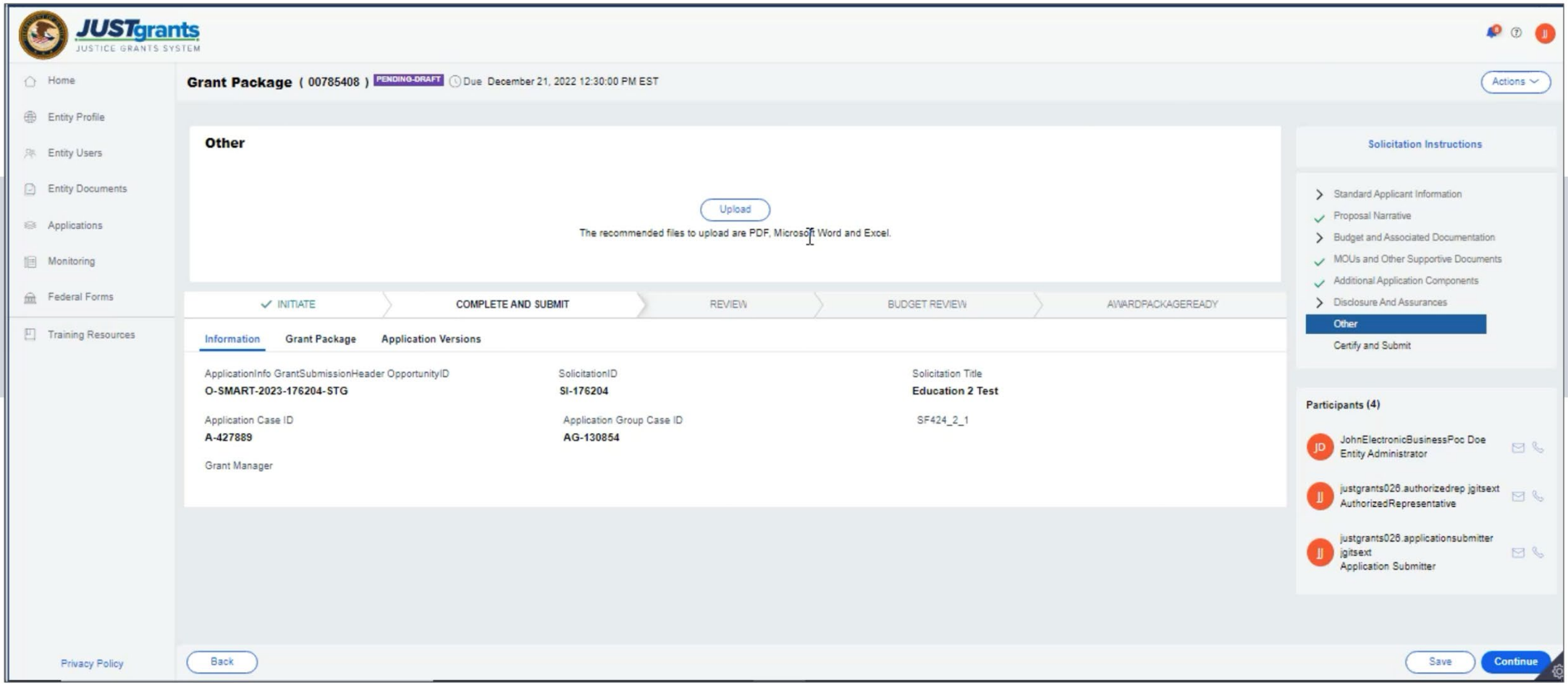
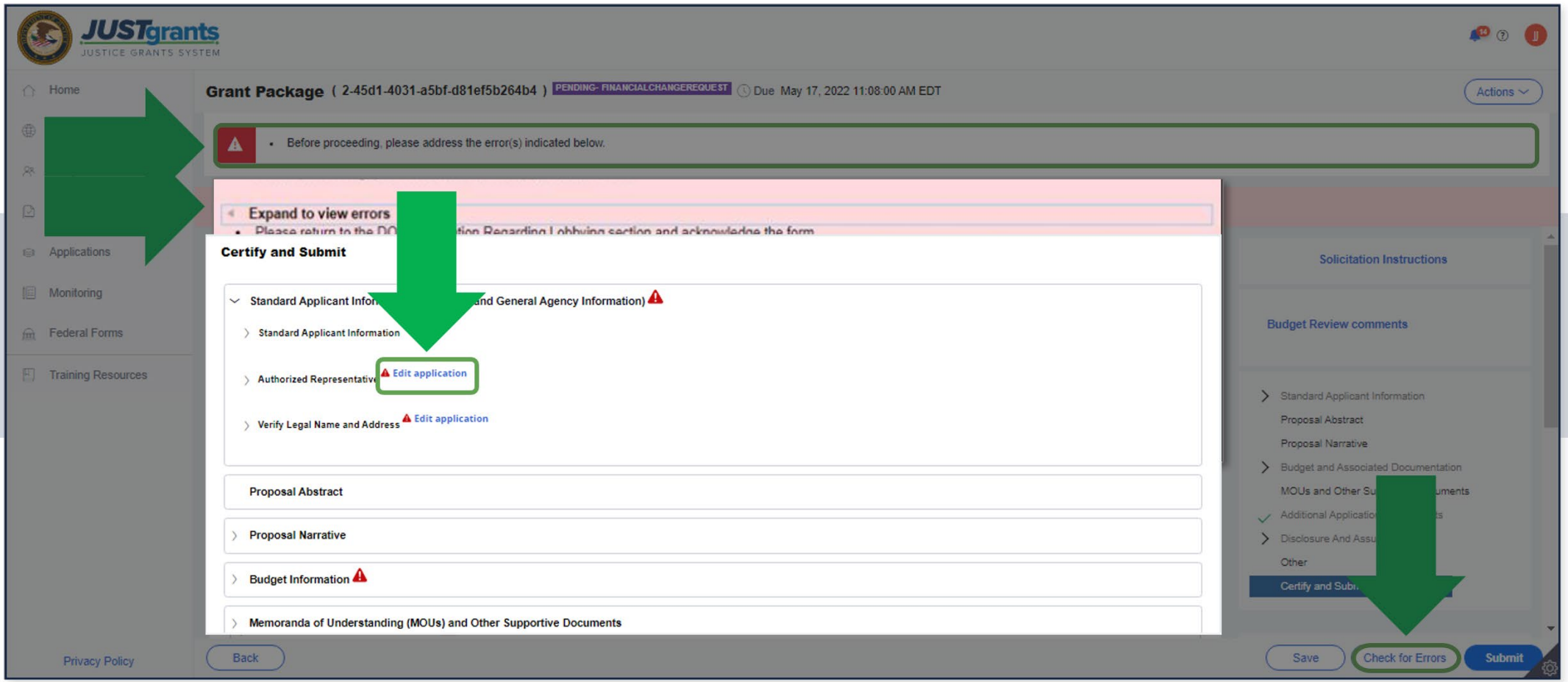
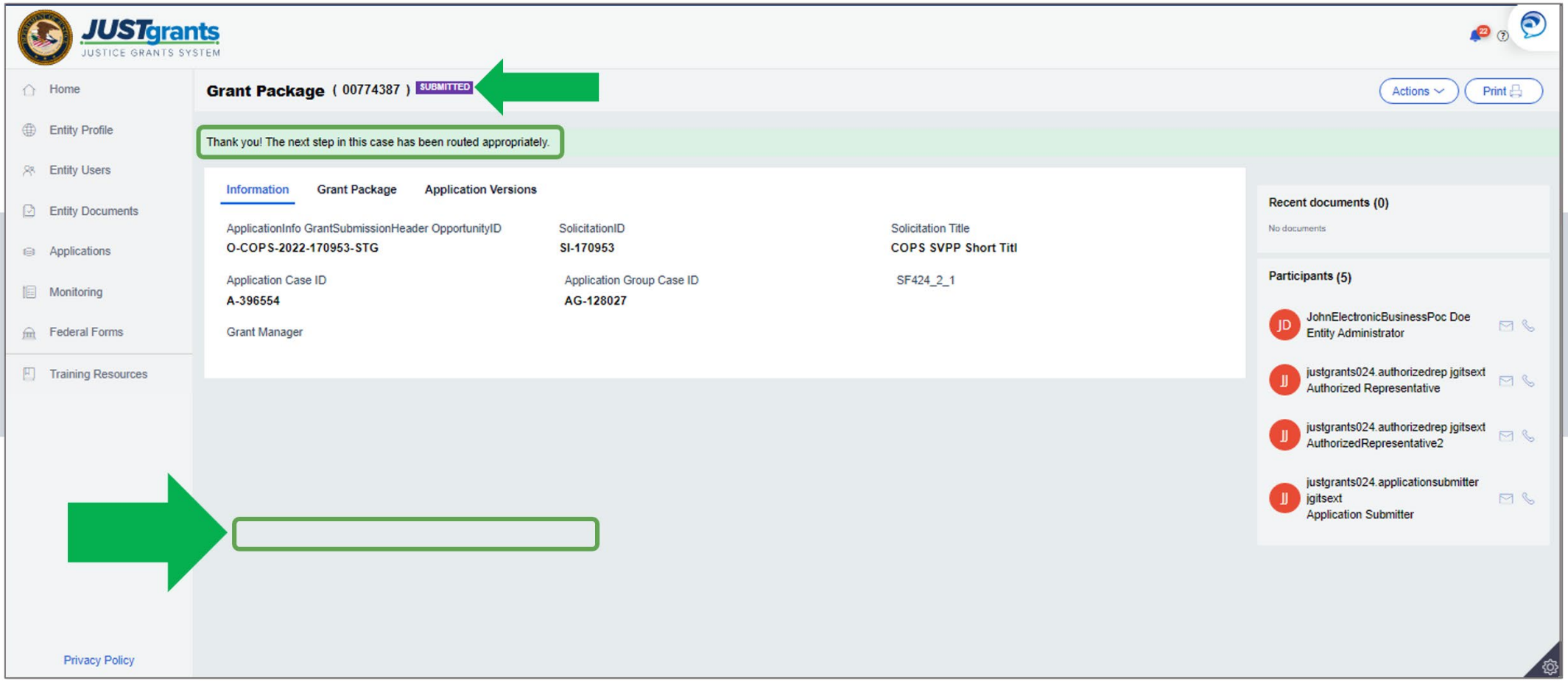


