



Application Submission

Job Aid Reference Guide

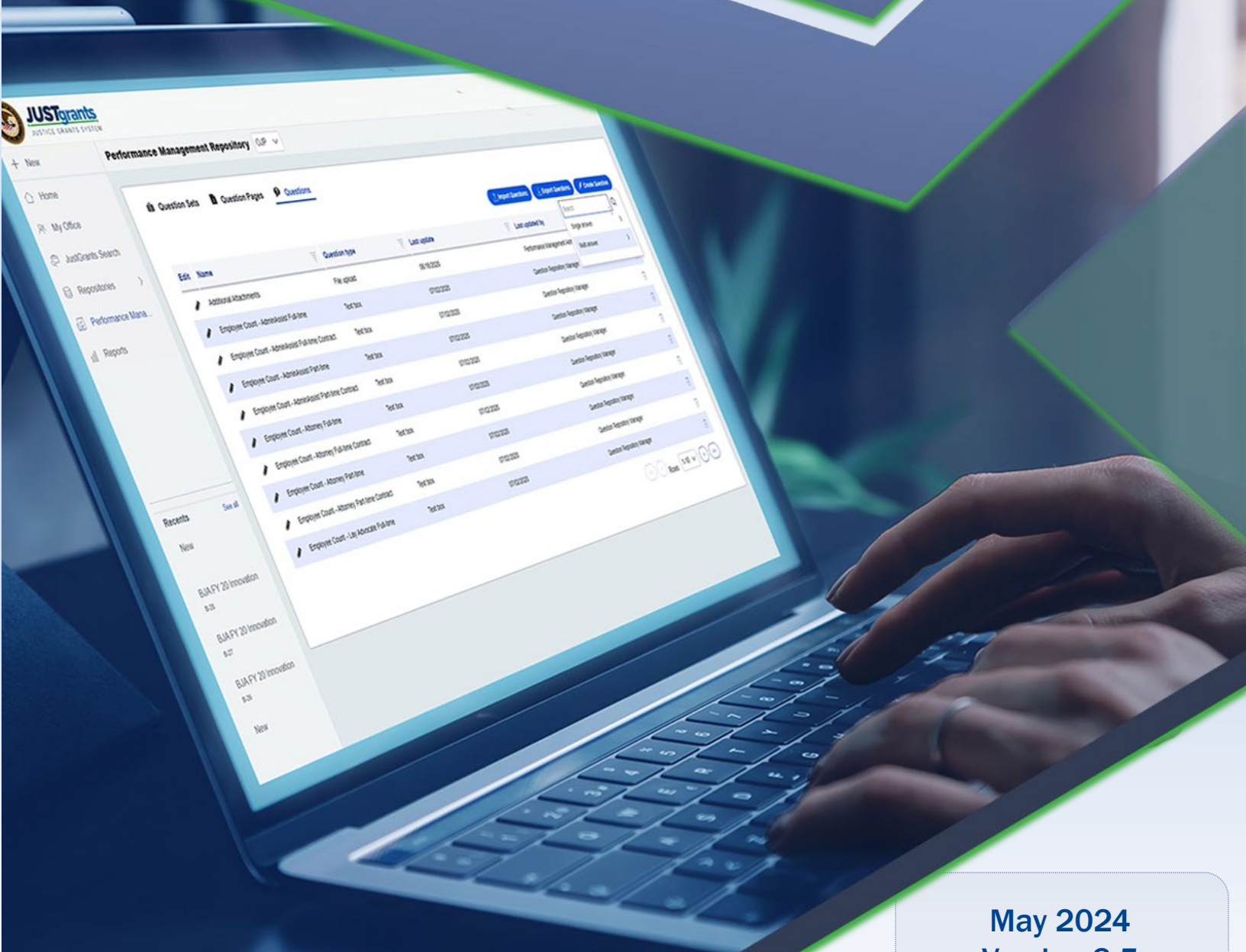


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Welcome

Overview



Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management software.

JustGrants provides tremendous transparency and an improved user experience to applicants and grantees throughout the entire grants management process.

JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly
- Improved data accuracy and access to that data through data validation and reporting tools
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

Overview (cont.)

JustGrants is the tool for all grants management work.



This software is a living product that evolves and improves over time. DOJ continues to enhance the software's functionality and expand benefits for all users.

This Job Aid Reference Guide will help the user navigate the software and move through JustGrants grants management functions, including:



- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- New feature summaries

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).

Overview: Be Aware

CONFIRMATION MESSAGE

In JustGrants, be aware:

- The system **does not** “auto save” the user’s work
- A warning message appears after 10 minutes of inactivity (per security requirements)
- The user will be automatically logged out 15 minutes of inactivity (per security requirements)
- **Unsaved work will not be saved at logout**



Application Submission

Application Submission Overview

Welcome to *Application Submission*. This is the beginning of the journey.

The Application Submission process involves completing and submitting web-based forms and attachments that are required by the published solicitation.

Applicants have two application submission deadlines:

- One deadline for [Grants.gov](https://www.grants.gov)
- One deadline for [JustGrants](https://www.justgrants.gov)

JustGrants provides a streamlined pathway for applicant submitted information. Aside from forms SF-424 and SF-LLL which are completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The SF-424 data fields marked as mandatory must be fully completed in Grants.gov to complete part one of this two-step application process. **The submission of preliminary estimations or responses in Grants.gov is acceptable.**

Application Submission Overview (cont.)

Data transferred to JustGrants from SF-424 can be edited in JustGrants during part two of DOJ's application process. However, there are two exceptions to these edits:

- **Entity identifiers (UEI, TIN, ORI, etc.):** These can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (**Authorized Representative** and **Application Submitter**) listed in SF-424 on Grants.gov are imported into JustGrants. **Any changes related to these two contacts must be made by the organization's Entity Administrator (EA) in the DIAMD secure user management system.**

Printing

Printing the application before it is submitted is recommended. Note that the Application Submitter (discussed on the following page) can print the application at any time.



For more information about printing an application, refer to the [*Printing an Application in JustGrants*](#) Quick Reference Guide (QRG) located on the JusticeGrants.usdoj.gov resources website.

Overview: Application Submitter

Just Grants also provides:

- The ability to use a web-based Budget Detail Worksheet to establish a shared structure and narrative
- A streamlined validation process to clear budgets more quickly
- A JustGrants Entity Administrator (EA) role responsible for managing Entity-level information as well as Entity User Roles and Assignments
- An Application Submitter (AS) role in JustGrants with specific application abilities and responsibilities
- **Up to three Application Submitters can now be added to each Application!**

Application Submitter Abilities and Responsibilities

- ✓ *Identify the forms needed to submit an application in JustGrants*
- ✓ *Complete a web-based budget form*
- ✓ *Complete an application on behalf of an entity, including certifying the information*
- ✓ *Submit the application in JustGrants*



Begin by locating an application.

Application Status Codes

Application has been assigned

Pending - New

Application has been opened and work has begun

Pending - Draft

Application has been submitted to DOJ for review

Submitted

Grant manager has returned the application for additional changes

Pending-Change Requested

Application has been returned to the Application Submitter for financial changes

Pending-Financial Change Requested

Overview: Single vs. Multiple Submitters

JustGrants allows up to three Application Submitters to edit or submit a single application.

A **single** Application Submitter will:

- Locate the application in the **My Worklist** section of the Home Page
- Open the application directly for editing
- Enter all data in the application and submit

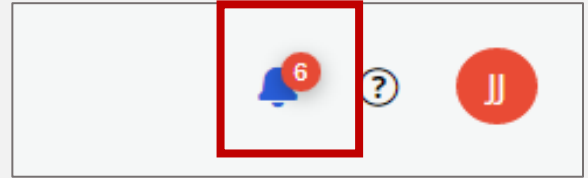


Multiple Application Submitters will:

- Open the application from **My Worklist** or the **Applications menu** depending on which Application Submitter is controlling the application
- Self-assign ownership of the application
- Not be able to open an application if another submitter has it open
- Be notified if another Application Submitter is actively working in the application



Application Notifications



Bell Notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Notifications regarding multiple application submitters are created when:

- One of the Application Submitters is editing the application
- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from the application
- The application has been submitted



Email Notifications are sent to all Application Submitters on an application when:

- An Application Submitter has been assigned to an application
- An Application Submitter has been removed from an application
- Deadline approaching (5 days prior)
- The application has been submitted
- The application has been recalled



**Locate an Application:
Single Application
Submitter**

Single Submitter Application

Steps 1 - 2

My Worklist

- 1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.
- 2) Select the **Application** link on the left to open a list of applications for the user's entity.

NOTE: Applications may also be referred to as **Grant Packages** in JustGrants.

The screenshot displays the JUSTgrants 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 'Home' link is circled with a green '1'. The main content area shows the 'My Worklist' section, which includes a table of applications. The table has the following columns: Case ID, Date Due, Case Type, Case Status, and Last Updated. The application with Case ID A-239299 is circled with a green '2'.

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
	05/21/2021	Grant Package	Deadline-Due	06/01/2022 00:26 AM

Single Submitter Application

Step 3

Select Application

3) Select the application to open.

The **Assignments** screen displays if the application was opened from the **Applications** menu. Select the **Begin** link for the **Standard Application Screen Flow Display**, and the Application screen should appear.

If the application was opened from the **My Worklist** section of the **Home** screen, it will open automatically in edit mode and this screen will not appear.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows the 'Assignments' screen for a 'Grant Package (00774386)' in 'PENDING-DRAFT' status. A table lists the assigned tasks, with the first task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' assigned to 'justgrants024.applicationsubmitter jgltsext'. The number '3' is circled in green, and the 'Begin' button is highlighted with a green box. Below the table, there is an 'Information' section with tabs for 'Grant Package' and 'Application Versions'. The 'Grant Package' tab is active, showing details for 'O-COPS-2022-170953-STG', including Solicitation ID 'SI-170953', Solicitation Title 'COPS SVPP Short Titl', Application Case ID 'A-396553', Application Group Case ID 'AG-128027', and Grant Manager.