Check for Errors

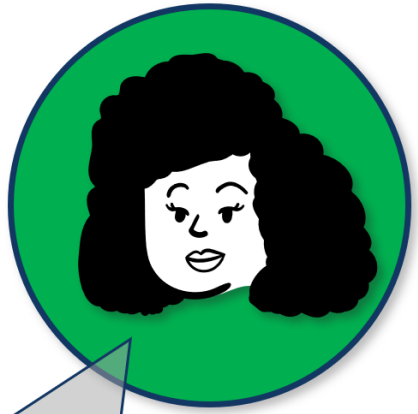


Check for Errors



Quick Q & A

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

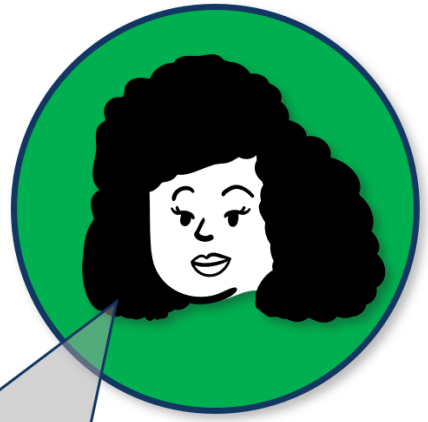


You can print all of the web-based entries in JustGrants by opening the Actions menu and selecting Print.

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!

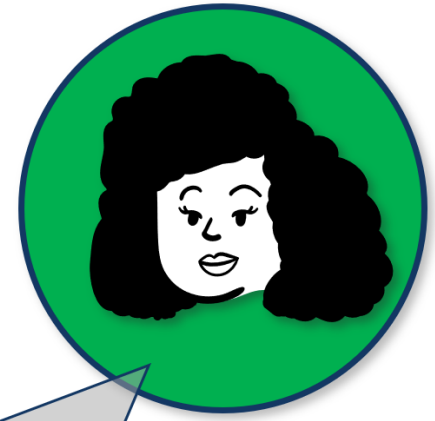


Yes, it will cause presentation issues. Instead, copy and paste into Notepad, then copy and paste from Notepad into JustGrants.