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgltsext

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

Single Submitter Application

Step 4

Subheader

4) The application is open and ready for data entry.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00769149)' status of 'PENDING-DRAFT' with a due date of 'March 31, 2024 3:57:00 PM EDT'. A left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into three sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Standard Applicant Information' section includes fields for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169126-STG), and Funding Opportunity Title (Ashfflqbal HoldTest). The 'CFDA Information' section includes CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). A right sidebar contains 'Solicitation Instructions' and 'Participants (5)', with the first participant listed as 'BC Bethany Case Entity Administrator'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Standard Applicant Information		
Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169126-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT
CFDA Information		
CFDA Number	CFDA Program Title	
00.000	Grants.gov Applicant S2S Testing	
Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...	10/1/2022	12/31/2024



Locate an Application: Multiple Application Submitters

Multiple Submitter Application

Step 1

Locate Application

1) From the JustGrants Home page, select the **Applications** menu.

NOTE: If there are multiple Application Submitters assigned to an application, the Application Submitter with current control of the application will be able to locate the application in their worklist. The other Application Submitter(s) will locate the application from the **Applications** 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 (highlighted with a green box and a red circle containing the number '1'), Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Applications' and shows a table with 5000 results. The table has the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The first few rows of the table are as follows:

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OVW	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter 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.applicationsubmitter jgitsext		Draft	OVW	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 2

Sort and Filter

- 2) Use the sort and filter feature in the list header to locate the application.

The screenshot shows the JUSTgrants Justice Grants System interface. On the left is 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 'Applications' and shows a table of 5000 results. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A filter dropdown menu is open over the 'Application Submitter' column, showing a search box and a list of selected values: GRANT00738898 and GRANT00741527. A green circle with the number '2' is placed over the filter dropdown. The table contains several rows of application data, including entries for David Gaetani and JohnElectronicBusinessPoc Doe.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	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.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 3

View Application Users

- 3) Select the caret to the left of the Case ID to view all entity users associated with the application, including all Application Submitters.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left sidebar, the 'Applications' menu item is highlighted with a red circle containing the number '3'. The main content area shows a table of applications with the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The table contains 10 rows of application data. A red box highlights the caret icon to the left of the application ID GRANT00782665.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	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.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 4

View Multiple Submitters

- 4) Application Submitter, Application Submitter 2, and Application Submitter 3 are all able to open, edit, and submit the application, however, the following circumstances apply:
- Only one Application Submitter can edit an application at a time.
 - If another Application Submitter is currently working in the application, a message will display.
 - Application Submitters can reassign ownership to themselves.
 - Only the Application Submitter currently assigned will locate the application in their worklist – the others will only find it in the Applications menu.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Applications

5000 results

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter@jgtstext	Amy Callaghan	Draft	OVW	Programmatic	12/31/2023

Application Details

Solicitation Title: 9.0 Grants.gov Data-Do Not Use
Project Title: Dunya Yilmazer Feb0222 FY22 Adam Walsh Act 516.750 - Support for Adam Walsh Act Implementation Grant Program _ Individual Applicant

Role	Assigned To	Pending Assignments	Assigned to	Status
Entity Administrator	justgrants026@gmail.com	BudgetWrapperOJPScreenFlow	justgrants26@gmail.com	Pending-Draft
ApplicationSubmitter2	xmso86@gmail.com			
ApplicationSubmitter3	justgrants026.applicationsubmitter@gmail...			
Application Submitter	justgrants26@gmail.com			

4

Multiple Submitter Application

Step 5

Open the Application

5) Select the **Case ID** to open the application.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Applications' and shows '5000 results'. A table lists application details with columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00776780 is highlighted, and its ID is circled in green with the number 5 next to it.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT0077580	David Gaetani justgrants026.applicationsubmitter jgitsext Amy Callaghan		Draft	OJV	Programmatic	12/31/2023
GRANT00776780	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782665	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023
GRANT00782667	justgrants026.applicationsubmitter jgitsext	David Gaetani	Draft	OJP	BJA	12/31/2023
GRANT00776461	justgrants026.applicationsubmitter jgitsext		Draft	OJV	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.applicationsubmitter jgitsext		Draft	OJV	Programmatic	12/02/2022
GRANT00784315	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/02/2022

Multiple Submitter Application

Step 6

Select the **Begin** Link

- When opening an application for editing from the **Applications** menu, select the **Begin** link to initiate edit mode. If the **Begin** link is not selected in this screen, the application remains in read-only mode.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00774386)' in 'PENDING-DRAFT' status. Below this, there is an 'Assignments' section with a table. The table has two columns: 'Task' and 'Assigned to'. The first row shows the task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' assigned to 'justgrants024.applicationsubmitter jgltsext'. A 'Begin' link is visible in the 'Assigned to' column, highlighted with a green box and circled with a green '6'. Below the assignments table is an 'Information' section with a table of application details.

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgltsext

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				

Multiple Submitter Application

Step 7

Data Entry

7) The application is open and ready for data entry.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The interface is divided into several sections:

- Standard Applicant Information:**
 - Funding Opportunity:**

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT
 - CFDA Information:**

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing
 - Project Information:**

Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024
- Solicitation Instructions:**
 - 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 (5):**
 - BC Bethany Case Entity Administrator

Navigation elements include a "Cancel" button at the bottom left and "Save" and "Continue" buttons at the bottom right. A sidebar on the left contains menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top right corner features notification, help, and user icons.



Handling Duplicate Submissions

Duplicate Application Submissions

Overview

JustGrants supports the creation of multiple applications for unique projects under the solicitation (when allowed by the specific solicitation).

On this screen, JustGrants presents what it identifies as possible duplicates received from Grants.gov based solely on the entity identifier and solicitation title. The application submitter is asked to determine if these are intentional (unique projects) that should move forward for continued work/submission or unintentional (multiple system or human submissions received from Grants.gov) that should be withdrawn to prevent confusion and/or abandoned cases.

The screenshot displays the 'Check for Duplicate Applications' screen in the JustGrants system. The page header includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. A navigation sidebar on the left lists various system functions. The main content area features a 'Grant Package' header with a 'NEW' badge and a due date of April 30, 2022. A red banner below the header states 'The deadline for this application has passed'. A green banner indicates '1 day 17 hours from now'. The main section is titled 'Check for Duplicate Applications' and contains a message: 'Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV. Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.' Below this message is a table with the following data:

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

Below the table, there is a section for selecting an option for the application 'TC-564-499952819566658 GRANT00772033'. The options are 'Remove this application' and 'Continue with this application'. At the bottom of the main content area, there are 'Cancel', 'Save', and 'Submit' buttons. The right-hand sidebar shows 'Recent documents (0)' and 'Participants (5)', listing users like JohnElectronicBusinessPoc Doe, MD Kamal, Emre Eren, and Lucia Turck-Gamble.

Duplicate Application Submissions

Step 1

Review All Applications

- 1) Review each application on the list to determine if it should be completed or removed. Select the **Case ID** link to review the application details.
 - The option **Remove this application** resolves the duplicate application and changes the status to **Resolved Duplicate**.
 - The option **Continue with the application** creates a new case in JustGrants to be completed and submitted as a separate application.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Grant Package (00772033) **NEW** Due April 30, 2022 3:04:00 PM EDT

▲ The deadline for this application has passed
1 day 17 hours from now

Check for Duplicate Applications
DUE IN 8 DAYS FROM NOW

Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV.
Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.

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

Select an option for TC-564-499952819566658 GRANT00772033 •

Remove this application Continue with this application

Cancel Save **Submit**

Recent documents (0)
No documents

Participants (5)

- JD JohnElectronicBusinessPoc Doe
Entity Administrator
- JJ MD Kamal
AuthorizedRepresentative
- JJ Emre Eren
AuthorizedRepresentative2
- JJ Lucia Turck-Gamble
Application Submitter

ApplicationInfo GrantSubmissionHeader OpportunityID SolicitationID Solicitation Title
O-COPS-2022-309592-DEV

Privacy Policy



Cancel an Application



Cancel the Application

Steps 1 – 2

List of Applications

If you initiated an application but no longer intend to submit, you have the option to cancel the application. This is an optional process and should be understood that canceling an application must be done cautiously, as once it is canceled, it cannot be restored.

1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the **My Worklist** header,

OR

2) Select the **Application** link on the left and a list of the applications for the entity is displayed.

The screenshot shows the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, and Training Resources. The 'Home' link is circled with a green '1', and the 'Applications' link is circled with a green '2'. The main content area displays a 'Welcome' message, an 'Alerts (0)' section, and a 'My Worklist' section. The 'My Worklist' section shows 191 results in a table with columns: Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains several rows of application data, all with a 'New' status and a 'Grant Package' type.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-486617	04/30/2022	Grant Package	New	02/03/2023 01:29 PM
A-486617	04/30/2022	Grant Package	New	02/02/2023 05:15 PM
A-486617	04/30/2022	Grant Package	New	01/25/2023 02:13 PM
A-486617	04/30/2022	Grant Package	New	01/25/2023 09:54 AM
A-486617	04/30/2022	Grant Package	New	01/25/2023 08:48 AM
A-486617	04/30/2022	Grant Package	New	01/21/2023 08:55 AM
A-486617	04/30/2022	Grant Package	New	01/13/2023 01:46 PM
A-486617	04/30/2022	Grant Package	New	01/12/2023 05:39 PM

Cancel the Application

Step 3

Actions Menu

3) Select the Actions Menu.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' with a 'PENDING-DRAFT' status and a due date of 'September 22, 2023 10:39:00 PM EDT'. A sidebar on the left lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, and Training Resources. The main content area is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains a table with the following data:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office on Violence Against Women	O-OVW-2023-184100-STG	New Redesign
Competition Identification Number	Competition Identification Title	Due Date
		September 22, 2023 10:39:00 PM EDT

The 'CFDA Information' section shows:

CFDA Number	CFDA Program Title
16.016	Culturally and Linguistically Specific Services Program

The 'Project Information' section contains input fields for:

Project Title	Proposed Project Start Date	Proposed Project End Date
Test	9/1/2023	9/30/2023

At the bottom left of the main content area is a 'Cancel' button. At the bottom right are 'Save' and 'Continue' buttons. On the right side of the interface, there is a 'Solicitation Instructions' section with a dropdown menu for 'Standard Applicant Information'. The 'Actions' menu in the top right corner is highlighted with a green circle and a red '3', and the number '3' is also circled in green in the top right corner of the page.