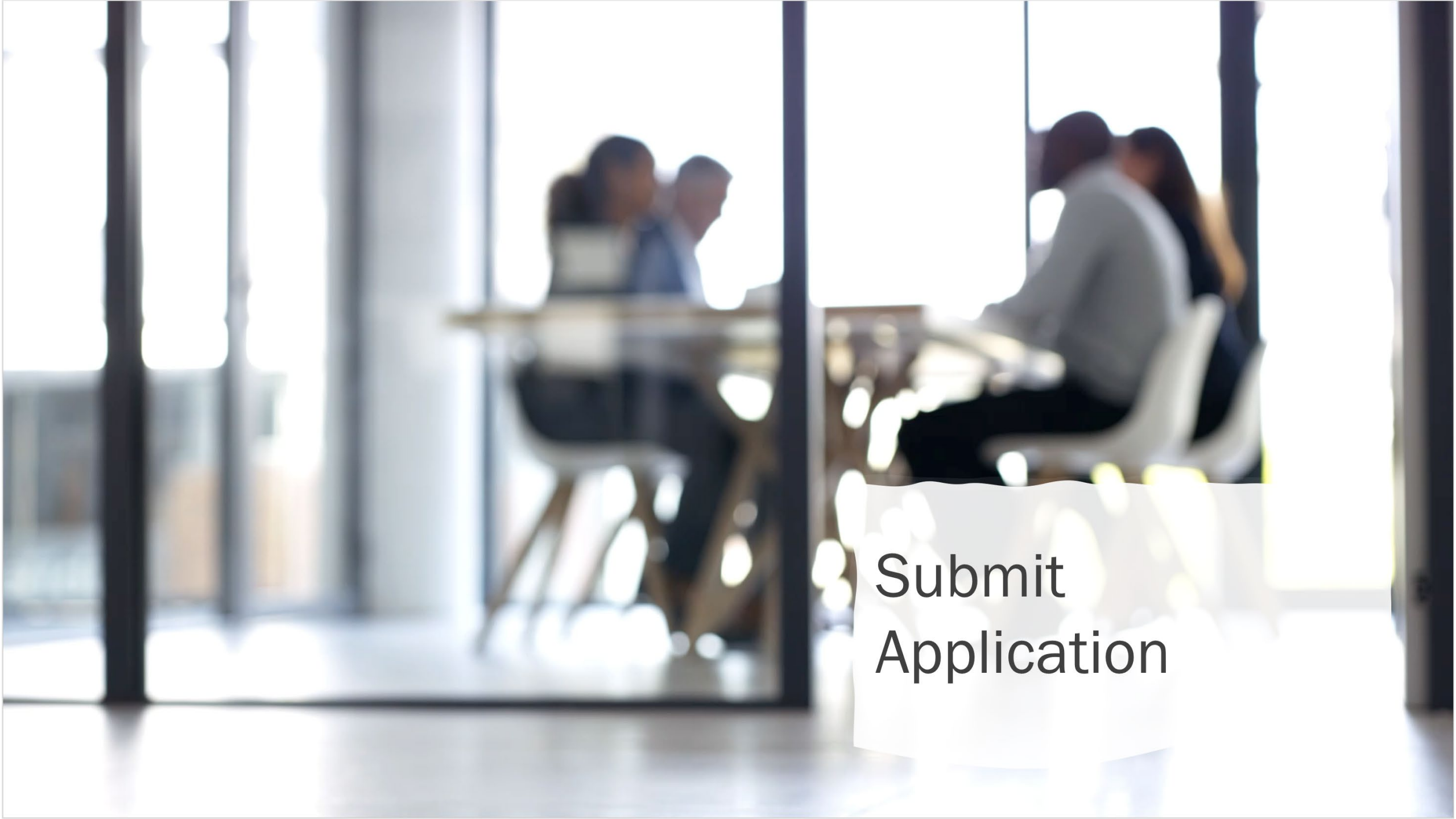
Use the formatting features in JustGrants to bold, italicize, and otherwise format your text.

Quick Q & A

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



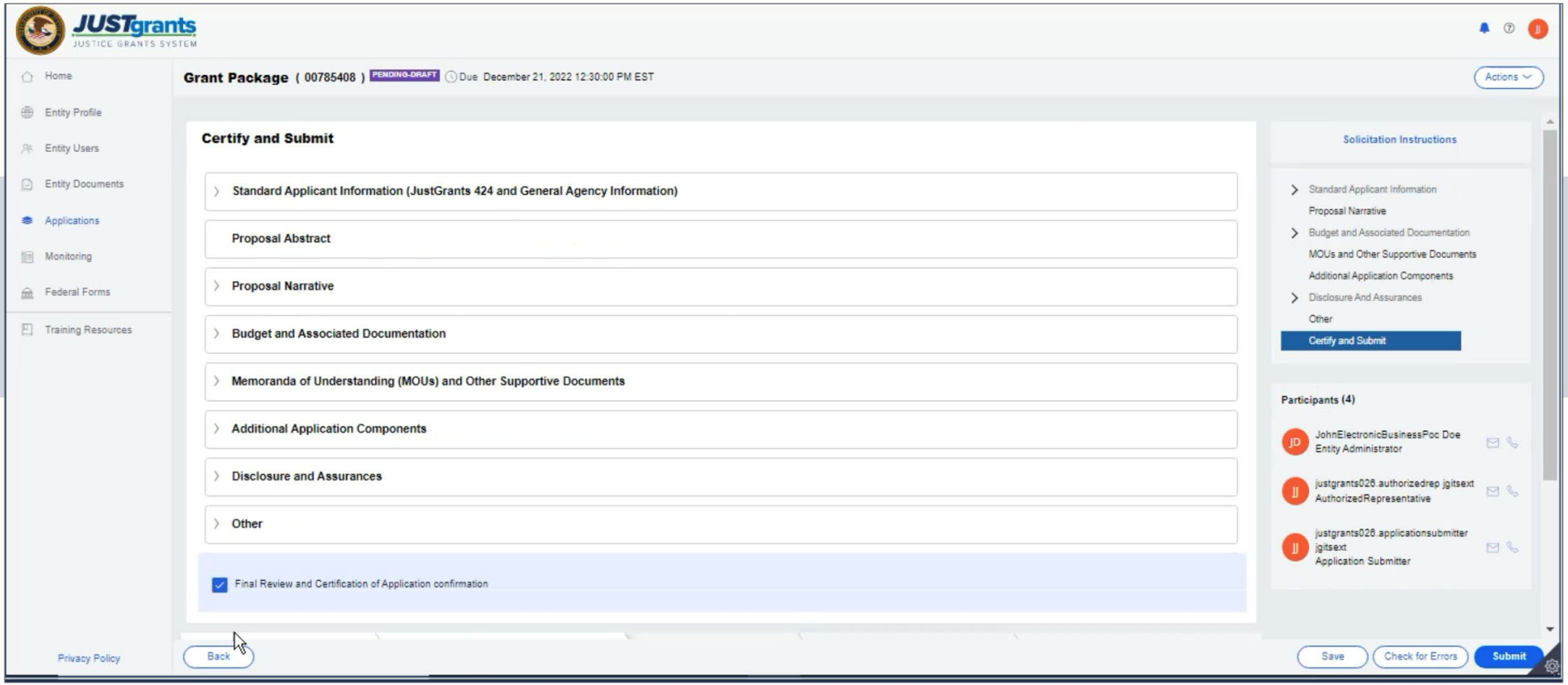
You must complete the application in the way that JustGrants presents it. If you have web-based budget categories, you cannot submit a budget attachment.