Cancel the Application

Step 4

Cancel Application

4) Select the **Cancel Application** option.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package (00800725)' status indicator. The main content area is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains a table with the following data:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office on Violence Against Women	O-OVW-2023-184100-STG	New Redesign

The 'Project Information' section includes input fields for 'Project Title' (Test), 'Proposed Project Start Date' (9/1/2023), and 'Proposed Project End Date' (9/30/2023). On the right side, an 'Actions' dropdown menu is open, with the 'Cancel Application' option highlighted in a green box and a green circle containing the number '4' next to it. The bottom of the page shows a URL starting with 'https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS_3yZ68xxi_jpDEXTOT4XnAjzjAXmVNeW*/ITABTHREAD2?pyActivity=pzRunActionWrapper&pzFromFrame=pyWorkPage&pzPrimaryPageName=pyWorkPage&pzTransactionId=4747453a9bfc0320878abf...'.

Cancel the Application

Step 5

Enter Reason

- 5) Enter the reason for cancelling the application. This is a required field.

NOTE: It should be noted that canceling an application is an operation that is not reversible. Once an application is canceled, it may not be reopened by an applicant.

To submit an application on a solicitation once it has been canceled, it will be necessary to begin a new application in Grants.gov.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted with a circled '5'), Federal Forms, and Training Resources. The main content area shows the 'Grant Package (00800725)' in a 'PENDING-DRAFT' state, with a due date of September 22, 2023, at 10:39:00 PM EDT. The 'Case Resolve Status' is set to 'Resolved-Cancelled'. A large green-bordered text area for 'Comments' is highlighted with a green box and a circled '5'. Below this area is a confirmation message: 'By clicking on Cancel Application, you are confirming to cancel this application.' A progress bar at the bottom indicates the current step is 'COMPLETE AND SUBMIT'. A table below the progress bar provides application details:

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		

At the bottom left, there is a 'Cancel' button. At the bottom right, there are 'Save' and 'Continue' buttons. The right sidebar contains 'Solicitation Instructions' and a list of 'Standard Applicant Information' items, including 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Data Requested with Application', 'Proposal Narrative', 'Budget and Associated Documentation', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. Below this list, it shows 'Participants (3)'. A 'Privacy Policy' link is located at the bottom left of the main content area.

Cancel the Application

Step 6

Select Continue

6) Select the Continue button.

Grant Package (00800725) PENDING-DRAFT ⌚ Due September 22, 2023 10:39:00 PM EDT Actions

Case Resolve Status
Resolved-Cancelled

Comments +
We decided not to pursue this funding.

By clicking on Cancel Application, you are confirming to cancel this application.

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

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		

Standard Applicant Information

- Confirm Authorized Representative
- Verify Legal Name and Address
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

Participants (3)

Cancel Save **Continue**

Cancel the Application

Step 7

Application
Canceled

- 7) The status of the application is **Resolved-Canceled**. The application is no longer active and may not be restored.

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 shows a 'Grant Package' (00800725) with a status of 'RESOLVED-CANCELLED', which is highlighted with a green box and a circled '7'. Below this, a green message states: 'Thank you! The next step in this case has been routed appropriately.' The main content is divided into three tabs: 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, displaying a table with the following data:

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

On the right side, there are two sections: 'Recent documents (0)' with 'No documents' listed, and 'Participants (3)' listing three users: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants026.multipleroles.jgitsext (Authorized Representative), and justgrants026.applicationsubmitter.jgitsext (Application Submitter). A 'Privacy Policy' link is visible in the bottom left corner.



Complete Application Data Entry





Navigate the Application

Navigate the Application

Steps 1 - 2

List of Applications

1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the **My Worklist** header,

OR

2) Select the **Application** link on the left and a list of the applications for the entity is displayed.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The 'Home' link is highlighted with a green box and a circled '1'. The 'Applications' link is also highlighted with a green box and a circled '2'. The main content area shows a 'Welcome' message and an 'Alerts (0)' section. Below that is the 'My Worklist' section, which contains a table of applications. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. An 'Export List' button is visible in the top right of the table area.

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	09/01/2021 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
A-260455	05/21/2021	Grant Package	Pending-ChangeRequested	09/01/2021 08:46 AM

Navigate the Application

Step 3

Application ID

3) Select the specific **Case ID** to begin.

NOTE: Applications in **New** or **Pending-Draft** status may be edited.

The screenshot displays the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message and an Alerts section with 0 alerts. Below that is a My Worklist section containing a table of case results. A green box highlights the 'Case ID' column, and a green circle with the number '3' is placed next to it.

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	09/01/2021 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

Navigate the Application

Step 4

Navigating an Application

- 4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.

NOTE: It is best to use the **Continue** button to move to the next screen, as this button checks for any errors in the section before moving forward. If a required field (indicated by a red asterisk) is left blank, an error message displays at the top of the page.

Moving to the next screen using the navigation menu does not provide an error check.

NOTE: There is a link to the **Solicitation Instructions** directly above the Navigation menu. This link provides direct access to all solicitation requirements.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The "Standard Applicant Information" section is expanded, showing fields for "Funding Opportunity", "CFDA Information", and "Project Information". The "Continue" button at the bottom right is highlighted with a green box, and a green circle with the number "4" is placed over it. A green box highlights the "Solicitation Instructions" menu on the right side of the screen, which includes options like "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", and "Certify and Submit".

Navigate the Application

Step 5

Save Edits

- 5) Save edits to the application by selecting the **Save** button on the bottom right.

The screenshot displays the JUSTgrants application interface. The top left corner 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 is titled 'Grant Package (00769149)' with a 'PENDING-DRAFT' status and a due date of 'March 31, 2024 3:57:00 PM EDT'. The application is divided into several sections: 'Standard Applicant Information' (with sub-sections for Funding Opportunity, CFDA Information, and Project Information), 'Solicitation Instructions', and 'Participants (5)'. The 'Participants' section shows a list of users, including 'Bethany Case' with the role 'Entity Administrator'. A green circle highlights the number '5' in the 'Participants (5)' header, and a green box highlights the 'Save' button in the bottom right corner of the application area. A 'Continue' button is also visible next to it.

Navigate the Application

Steps 6 - 7

Cancel or Close

- 6) Select the **Cancel** button on the bottom left to return to the Home Page without saving any changes.
- 7) Select the **Close** option in the **Actions** menu to close the application after saving all changes made.

The screenshot displays the JUSTgrants application interface. The main content area shows the 'Grant Package' details for ID 00769149, which is in a 'PENDING-DRAFT' state. The package is due on March 31, 2024, at 3:57:00 PM EDT. The interface is divided into several sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section includes fields for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169120-STG), and Funding Opportunity Title (Ashfflqbal HoldTest). The 'CFDA Information' section includes CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). On the right side, there is an 'Actions' menu with options: Refresh, Cancel Application, Print, and Close. The 'Close' option is highlighted with a green box and a green circle containing the number 7. At the bottom left, there is a 'Cancel' button highlighted with a green box and a green circle containing the number 6. At the bottom right, there are 'Save' and 'Continue' buttons. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top left corner features the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The top right corner has a notification bell, a help icon, and a user profile icon.



**Edit Application:
Multiple Application
Submitters**

Edit Application

Steps 1 - 2

Actions Menu

Applications with multiple Application Submitters are still assigned to one Application Submitter at a time, however, the other Application Submitters assigned to the application can take ownership as long as another Application Submitter is not currently editing.

- 1) Select the **Actions Menu** in the application.
- 2) Select the **Edit Application** option. A pop-up window appears with the following message: “Are you sure you want to edit this application?”

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area shows a 'Grant Package' (00777580) in 'PENDING-DRAFT' status, with a due date of December 31, 2023, at 11:03:00 PM EST. The 'Assignments' section shows a task 'BudgetWrapperOJPScreenFlow (Complete and Submit)' assigned to 'Amy Callaghan'. The 'Information' tab is active, displaying details for the Grant Package, Application Case ID (A-414904), and Grant Manager. The 'Actions' menu is open, showing options: Refresh, Edit application (highlighted with a green box and circled with a '2'), Cancel Application, Print, and Close. The 'Participants' list includes JohnElectronicBusinessPoc Doe (Entity Administrator), David Gaetani (ApplicationSubmitter2), justgrants026.applicationsubmitter (ApplicationSubmitter3), and Amy Callaghan (Application Submitter). A circled '1' points to the 'Actions' button in the top right corner.

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

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-173642-STG		SI-173642
Solicitation Title		SolicitationID
9.0 Grants.gov Data-		SI-173642
Application Case ID	Application Group Case ID	Solicitation Title
A-414904	AG-129439	SF424_2_1
Grant Manager		

Edit Application

Step 3

Edit Application
Message

- 3) Select **Submit** to proceed with editing the application or **Cancel** to return without saving changes.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog box titled "Edit application" is open, asking "Are you sure you want to edit this application?". The dialog has two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a green box, and a green circle with the number "3" is overlaid on the dialog. The background interface shows a "Grant Package (0077580)" in "PENDING-DRAFT" status, due on December 31, 2023. The "Assigned to" field lists "Amy Callaghan". The "Participants" list includes JohnElectronicBusinessPoc Doe, David Gaetani, justgrants026.applicationsubmitter, and Amy Callaghan.

Edit Application

Step 4

Select **Begin** Button

4) Select the **Begin** button to open the application in edit mode.