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.*



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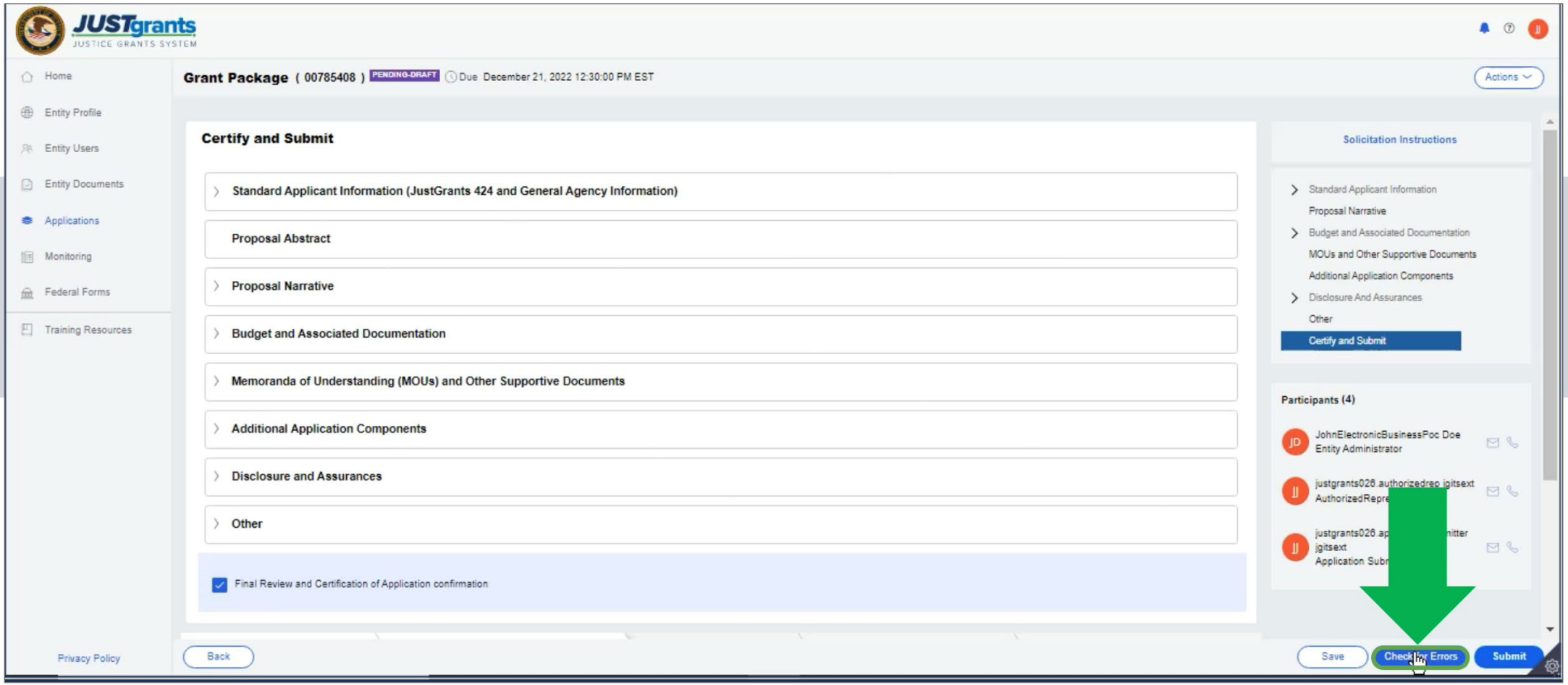

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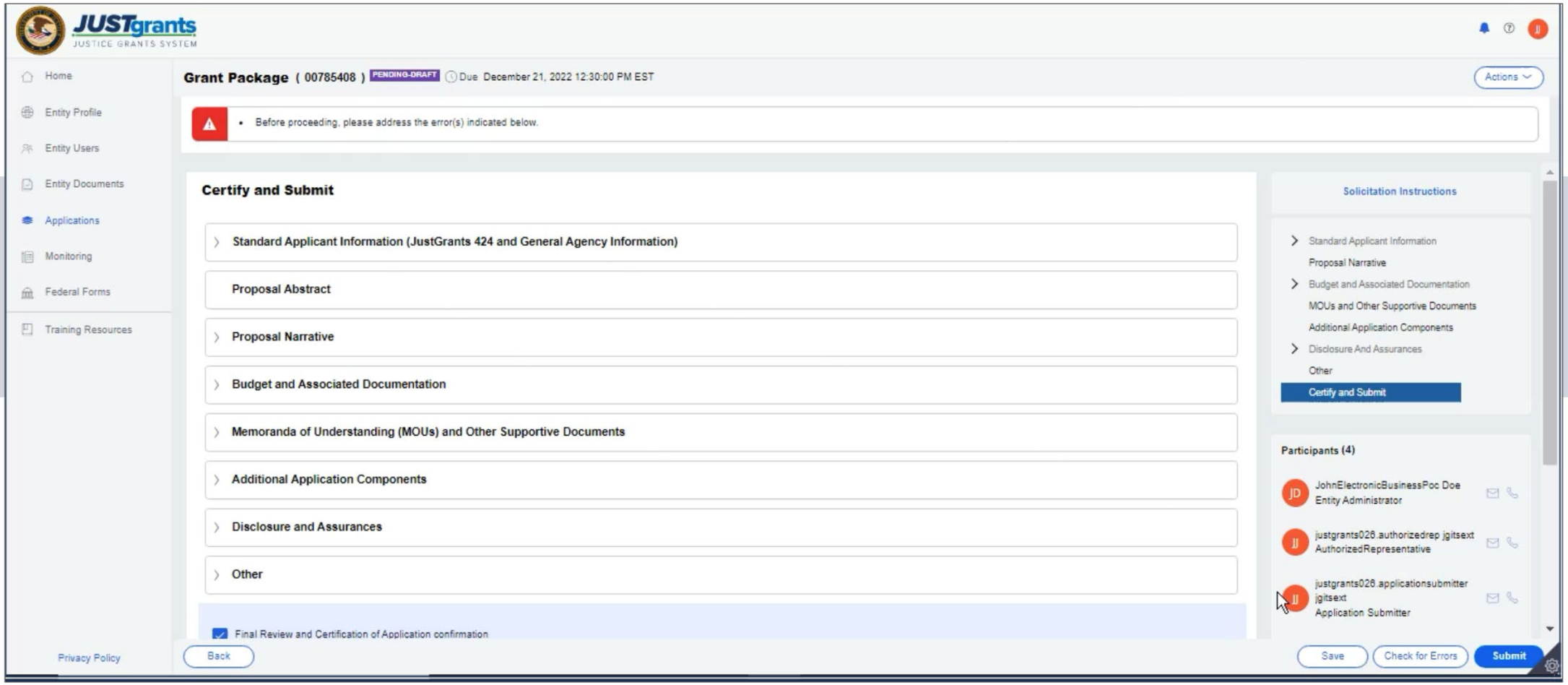