NOTE: The application remains assigned to the application submitter and appears only in this application submitter's Worklist until another application submitter selects the **Edit Application** option from the Actions menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (0077580)' in a 'PENDING-DRAFT' status, with a due date of December 31, 2023, at 11:03:00 PM EST. A table lists assignments for the task 'BudgetWrapperOJPScreenFlow (Complete and Submit)', assigned to 'justgrants026.applicationsubmitter | jgltsext'. A green circle with the number '4' highlights the 'Begin' button in the 'Assigned to' column. Below the assignments table, there is an 'Information' section with a table of application details:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-173642-STG		SI-173642
Application Case ID		Solicitation Title
A-414904		9.0 Grants.gov Data-
Grant Manager		AG-129439
		SF424_2_1

On the right side, there are sections for 'Recent documents (0)', 'Participants (4)', and a list of participants including JohnElectronicBusinessPoc Doe, David Gaetani, justgrants026.applicationsubmitter, and Amy Callaghan.


Edit Application Message

Multiple Submitters


Another User
Editing


NOTE: If another Application Submitter is currently working on the application, it will not be possible to transfer ownership until the current Application Submitter closes the application. In this case, an error message displays that reads: “User {Username} is currently editing the application. You cannot edit until {Username} closes the application.”


Grant Package (A-479045)



 **User** Randall Reese **is currently editing the application. You cannot edit until** Randall Reese **closes the application.**

Pulse

 **Post** ▾

 Start a conversation

No file chosen 

No posts yet



Standard Applicant Information

Standard Applicant Information

Step 1

Open Standard Applicant Section

- 1) Select the Standard Applicant Information section. See the next page for detailed field information.

NOTE: Not every application will have all fields. Required fields may change based on requirements of the solicitation.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00769149) PENDING-DRAFT" with a due date of "March 31, 2024 3:57:00 PM EDT". The "Standard Applicant Information" section is highlighted with a green box and a circled "1". This section contains three sub-sections: "Funding Opportunity", "CFDA Information", and "Project Information".

Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashfflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information	
CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024

The right sidebar shows "Solicitation Instructions" with a list of sections. "Standard Applicant Information" is selected and highlighted. Below it, "Participants (5)" lists "BC Bethany Case Entity Administrator". At the bottom, there are "Cancel", "Save", and "Continue" buttons.

Standard Application Section Fields

The **Funding Opportunity** and **Assistance Listing** fields are prepopulated and not editable.

The **Project Information** section is prepopulated from SF-424 and can be edited.

The **Areas affected by project** field allows applicants to add the geographic areas impacted by the project. Select the **Add** button to include up to ten entries. Entries can be zip codes, states, precincts, or any other geographical area. If ten entries are not enough, additional areas can be added if the award is funded.

Applicant type is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.

Application Submitter Contact Information is prepopulated and cannot be edited.

Type of Applicant is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.

Executive Order and **Delinquent Debt Information** is prepopulated from SF-424 and can be edited by selecting a different radio button.

“Is the Applicant Delinquent on Federal Debt?” section is prepopulated from SF-424 can be edited by selecting a different radio button.

**Confirm Authorized
Representative**



Confirm Authorized Representative

Steps 1 - 2

OVW/OJP
Applications

- 1) Select **Confirm Authorized Representative** in the Standard Applicant Information section. Applications for funding from OVW or OJP require and display one Authorized Representative.
- 2) Select an **Authorized Representative** from the dropdown box.

Note the message at the top of this screen that reads: “Every application must have an 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.”

NOTE: Green checkmarks do **NOT** indicate a completed section, only that it has been opened.

The user will be prompted to complete all required information before submitting the application.

The screenshot displays the JUSTgrants application submission interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar, there is a table with application details:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader OpportunityID	SolicitationID
O-NIJ-2022-173389-STG		SI-173389
Solicitation Title		9.0 grants.gov data
Application Case ID	Application Group Case ID	SF424_2_1
442000	1042000	

At the bottom of the page, there is a 'Back' button and a 'Continue' button. The 'Solicitation Instructions' sidebar on the right shows a list of sections: Standard Applicant Information (with a green checkmark), Confirm Authorized Representative (highlighted with a green circle and '1'), Verify Legal Name and Address, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this, the 'Participants (2)' section shows a participant: JohnElectronicBusinessPoc Doe, Entity Administrator, with a red circle and 'JD' next to the name.

Confirm Authorized Representative

Step 3

OVW/OJP
Applications

- 3) Select the **Confirm** button. To close the window without confirming the Authorized Representative, select **Cancel**.

NOTE: 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. Confirm the individual being selected has the authority to do so. If the person selected has delegated authority, it is the responsibility of the person listed to maintain documentation that they possessed delegated authority on the date of application submission.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog box titled "Confirm Authorized Representative" is centered on the screen. The dialog 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." Below the text are two buttons: "Cancel" and "Confirm". A green circle with the number "3" is drawn around the "Confirm" button, indicating the step to be taken. The background shows a "Grant Package" (00777245) in a "PENDING-DRAFT" state, with a due date of August 8, 2023, at 1:00:00 PM EDT. The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A table at the bottom lists application information, including Application Case ID, Grant Submission Header Opportunity ID, Solicitation ID, and Solicitation Title.

Confirm Authorized Representative

Step 4

COPS Office Applications

4) Applications from the COPS Office requires two (2) Authorized Representatives.

- Law enforcement Executive/Program Official
- Government Executive/Financial Official

A message on this page describes the role and requirements of each of these officials.

NOTE: If the dropdown box does not include the preferred **Authorized Representative**, contact the **Entity Administrator** to ensure that the **Authorized Representative** has been invited to create a JustGrants user account. An Authorized Representative will only be displayed in the dropdown box if the Authorized Representative has logged into JustGrants. The Authorized Representative's name can then be seen by accessing the Entity Users link and on the Confirmed Authorized Representative screen of the application.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774184) PENDING-DRAFT Due May 24, 2023 3:08:00 PM EDT

Confirm Authorized Representative

For COPS Office applications, two Authorized Representatives must be identified. For law enforcement agencies, the authorized officials are the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent) and the top Government Executive (e.g., mayor, board chairman, or equivalent). For non-law enforcement agencies (institutions of higher education, private organizations, etc.), the authorized officials are the highest-ranking Programmatic Official (e.g., executive director, chief executive officer, or equivalent) and the highest-ranking Financial Official (e.g., chief financial officer, treasurer, or equivalent) who has the ultimate signatory authority to sign contracts on behalf of the organization.

The Authorized Representatives identified are the officials serving as representatives of the legal applicant entity. 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. If the application is awarded, these positions will ultimately be responsible for the programmatic and financial management of the award.

Select Law Enforcement Executive/Program Official

Select Government Executive/Financial Official

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

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-COPS-2022-170931-STG		SI-170931
		Solicitation Title
		MS DATA CHP

Participants (2)

Save Continue

Authorized Representative Error Messages

Message	Reason
The list of authorized representatives cannot be retrieved at this time. Please try again later.	The link between DIAMD and JustGrants is temporarily down. It will be restored in time.
Your Entity does not yet have any Authorized Representative Users. Contact your Entity Administrator to take this action.	No Authorized Representatives have been assigned for the Entity. The Entity Administrator must assign the role to an individual, and that individual must log in to JustGrants.

CONFIRMATION MESSAGE

Entity Administrator Action:

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.**

NOTE: For more information on managing users, access the Entity Management Resources website:

<https://justicegrants.usdoj.gov/training/training-entity-management>.



Verify Legal Name and Address

Verify Legal Name and Address

Steps 1 - 3

Legal Name and Address

- 1) Select **Verify Legal Name and Address** in the Standard Applicant Information section.
- 2) Review all information in this screen for accuracy.
- 3) Check the acknowledgement check box at the bottom of the page.

NOTE: If information in this section is not correct, an authorized SAM.gov user must make changes in SAM.gov. Updated information will then be populated in JustGrants within 24 hours.

NOTE: If the red X next to **Designate Legal Address** is missing, the **Entity Administrator (EA)** must log into JustGrants and designate a legal address on the [Entity Profile](#). The **Application Submitter** cannot submit the application until the EA has completed this action.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Grant Package (00774490) **PENDING-DRAFT** Due July 31, 2023 4:27:00 PM EDT

Actions

Mailing Address

Street 1 111 Street Rd	Street 2 —	County/Parish —
City Washington	Country United States	Congressional District 88
State/U. S. Territory District of Columbia	Zip/Postal Code 602	

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

Privacy Policy Back Save Continue

JohnElectronicBusinessPoc Doe
Entity Administrator

justgrants024.applicationsubmitter
jgltsext
Application Submitter



Proposal Abstract



Proposal Abstract

Step 1

Proposal Abstract Step 1

- 1) Select **Proposal Abstract** and the Proposal Abstract screen will be displayed.

NOTE: During the Funding Recommendation and Approval Process, DOJ staff can edit the project description. This will not replace or re-write the abstract submitted in the application. Once awarded, grantees and DOJ staff can submit a Scope Change Grant Award Modification (GAM) to initiate the modification of a project description (or title), which would update the project description in the award if/when it is approved.

The screenshot displays the JUSTgrants web application interface. The main focus is the 'Proposal Abstract' editing screen, which is highlighted with a green border. The interface includes a top navigation bar with the JUSTgrants logo and a sidebar on the left with various menu items. The central area shows a rich text editor for the proposal abstract. On the right, there is a sidebar with a '1 Instructions' section and a 'Participants (3)' section. At the bottom, a progress bar indicates the current step in the application process, which is 'COMPLETE AND SUBMIT'. Navigation buttons for 'Back', 'Save', and 'Continue' are located at the bottom right of the screen.

Proposal Abstract

Step 2

Enter Text

2) Type text in the **Proposal Abstract** text box. Use the formatting options at the top of the text box to format this entry.

Do not copy and paste from Microsoft Word. Either type directly in the text box or copy and paste into Notepad, then copy and paste from Notepad into JustGrants. This removes any embedded formatting that will cause issues in the **Proposal Abstract**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The central focus is the "Proposal Abstract" text box, which is highlighted with a green border and contains a rich text editor toolbar with options like Bold, Italic, Underline, and text color. A red circle with the number "2" is placed over the "Monitoring" menu item in the left sidebar. The right sidebar shows "Solicitation Instructions" and "Participants (3)". At the bottom, a progress bar indicates the current step is "COMPLETE AND SUBMIT".



Proposal Narrative

Proposal Narrative

Step 1

Upload Proposal Narrative

1) Select the **Upload** button in the Proposal Narrative section.

- Note the asterisk at the end of the title. The asterisk indicates that an attachment is required before the application can be submitted.
- Upload the attachment by selecting the **Upload** button and following the directions. Use the **Proposal Narrative attachment category**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of July 31, 2023. The "Proposal Narrative" section is highlighted with a green circle containing the number "1", and the "Upload" button is highlighted with a green box. Below the title, it states "The recommended files to upload are PDF, Microsoft Word and Excel." The "Goals, Objectives, Deliverables, and Timeline" section is visible, along with a "Goal Statement" field. The progress bar at the bottom shows the current step as "COMPLETE AND SUBMIT". The right-hand panel includes "Solicitation Instructions" and "Participants (3)".

Proposal Narrative

Step 2

Select File

- 2) Either drag and drop the **Proposal Narrative** attachment into the white field or use the **Select file(s)** button to locate the file on the computer.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Proposal Narrative" section is active, showing a "Goals, Objectives, Deliverables, and Timeline" section with a "+ New Goal" button and a "Goal Statement" section with "No items". A modal dialog box titled "Attach file(s)" is overlaid on the page, featuring a dashed box for file drops, a paperclip icon, the text "Drag and drop files here", the word "or", a "Select file(s)" button, a large green circle with the number "2", and "Cancel" and "Attach" buttons. The right sidebar shows "Solicitation Instructions" with a list of sections including "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". Below this is a "Participants (3)" section listing "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants024.applicationsubmitter jgilsext Application Submitter". The bottom navigation bar includes "Back", "Save", and "Continue" buttons.

Proposal Narrative

Steps 3 - 4

Check the
Category

- 3) The **Proposal Narrative** attachment is visible. Update the attachment name if needed.
- 4) The attachment is automatically assigned to the **Proposal Narrative** attachment category.

NOTE: DO NOT CHANGE THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the Proposal Narrative will not be visible in the Proposal Narrative section of the application.

The screenshot shows the JustGrants interface with a modal window titled "Attach file(s)". The modal contains a "Drag and drop files here" area with a paperclip icon and a "Select file(s)" button. Below this is a table with columns for Name, File, and Category. The "Category" column is highlighted with a green box, and the "Attach" button is also highlighted with a green box. A green circle with the number "3" is around the "Select file(s)" button, and a green circle with the number "4" is around the "Attach" button.

Proposal Narrative

Steps 5 - 6

Enter Goals and Objectives

- 5) The **Proposal Narrative** attachment is displayed within the application.
- 6) If **Goals, Objectives, Deliverables, and Timelines** are a requirement of the user's application, begin entry of goals by selecting the **+New Goal** link.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". 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 a table of attachments:

Name	Category	Created by	Application Number	Date Added	
Proposal Narrative.pdf	Proposal Narrative	justgrants024.applicationsubmitte rjgilsext	---	11/22/2022	

The "Goals, Objectives, Deliverables, and Timeline" section includes a "+ New Goal" link and a "Goal Statement" field. The "Participants (3)" section lists: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.applicationsubmitte (Application Submitter), and jgilsext (Application Submitter). The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a right-hand panel with Solicitation Instructions and Participants. A "Back" button is at the bottom left, and "Save" and "Continue" buttons are at the bottom right.

Proposal Narrative

Steps 7 - 8

Goal Statement

An application may include Goals, Objectives, Deliverables, and Timeline forms. This will appear under the Proposal Narrative. The application submitter will insert the Goals, Objectives, Deliverables and Timeline directly in the form.

- 7) Enter a **Goal Statement** in the appropriate field. This is a required field.
- 8) Use the **+New Objective** link to add a new objective for this goal. It is possible to add one or multiple objectives to each goal. This is a required field, so at least one objective must be entered.

The screenshot shows the JUSTgrants application interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The "Goal Statement" section is highlighted with a green box and a circled "7". Below it, the "Objectives" section is visible, with a "+ New Objective" link highlighted by a green box and a circled "8". A "Participants (3)" sidebar is on the right, listing "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants024.applicationsubmitter jgltsext Application Submitter". A "NOTE" box at the bottom left states: "NOTE: Refer to the solicitation to review the goals and objectives requirements for the program. A link is found at the top of the screen." The bottom of the screen has "Back", "Save", "Cancel", and "Continue" buttons.

Proposal Narrative

Steps 9 - 10

Enter
Objective(s)

- 9) Enter as many objectives as are needed.
- 10) Use the **+New Deliverable** link to add a new deliverable for this goal. It is possible to add one or multiple deliverables to each goal. This is a required field, at least one deliverable must be entered.

NOTE: Application submitters must indicate the projected fiscal year and quarter that the objective and/or deliverable will be completed.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "July 31, 2023 4:27:00 PM EDT". The interface is divided into several sections:

- Goal Statement:** A text input field with a character count of "Remaining: 255 characters".
- Objectives:** A table with columns for "Objective", "Fiscal Year", and "Quarter". A green box highlights the first row, which contains the objective "Provide after school care for up to 120 children", the fiscal year "2023", and the quarter "Q2". A circled "9" is placed next to this row.
- Deliverables:** A table with columns for "Deliverable", "Fiscal Year", and "Quarter". A green box highlights the "+ New Deliverable" link. A circled "10" is placed next to this link.
- Participants (3):** A list of users with their roles: "JohnElectronicBusinessPoc Doe" (Entity Administrator), "justgrants024.applicationsubmitter" (Application Submitter), and "jgltsext" (Application Submitter).

At the bottom of the form, there are buttons for "Previous", "Add", "Save", "Cancel", and "Continue".

Proposal Narrative

Steps 11 - 12

Enter Deliverables

- 11) Select **Add** to add another goal, **Save**, to save all data and continue working, or **Cancel**, to close the **Goals, Objectives, Deliverables, and Timeline** section without saving any data.
- 12) Select **Continue**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00774490) PENDING-DRAFT" with a due date of "Due July 31, 2023 4:27:00 PM EDT". The interface is divided into several sections:

- Goal Statement:** A text input field with a "Remaining: 255 characters" indicator.
- Objectives:** A table with columns for "Objective", "Fiscal Year", and "Quarter". A "+ New Objective" button is present. One objective is listed: "Provide after school care for up to 120 children" with "2023" for the fiscal year and "Q2" for the quarter. A "Remaining: 200 characters" indicator is shown.
- Deliverables:** A table with columns for "Deliverable", "Fiscal Year", and "Quarter". A "+ New Deliverable" button is present. The "Deliverable" column has a dropdown menu with "Select" as the current selection. "Fiscal Year" and "Quarter" also have dropdown menus with "Select" as the current selection. A "Remaining: 200 characters" indicator is shown.

At the bottom of the Deliverables section, there are three buttons: "Add", "Save", and "Cancel". A green box highlights these three buttons, and a circled "11" is placed next to it. At the bottom right of the page, there is a "Continue" button, which is also highlighted with a green box and a circled "12".

Proposal Narrative

Steps 13 - 14

Save Goal and
Add Another

13) Select the **Save** button.

14) Select the **Add** button to continue adding goals.

NOTE: All goals added to the application appear on the left. Select the line under Goal Statement to view and edit goals that were created. Select the trash can icon to delete a goal, objective or deliverable.

The screenshot displays the 'Grant Package' form in the JUSTgrants system. 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 is titled 'Grant Package (e-97d2-461a-a8ea-060e7184736f)' and is in a 'PENDING' status. It features a 'Goal Statement' section with a text input field and a trash can icon. Below this are 'Objectives' and 'Deliverables' sections, each with a table for adding new items. The 'Add' button is circled in green and labeled '14', and the 'Save' button is circled in green and labeled '13'. A 'Participants (4)' list is visible on the right side of the form.



Budget Detail Overview



Budget Detail Overview (cont.)



With most applications, proposed budget detail information is submitted in the application via a web-based form. There are *some exceptions* that may require that budgets be attachments or not submitted at all.

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

- **Web-based Budget** – this is the most common form of budget entry and requires that budget categories are populated line by line directly into JustGrants.
- **Attachment Budget** – this less common form of budget entry requires the budget to be uploaded as one or more files into the application.

Applicants should refer to both the solicitation instructions and the application components in the JustGrants application to determine if the web-based budget detail form is required.

For information about specific cost items, applicants should refer to solicitation instructions. There is a link to the DOJ financial guide within each section.

Budget Structures

The COPS Office, OVW, and OJP present different budget structures in their applications. Guidance for entering budget data in an application is provided within the Quick Reference Guides linked below:

- **The COPS Office:** The COPS Office only uses web-based budgets in their applications.
- **OJP:** OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, SMART) may use either a web-based budget or an attached budget. Check the solicitation to determine which type of budget is required for the application.
- **OVW:** Currently, OVW only uses an attached budget.

DOJ Office	Budget Quick Reference Guide
COPS Office Web-based Budget	COPS Office Web-based Budget
OJP Web-based Budget	OJP Web-based Budget
OJP Attached Budget	OJP Attached Budget
OVW Attached Budget	OVW Attached Budget

Web-based Budget Detail Overview



When a web-based budget is required, there are different views that applicants have when applying for an OJP, OVW, or COPS Office opportunity.