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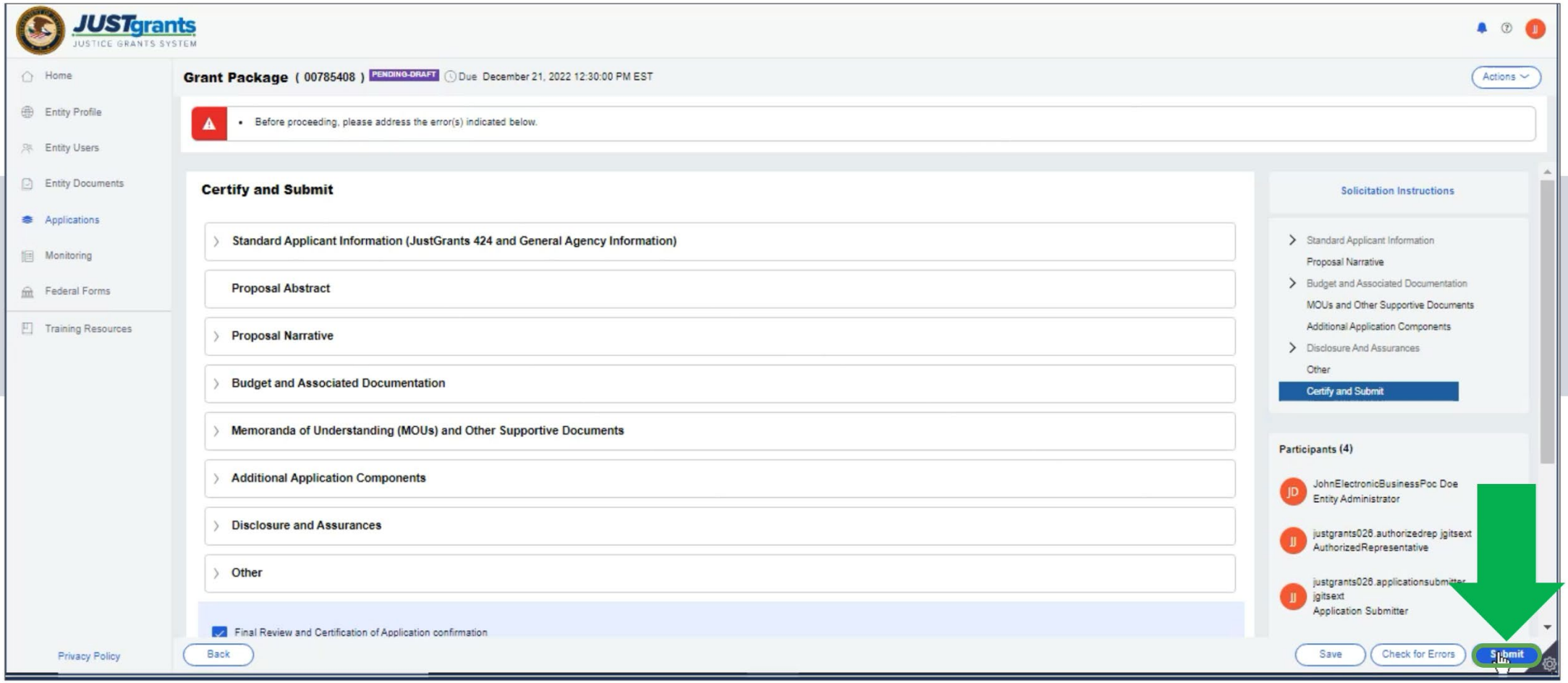

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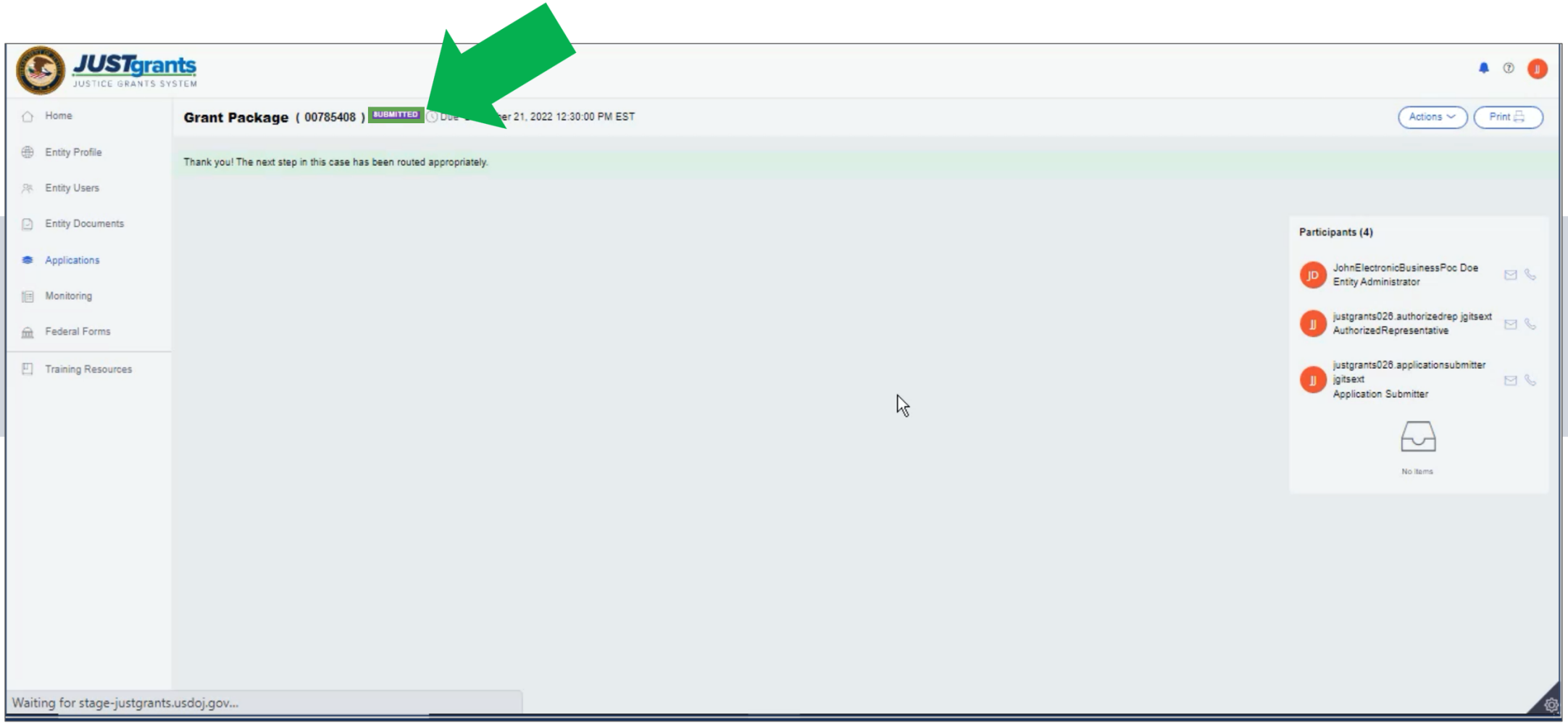


JustGrants Application Submission: *What's Next?*

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.