The key differences between these views include:

- **Applications to COPS Solicitations** using the web-based form includes multi-year Sworn Officer or Civilian Categories instead of the Personnel and Fringe Categories used by OJP and OVW Solicitations; COPS Office budgets do not include conference cost indicators.
- **Applications to OJP Solicitations** using the web-based form includes the ability to “add years” to track costs by year across multi-year projects. In addition, the entry of federal and non-federal split at the individual cost item level is required.
- **Applications to OVW Solicitations** using the web-based form do not include city, state, country indicators in the subawards and procurement sections. Currently, OVW typically uses an attached budget.

Web-based Budget Detail Overview (cont.)

In addition to the office differentiations, the web-based budget forms include three general parts:

- 1** **Projected line-item costs** include detailed calculations within standard budget categories. Cost calculations include the total projected cost for that line item. Non-federal match amounts may be included in these line-item costs.
- 2** **Narrative descriptions of those projected costs** within the standard budget categories. The narrative sections appear within the corresponding sections of the standard budget categories.
- 3** **Auto-calculated budget summary** or consolidated category summary provides a high-level overview of the entered costs across all categories for the entire project period.

The budget summary is the only section of the web-based budget form where applicants enter the breakdown of total project costs across any requested federal funding, match, or program income. Check the solicitation for any match requirements.

Web-based Budget Detail Comparison

The web-based budget summary totals must be identical to the information entered in the **Standard Applicant Information** section (see page 48 for additional details) of the application to be able to successfully submit the application. If the numbers do not align, an error message is displayed on the budget summary page with instructions on how to correct the discrepancy.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (Federal share)	=	Federal Funds
Applicant Estimated Funding (Non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



Budget and Associated Documentation Attachment

Upload Budget Attachment

Step 1

Attach a Budget File

- 1) In some cases, applications require the budget to be uploaded as an attachment or series of attachments. If the budget section of the application appears as in the displayed image, use the **Upload** button to upload a spreadsheet with the budget figures. Notice that there is a separate **Upload** button for each section.

NOTE: PAY ATTENTION TO THE ATTACHMENT CATEGORY. JustGrants displays attachments in the section of the application that corresponds to the attachment category. If the category is changed, the uploaded document will not be visible in the correct section of the application.

The screenshot displays the JustGrants application interface. The top navigation bar includes the JustGrants logo and the text 'JUSTgrants JUSTICE GRANTS SYSTEM'. The main content area shows a 'Grant Package (00774490)' in a 'PENDING-DRAFT' status, with a due date of 'July 31, 2023 4:27:00 PM EDT'. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into 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'. The 'Pre-Agreement Cost' section is highlighted with a green border and contains an 'Upload' button, which is circled in green with the number '1'. Below the 'Upload' button, it states 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right sidebar shows 'Solicitation Instructions' with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation (highlighted), Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this, there are 'Participants (3)' listed: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants024.applicationsubmitter. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

Upload Budget Attachment

Step 2

Select File

- 2) Drag and drop the budget file or use the **Select file(s)** button to upload the budget spreadsheet.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a 'Grant Package (00774490)' in a 'PENDING-DRAFT' state, with a due date of July 31, 2023, at 4:27:00 PM EDT. The interface is divided into several sections: a left sidebar with navigation options like Home, Entity Profile, and Applications; a central main area with a list of attachment categories such as 'Pre-Agreement Cost', 'Non-competitive Justification', and 'Additional Attachments'; and a right sidebar with 'Solicitation Instructions' and 'Participants (3)'. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a dashed box for file upload, a paperclip icon, and the text 'Drag and drop files here'. Below this, there is a 'Select file(s)' button, and at the bottom of the dialog, 'Cancel' and 'Attach' buttons. A green circle with the number '2' is overlaid on the 'Additional Attachments' category in the main area, indicating the current step in the process.

Upload Budget Attachment

Steps 3 - 4

Select Attach

- 3) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 4) Select Attach.

The screenshot shows the JUSTgrants interface with a modal dialog for attaching files. The dialog has a 'Drag and drop files here' area with a paperclip icon and a 'Select file(s)' button. Below this is a table with columns for Name, File, and Category. The table contains one row: 'Pre-Agreement Costs', 'Pre-Agreement Costs.docx', and 'Pre-Agreement Cost'. A green box highlights the 'Attach' button, and a green circle highlights the '3' in the 'Pre-Agreement Cost' category field.

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

Upload Budget Attachment

Step 5

File Attached

- 5) The file is attached in the section of the application that corresponds with the file category selected upon upload. Continue uploading all budget and financial documentation as required by the solicitation.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00749680)' and shows a 'PENDING-DRAFT' status. A warning message states: 'The deadline for this application has passed'. The 'Pre-Agreement Cost' section is expanded, showing an 'Upload' button and a table of attached files. A green circle highlights the number '5' in the left sidebar and the first row of the file table. The 'Solicitation Instructions' panel on the right lists various categories, with 'Budget and Associated Documentation' checked. The bottom of the interface features 'Back', 'Save', and 'Continue' buttons.

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



**Budget and Associated
Documentation
Web-based Form**

Enter Web-based Budget

Overview

COPS, OJP

In most cases, JustGrants requires a budget to be entered using the web-based forms in the application. The categories in the application vary based on the solicitation requirements.

NOTE: Frequently use the **Save** button since JustGrants does not autosave work. Use the **Continue** button to move to the next section. The **Continue** button executes a validation check, while using the navigation menu does not.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
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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

Conference Costs
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?
(DOJ Financial Guide, Section 3.10)

Conference Costs
 Yes
 No

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

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

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-SMART-2019-13143-STG		SI-113143
Application Case ID		Application Group Case ID
A-260456		AG-100067
Grant Manager		

Back Save Continue

Enter Web-based Budget

Steps 1 – 3: Adding Conference Costs

OJP

- 1) Navigate to the **Budget and Associated Documentation** section.
- 2) Select **Conference Costs**.
- 3) Select **Yes** or **No** if the budget contains conference costs.

NOTE: This is not the formal conference cost reporting form submission.

NOTE: There is a link to the DOJ Financial Guide at the top of the page for guidance when working within the Budget Detail Form.

The screenshot displays the 'JUSTgrants' web application interface. The main content area is titled 'Grant Package (-d215-4a45-83cc-ca964156054e)' and shows a 'Conference Costs' form. The form asks, 'Does this budget contain conference costs which is defined broadly to include meetings, exhibits, seminars, symposia, and training activities?' and includes a link to the 'DOJ Financial Guide, Section 3.10'. Below the question are radio buttons for 'Yes' and 'No'. A sidebar on the right, titled 'Solicitation Instructions', has a dropdown menu for 'Budget and Associated Documentation' with 'Conference Costs' selected. A navigation bar at the top of the form shows steps: INITIATE, COMPLETE AND SUB., REV., BUDGET REV., and AWARD/PACKAGE AREA. The bottom of the form has 'Back', 'Screenshot', 'Save', and 'Confirm' buttons. Three green circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Budget and Associated Documentation' dropdown, 2 points to the 'Conference Costs' option, and 3 points to the 'Yes/No' radio buttons.

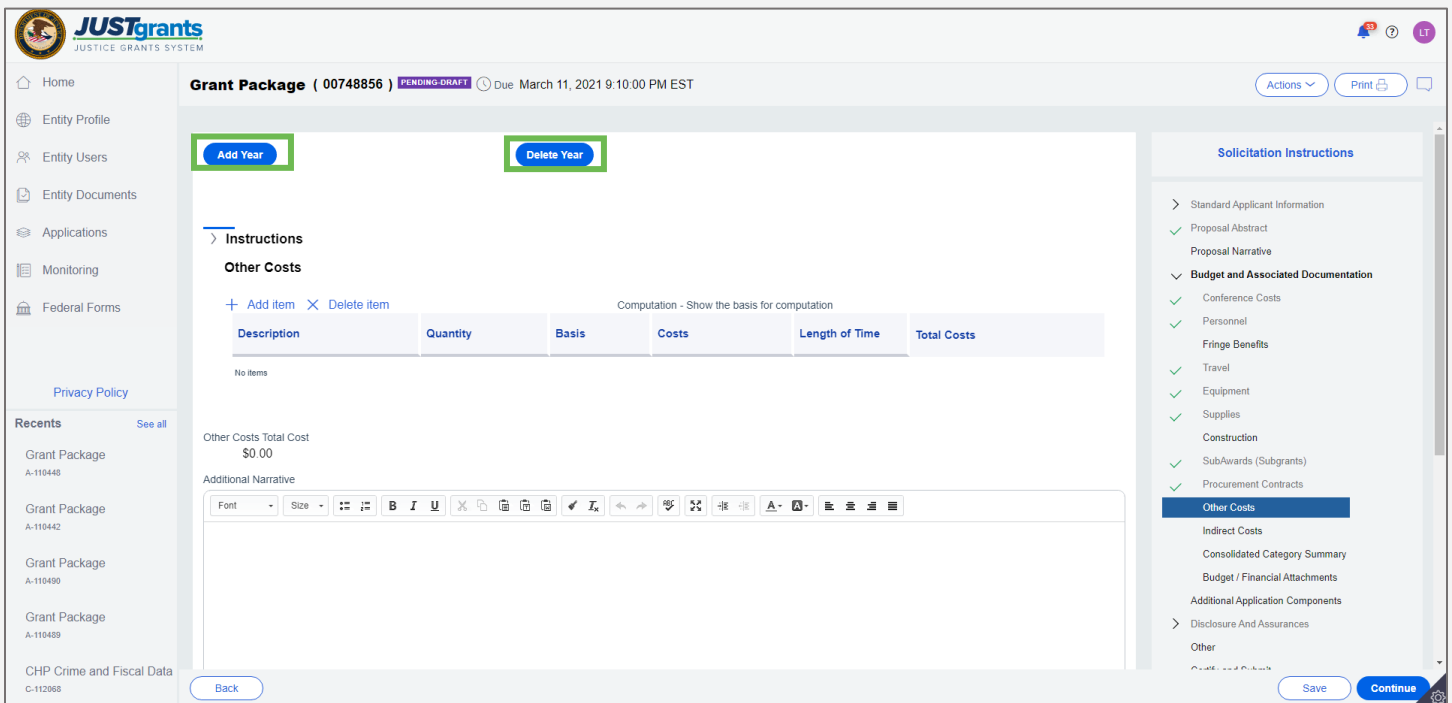
Enter Web-based Budget

Add and Delete Year

OJP

Use the **Add Year** or **Delete Year** buttons to modify the budget detail form.

- **Adding Years:** If a year is added to *one* section of a budget, it will automatically add the years to *all* sections. If data is entered into categories before adding the next year, JustGrants offers the option to copy all costs forward to additional years as needed.
- **Deleting years:** If a year is deleted, it will automatically adjust and not appear across all sections of a budget.



Enter Web-based Budget

Steps 4 – 5: Adding Personnel

OJP

- 4) Select **Personnel**, then select **+Add Item** to add names for personnel and costs.
- 5) Enter narrative description for the costs.

NOTE: OJP applications require a breakout of the Federal and Non-Federal portions of the project budget by individual cost item. After adding line-item costs, applicants enter the Non-Federal amount, and the Federal amount is calculated as the difference between the cost of the line item minus the Non-Federal amount. This applies to all budget categories.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00756901) PENDING-DRAFT Due June 29, 2021 11:48:00 PM EDT

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

Year 1

Instructions

Personnel

+ Add Item 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
		\$	Yearly		%	\$0.00	\$	\$0.00

Personnel Total Cost \$0.00 Total Non-Federal Amt (Match or Prog Inc) \$0.00 Total Federal Amount \$0.00

Additional Narrative

Font Size B I U X [Rich Text Editor Icons]

Back Save Continue

Enter Web-based Budget

Steps 6 – 7: Adding Fringe

OJP

- 6) Select **Fringe** and then select **+Add Item** to add names and costs for fringe.
- 7) Enter a narrative description for the fringe costs.

The screenshot displays the JUSTgrants web-based budget entry interface. The page title is "Grant Package (00748856) PENDING-DRAFT" with a due date of "March 11, 2021 9:10:00 PM EST". The interface includes a sidebar with navigation options like "Home", "Entity Profile", "Entity Users", "Entity Documents", "Applications", "Monitoring", "Federal Forms", and "Privacy Policy". The main content area shows "Fringe Benefits" with a table for adding items. The table has columns for "Name", "Base", "Rate (%)", and "Total Cost". A green circle labeled "6" highlights the "+ Add item" button. Below the table is an "Additional Narrative" text area with a rich text editor, highlighted by a green circle labeled "7". The right sidebar shows "Solicitation Instructions" with a list of categories, including "Fringe Benefits" which is currently selected. At the bottom, there are "Back", "Save", and "Continue" buttons.

Enter Web-based Budget

Steps 8 – 9: Adding Sworn Officer

COPS Office

- 8) Select **Sworn Officer** and enter the position information and number of officers requested. Then enter per officer information for salary and any applicable fringe benefits for each year of the program. Fringe benefits can be entered as a percentage of salary (fixed rate) or a fixed dollar amount per year (fixed amount).
- 9) Verify the total salary and benefits – including cost per year, total per officer, and total for all officers.

NOTE: Many COPS programs limit the allowable costs to certain categories (e.g., the CHP program only allowing Sworn Officer costs). Therefore, not all category pages will be available to applicants, depending on the solicitation. Please refer to the solicitation guidelines regarding allowable costs for the respective programs.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Application Monitoring Federal Funding Privacy Policy

Grant Package (00748976) **PENDING-DRAFT** Due March 19, 2021 12:12:00 PM EDT

Actions Print

> Instructions
Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position
Position Title Position Description
Sworn Officer

> Salary
> Fringe Benefits
> Summary Totals
Total Salary and Benefits

Sworn Officer Positions
Civilian Personnel
Travel
Equipment
Supplies
SubAwards (Subgrants)
Procurement Contracts
Other Costs
Indirect Costs
Budget Summary
Budget / Financial Attachments
MOUs and Other Supportive Documents
Additional Application Components
> Disclosure And Assurances
Other

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information	Audit	Grant Package
ApplicationInfo GrantsSubmissionHeader OpportunityID O-COPS-2021-61256-QA	SolicitationID SI-61256	Solicitation Title DWA2
Application Case ID A-110490	Application Group Case ID AG-56162	SF424_2_1

Back Save Continue

Enter Web-based Budget

Steps 10 – 12: Adding Civilian Personnel

COPS Office

- 10) Select **Civilian Personnel** and enter the position information, salary, and fringe benefits.
- 11) Add/copy the position, as appropriate.
- 12) Verify the total salary and benefits—including proposed years.

The screenshot displays the JUSTgrants web application interface. The main content area shows the 'Grant Package (00748976)' details, including the status 'PENDING-DRAFT' and the due date '2021 12:12:00 PM EDT'. The 'Civilian Personnel' section is highlighted with a red circle (10). The 'Add Position' button is highlighted with a red circle (11). The 'Number of Positions' input field is highlighted with a red circle (12).

	Year 1	Year 2	Year 3
Benefits	\$0.00	\$0.00	\$0.00
Salary	—	—	—
Total	\$0.00	\$0.00	\$0.00
Civilian Position 1			
Number of Positions	1		
Total Salary and Benefits	\$0.00		

Enter Web-based Budget

Step 13: Travel Category

COPS, OJP

13) Many of the budget categories work in a similar manner. As mentioned before, the categories are determined by the solicitation requirements. The **Travel** category displays different fields from the **Personnel** category, but the data entry process is the same in both cases.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Add Year **Delete Year**

Year 1 Year 2 Year 3

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
1		Select...		\$					\$	

Travel Total Cost \$0.00 Total Non-Federal Amt (Match or Prog Inc) \$0.00 Total Federal Amount \$0.00

Back Save Continue

Enter Web-based Budget

Steps 14 – 15: Additional Narrative

COPS, OJP

- 14) As line items are entered, JustGrants tracks the total amount entered for the budget category below the line entries. This allows an application submitter to review and check totals against a spreadsheet, if desired.
- 15) The **Additional Narrative** field is not required; however, the expectation is that clear and specific explanations related to the entries in each category will be provided.

The screenshot shows the JustGrants web interface for a grant package. The package is identified as 'Grant Package (00749680)' and is in a 'PENDING-DRAFT' status. A warning message states: 'The deadline for this application has passed'. Below this, there is a table for entering budget items with columns for Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal. A summary row shows: Travel Total Cost \$0.00, Total Non-Federal Amt (Match or Prog Inc) \$0.00, and Total Federal Amount \$0.00. Below the table is an 'Additional Narrative' text area with a rich text editor toolbar. A red box highlights the summary row, and a green box highlights the 'Additional Narrative' text area. Circled numbers 14 and 15 are placed over the summary row and the text area respectively.

Enter Web-based Budget

Step 16: Indirect Cost Category

COPS, OJP

16) The Indirect Cost category is common to many solicitations. To enter indirect cost line items, enter the description, the rate, and the indirect cost rate for each line. JustGrants multiplies the rate by the indirect cost rate to achieve a total.

NOTES:

1) Questions regarding specific instructions on a category should be addressed by reviewing the solicitation for guidance, or by consulting the [DOJ Grants Financial Guide](#).

2) If the Entity Administrator has added the indirect cost rate agreement to the Entity library, use the upload feature to search the library for the agreement.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a notification banner stating "The deadline for this application has passed". The main content area is titled "Grant Package (00749680) PENDING-DRAFT" and shows the "Indirect Costs" section. A green box highlights the "Add Year" button and the "Indirect Costs" table. The table has columns for Description, Base, Indirect Cost Rate, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A summary table at the bottom shows Indirect Costs Total Cost, Total Non-Federal Amt, and Total Federal Amount, all currently at \$0.00. A sidebar on the left contains navigation links, and a sidebar on the right contains "Solicitation Instructions".

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

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$0.00	\$0.00	\$0.00

Budget Summary

COPS

Summary
Screens

For COPS Office applications, review the total project cost in the summary.

- 1) Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**
- 2) Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

Verify that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application.

NOTE: Some COPS solicitations have automatically calculated match percentage costs.

Budget Category	Total Cost	
Sworn Officer Positions	\$0.00	
Civilian or Non-Sworn Personnel	\$0.00	
Travel	\$0.00	
Equipment	\$0.00	
Supplies	\$0.00	
SubAwards	\$0.00	
Procurement Contracts	\$0.00	
Other Costs	\$0.00	
Indirect Costs	\$0.00	
Total Project Costs	\$0.00	
Federal Funds:	\$0.00	100.00%
Match Amount:	<input type="text" value="\$0.00"/>	0.00%
Program Income:	<input type="text" value="\$0.00"/>	0.00%

Budget Summary

Steps 1 – 2: OJP Multi-Year Consolidated Category Summary

Summary Screens

- 1) When reviewing the typical multi-year consolidated budget for OJP, first review the total project cost summary.
- 2) In the Budget Totals section, the Federal and Non-Federal breakout will automatically calculate based in the itemized entries. The user must identify what portion, if any, of the Non-Federal is Program Income by entering a value in that field. The default is that all Non-Federal is attributable to Match. **When entering a value for Program Income, the Match portion will automatically recalculate to not exceed 100% of Non-Federal costs.**

Typical

Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
SubAwards	\$0	\$0	\$0
Procurement Contracts	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
Total Direct Costs	\$67,876	\$58,075	\$125,951
Indirect Costs	\$0	\$0	\$0
Total Project Costs	\$67,876	\$58,075	\$125,951
Federal	\$67,796	\$58,028	\$125,824

2

1

Budget Totals		
	Total	Percentage
Total Project Cost	\$125,951	
Federal Funds	\$125,824 ▲	99.90%
Non-Federal Amount	\$127	0.10%
Match Amount	\$127 ▲	0.10%
Program Income	<input type="text" value="\$"/>	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Budget Summary

Step 3: OJP Multi-Year Consolidated Category Summary

Summary
Screens

- 3) Verify that entered values correspond with values entered in the [Standard Applicant Information](#) section of the application. If the values do not align, an error icon will display next to the value(s) with the discrepancy. By hovering over the error icon, a message will display. Click on that message for further instructions and option to update the Standard Application Information section with the Budget Totals values.