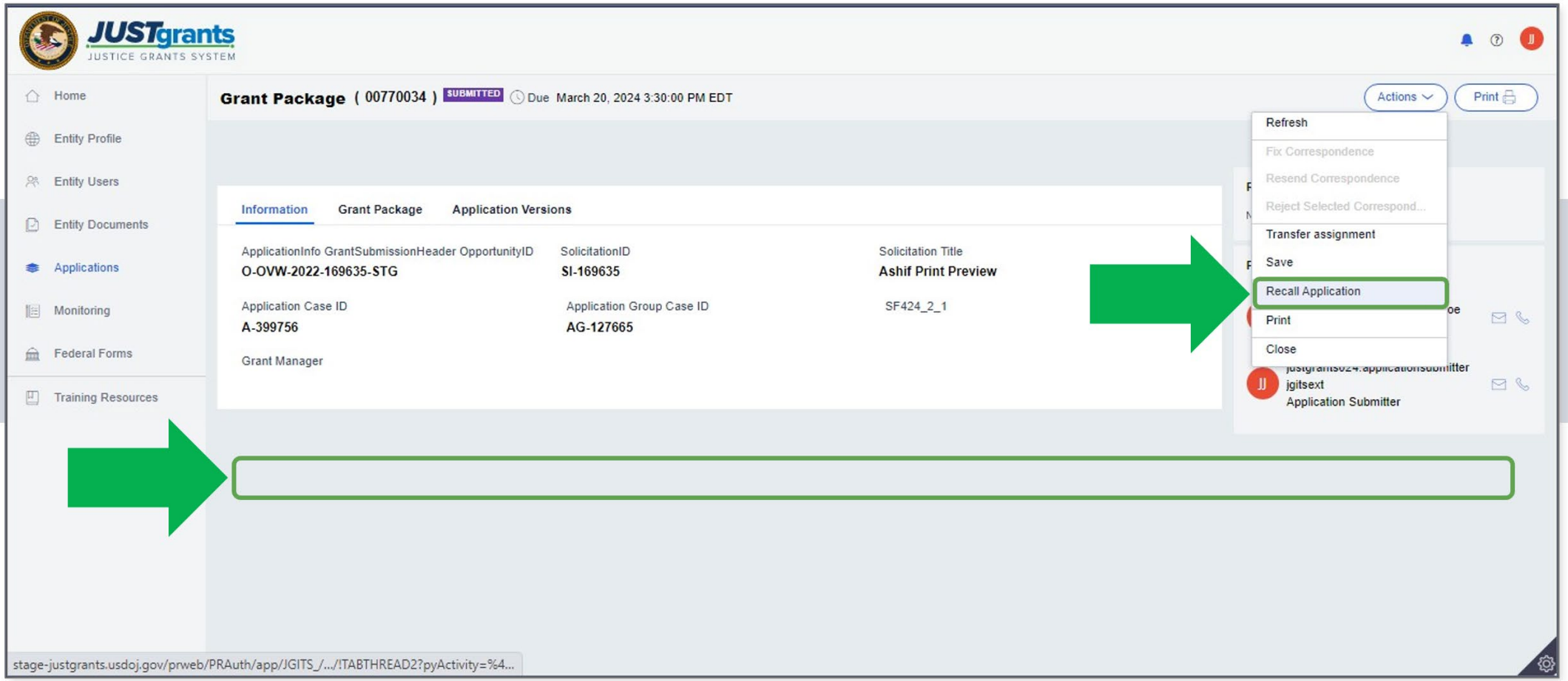
System Notifications

- 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.

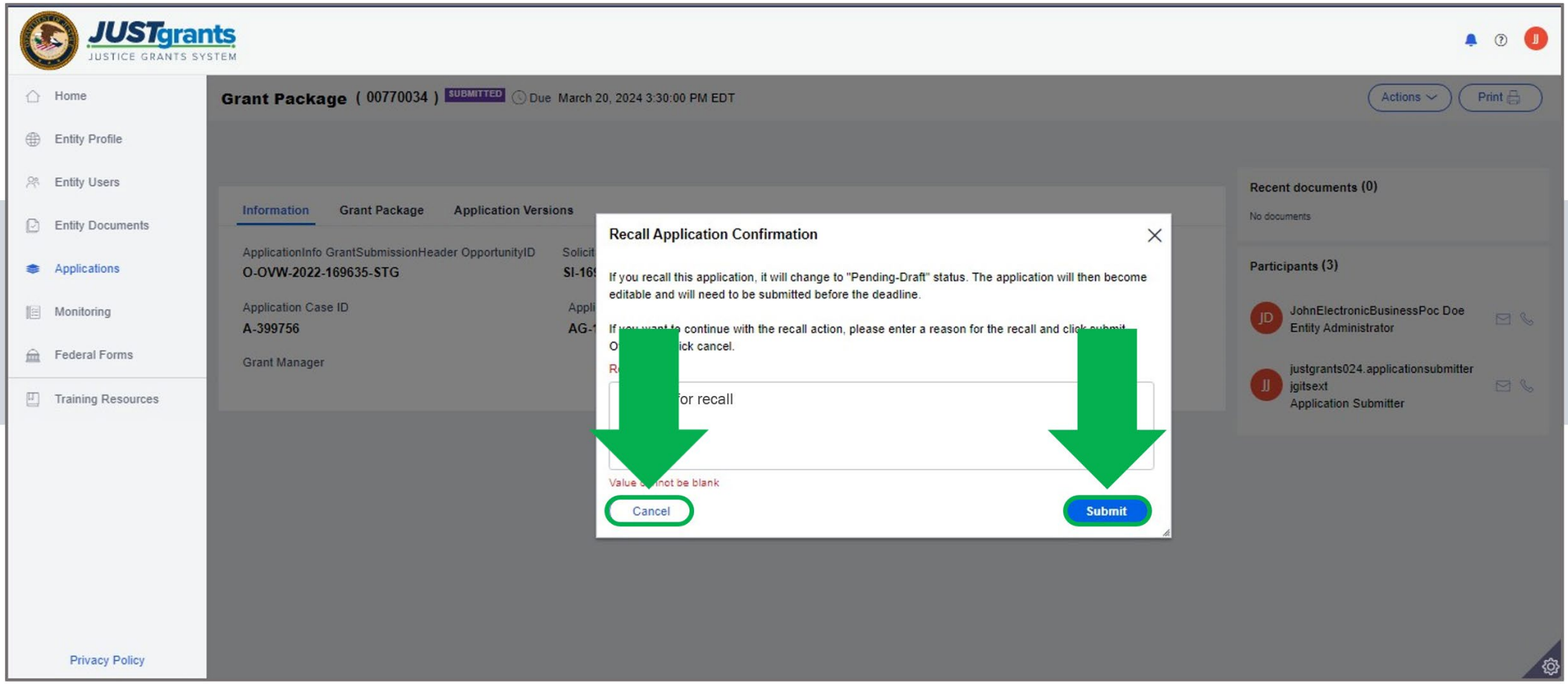
Once you submit your application the status becomes *Submitted*.

Recall Application

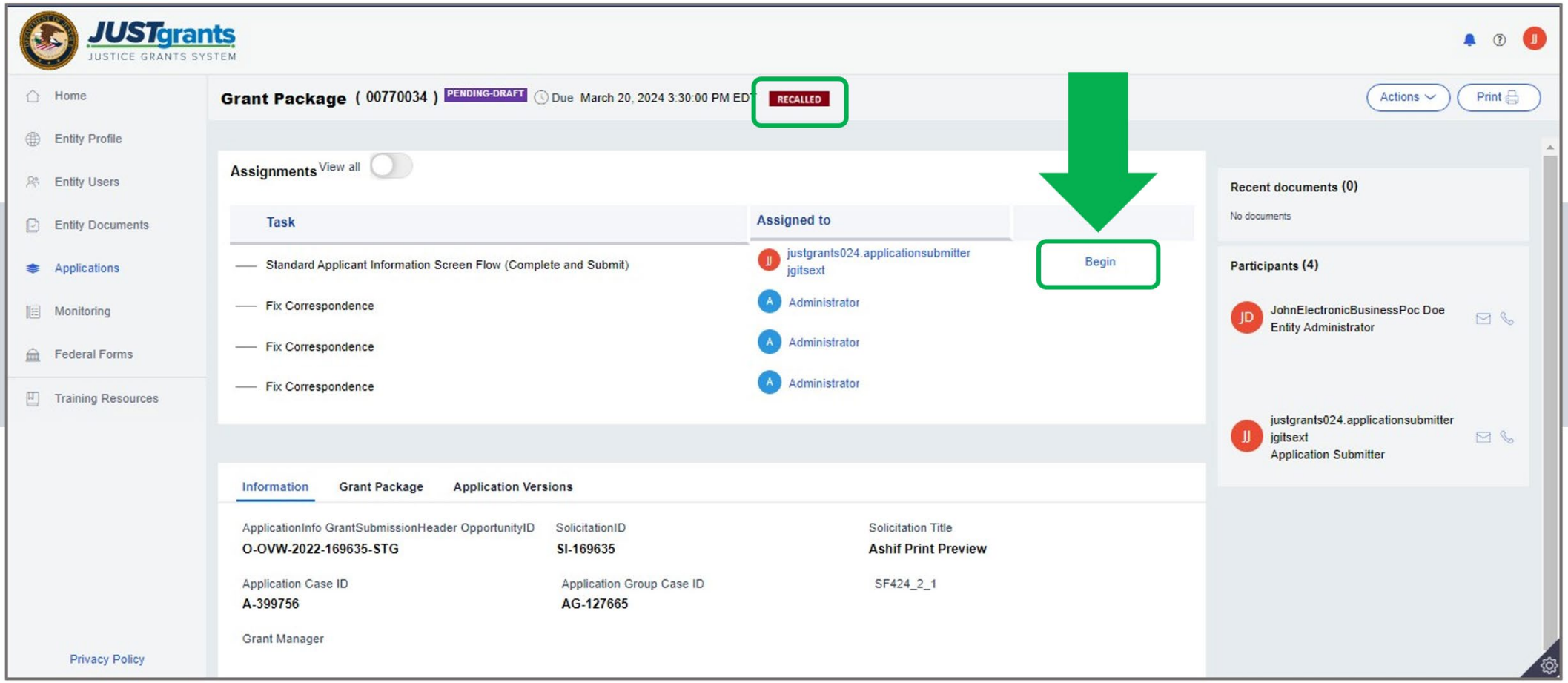
Recall Application: *Action*



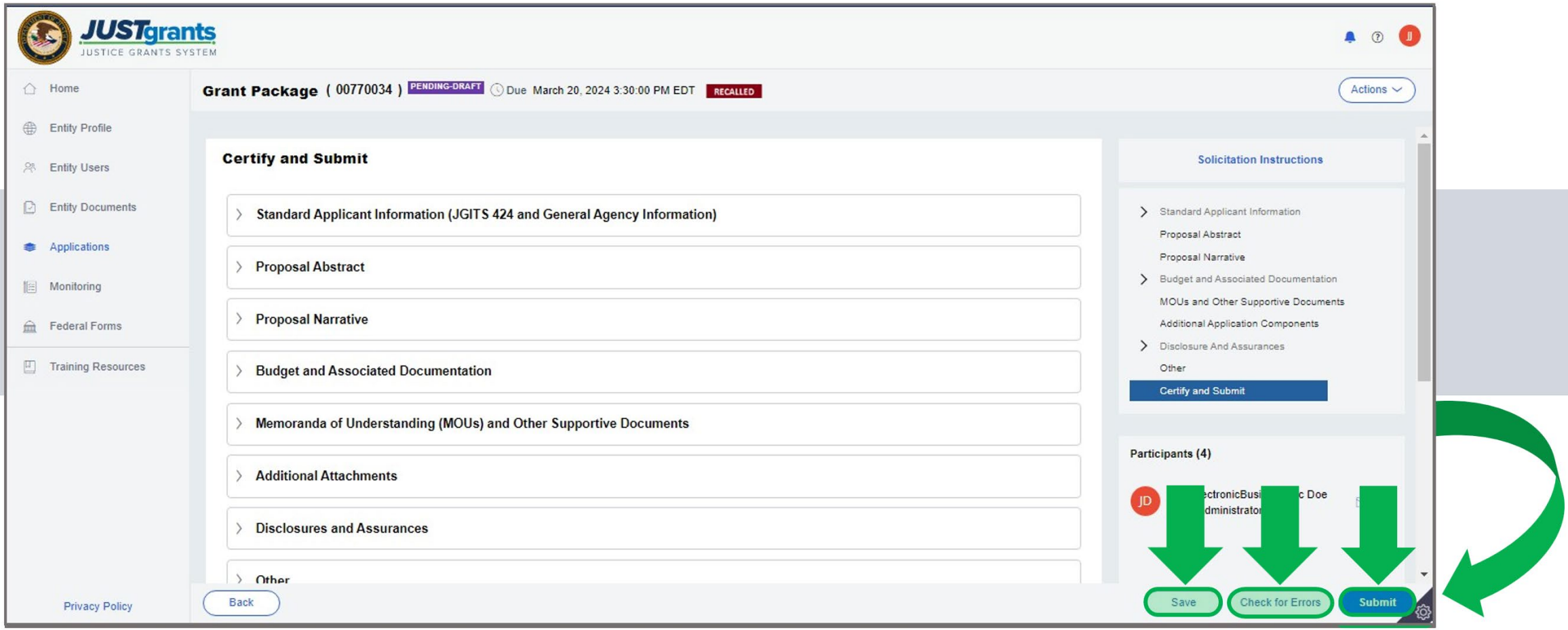
Recall Application: *Confirmation Reason*



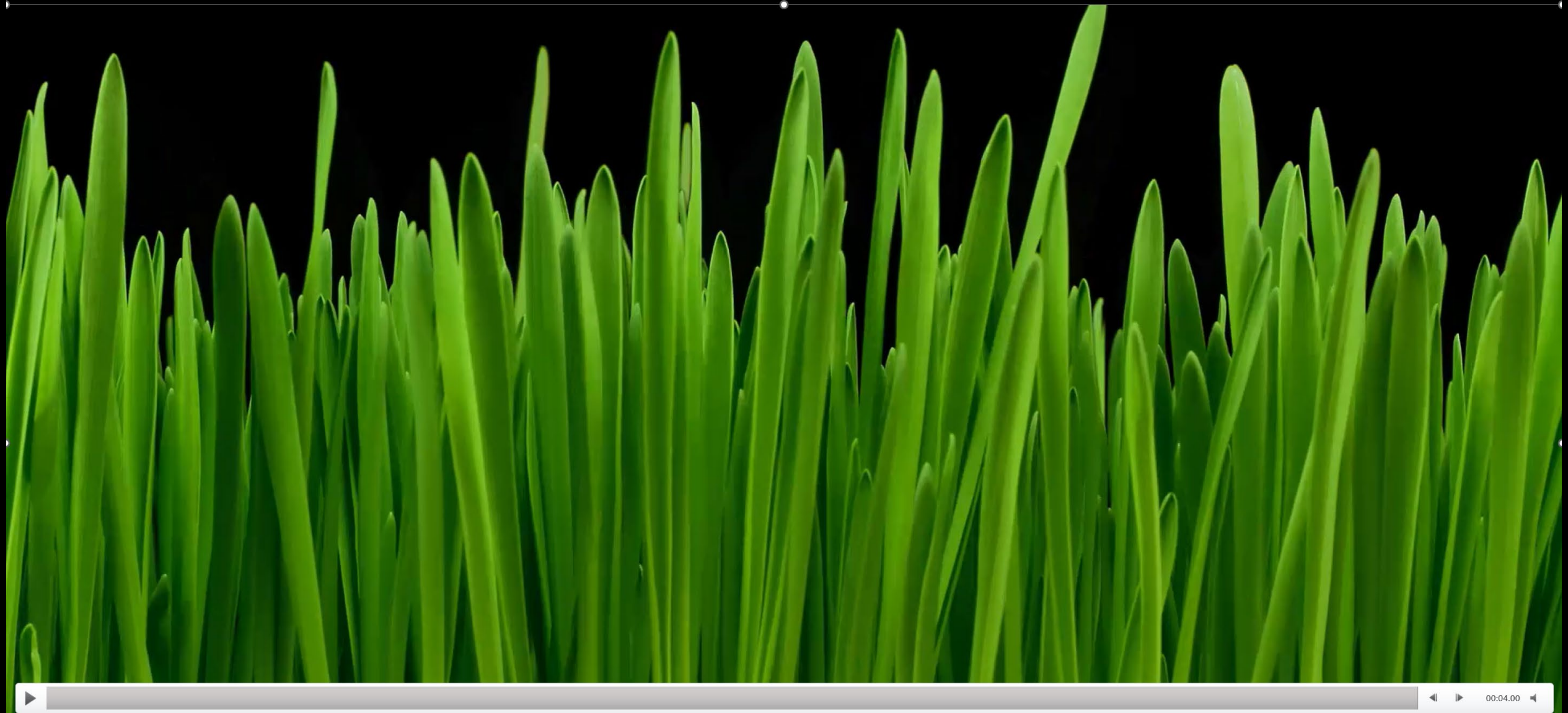
Recall Application: *Editing*



Recall Application: *Check for errors/Submit*



Resources



Justice Grants

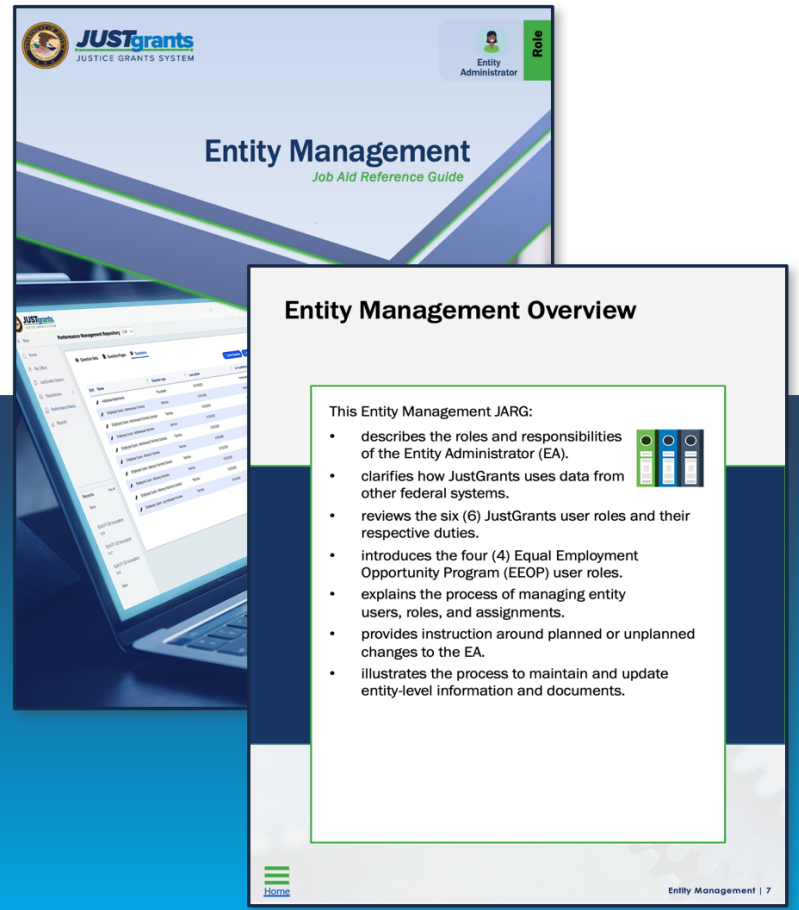
The Justice Grants Website has much more information about JustGrants

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

JustGrants Training Resources

Organized by Topics

Job Aid Reference Guides



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

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

Or

(866) 655–4482

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

Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars

Post-Award Management: 1st and 3rd MONDAYS from 1:00 PM to 2:30 PM

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

Entity Management: 2nd and 4th 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: 2nd 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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