Typical

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Budget/Financial Attachments

Step 1: Budget/Financial Attachments

Budget/ Financial Attachments

- 1) In the **Budget and Financial Attachments** section, upload any documents that are required or requested to be added based on solicitation requirements. As with all attachments in the application, use the correct attachment category when uploading.

NOTE: Whether there is a web-based form, applicants can select **Budget/Financial Attachments** to add documents such as the indirect cost rate agreement.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Grant Package (00749680)' status as 'PENDING-DRAFT' with a due date of May 21, 2021. A red banner at the top states 'The deadline for this application has passed'. The 'Budget and Associated Documentation' section is expanded, showing a table with one entry: 'Pre-Agreement Costs.docx' under the 'Pre-Agreement Cost' category, created by 'justgrants024.applicationsubmitter@jgilsystem'. An 'Upload' button is visible above the table. The right sidebar shows 'Solicitation Instructions' with a checklist of items, including 'Budget and Associated Documentation' which is checked. A '1' in a green circle is placed over the 'Training Resources' link in the sidebar.

Name	Category	Created by	Application Number	Date Added
Pre-Agreement Costs.docx	Pre-Agreement Cost	justgrants024.applicationsubmitter@jgilsystem		11/22/2022



MOUs and Other Supportive Documents

MOUs and Other Supportive Documents

Steps 1 - 2

MOUs

- 1) Select Memoranda of Understanding (MOUs) and Other Supportive Documents.
- 2) Select the **Upload** button and follow the prompts to upload a document.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features an "Upload" button highlighted with a green box and a "2" in a circle. Below the upload area, a progress bar shows the current step as "COMPLETE AND SUBMIT". To the right, the "Solicitation Instructions" sidebar is visible, with the "MOUs and Other Supportive Documents" option highlighted with a green box and a "1" in a circle. The interface also includes a navigation menu on the left, a top navigation bar with the JUSTgrants logo, and a bottom navigation bar with "Back", "Save", and "Continue" buttons.

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-SMART-2019-13143-STG			SI-113143	
Application Case ID		Application Group Case ID		SF424_2_1
A-260456		AG-100067		
Grant Manager				

MOUs and Other Supportive Documents

Step 3

Upload a File

- 3) Drag and drop the file or use the **Select file(s)** button to upload the document.

The screenshot displays the JUSTgrants application submission 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. The interface is divided into several sections: a left sidebar with navigation options like Home, Entity Profile, and Applications; a central main area with a list of document categories such as 'Pre-Agreement Cost', 'Non-competitive Justification', and 'Indirect Cost Rate Agreement'; and a right sidebar with 'Solicitation Instructions' and 'Participants (3)'. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a dashed box for file upload, a paperclip icon, and a 'Select file(s)' button. A green circle with the number '3' is overlaid on the 'Indirect Cost Rate Agreement' category in the main area, indicating the current step in the process. The dialog box also includes 'Cancel' and 'Attach' buttons at the bottom.

MOUs and Other Supportive Documents

Steps 4 - 5

Verify the
Category

- 4) Change the attachment name if needed. Pay attention to the file category. The file category indicates in which section of the application the file will be stored.
- 5) Select **Attach**.

The screenshot shows the JUSTgrants application interface. A modal dialog titled "Attach file(s)" is open. The dialog contains a "Drag and drop files here" area with a paperclip icon, circled with a green "4". Below this is a "Select file(s)" button. A table is displayed with the following columns: "Name", "File", and "Category". The table has one row with the following data: "Pre-Agreement Costs" in the "Name" column, "Pre-Agreement Costs.docx" in the "File" column, and "Pre-Agreement Cost" in the "Category" column. The "Attach" button is circled with a green "5".

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

MOUs and Other Supportive Documents

Steps 6 - 7

[View the File](#)

- 6) The file is attached in the section of the application that corresponds with the file category selected upon upload.
- 7) Continue uploading all MOUs and Other Supporting Documents as required by the solicitation.

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

[Upload](#)

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

6

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

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-SMART-2019-13143-STG			SI-113143	
Application Case ID		Application Group Case ID		SF424_2_1
A-260456		AG-100067		
Grant Manager				

Participants (4)

- justgrants024.multipleroles.igjitsex AuthorizedRepresentative
- AC Amy Callaghan Entity Administrator

Back Save Continue



Additional Components

Additional Components

Steps 1 - 4

Additional Components

- 1) Select **Additional Application Components**.
- 2) Select the subsection. **NOTE:** the subsections are customized for each solicitation. These are sections that are marked as critical components in the solicitation.
- 3) Most additional components display an **Upload** button. This allows the Application Submitter to upload a document from their computer.
- 4) In some cases, the relevant document may be saved in the Entity Documents library. Use the **Profile** button to locate an Entity Document.

Grant Package (00774779) **PENDING-DRAFT** Due July 30, 2023 12:31:00 PM EDT

Additional Application Components

2

3

4

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

1

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022
Application Case ID	Application Group Case ID			SF424_2_1

Additional Components

Steps 5 - 6

Upload Entity Document

- 5) Select the check box corresponding to the Entity Document(s) to attach to the application.
- 6) Select the **Attach** button.

The screenshot displays the JUSTgrants application interface. A modal dialog titled "Select a file from my Entity Profile" is open, showing a table of files available for upload. The table has columns for Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. A green circle highlights the number "5" in the top left corner of the dialog, and another green circle highlights the number "6" in the bottom right corner, next to the "Attach" button.

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Job Aid - Creating and Using Bookmarks_comments.docx	LegacyAttachments					4/20/22	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test Data 1.pdf	LegacyAttachments			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test Data.xlsx	Budget Indirect Cost Rate Agreement			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test data 02.pdf	Budget Financial Management Questionnaire			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Email Template 1 JustGrants.pdf	File					11/4/20	tae song

Additional Components

Steps 7 - 8

Upload Files

7) For this solicitation, the applicant may need to complete additional sections. Select each caret to expand the section.

- Tribal Authorizing Resolution
- Letters of Support
- Letter of Non-supporting
- Proof of 501 (c) Status (Nonprofit Organization Only)
- Confidentiality Notice Form
- Additional Attachments

8) Select **Upload** and follow the prompts to attach a document.

NOTE: There may be customized subsections added in the solicitation.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package' for '00782039' in 'PENDING-DRAFT' status, with a due date of October 31, 2023, 11:33:00 AM EDT. The 'Tribal Authorizing Resolution' section is expanded, and an 'Upload' button is highlighted with a green box. Below this, a table lists a document titled 'Supporting Documentation.docx' with the category 'Tribal Authorizing Resolution'. The 'Additional Attachments' section is also visible. The right sidebar shows 'Solicitation Instructions' and 'Participants (3)'. The bottom navigation bar includes 'Back', 'Save', and 'Continue' buttons.

Name	Category	Created by	Application Number	Date Added
Supporting Documentation.docx	Tribal Authorizing Resolution	justgrants024.applicationsubmitter jgitsext	---	11/25/2022



Disclosures and Assurances

Disclosures and Assurances

Steps 1 - 3

Lobbying Disclosure

- 1) Select Disclosures and Assurances.
- 2) Select Disclosure of Lobbying Activities.
- 3) Click on the attachment. The attachment is the SF-LLL form submitted in Grants.gov.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00774544)' in a 'PENDING-DRAFT' status, due on July 25, 2023. The 'Disclosure of Lobbying Activities' section is active, showing a table with one attachment: 'Form SFLLL_2_0-V2.0.pdf' in the 'LobbyingActivitiesDisclosure' category, created on 06/08/2022. A progress bar indicates the current step is 'COMPLETE AND SUBMIT'. The right-hand panel shows 'Solicitation Instructions' with a tree view where 'Disclosure And Assurances' is expanded, and 'Disclosure Of Lobbying Activities' is selected. A sidebar on the left contains navigation links, with 'Entity Documents' highlighted by a green circle containing the number '3'. Another green circle containing '1/2' highlights the 'Disclosure Of Lobbying Activities' link in the instructions panel. The bottom of the interface includes 'Back', 'Save', and 'Continue' buttons.

Disclosures and Assurances

Step 4

Duplication Disclosure

- 4) Select **Disclosure of Duplication In Cost Items**. In OJP, this is formerly known as a disclosure of pending applications. Review current awards that are covered for federal assistance. This is where it is necessary to disclose if there are any pending applications active in the past 12 months.

NOTE: The applicant will check **Yes** or **No** if this has occurred in the past 12 months. If **Yes**, add items to a chart to state the federal or state funding agency, and solicitation name/project name.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The central focus is the "Disclosure of Duplication in Cost Items" section, which contains two radio button options:

- 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.

Below the options is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREA. The "COMPLETE AND SUBMIT" step is highlighted with a green circle containing the number "4".

To the right, the "Solicitation Instructions" sidebar is visible, with "Disclosure of Duplication in Cost Items" selected and highlighted in green. Other instructions include Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Disclosure Of Lobbying Activities, DOJ Certified Standard Assurances, DOJ Certifications Regarding Lobbying, Other Disclosures and Assurances, Declaration and Certification to DOJ as to Application Submission, Other, and Certify and Submit.

At the bottom of the form, there are "Back", "Save", and "Continue" buttons. A table below the disclosure options provides application details:

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022
Application Case ID		Application Group Case ID		SF424_2_1
A-400391		AG-128247		
Grant Manager				

Disclosures and Assurances

Step 5

Cost Items Disclosure

5) If **Yes**, add the duplication in cost item by selecting **Add Item** and inserting the following:

- Federal or State Funding Agency
- Solicitation Name/Project Name
- Grantor POC Name
- Grantor POC Phone
- Grantor POC Email

To delete items or rows, highlight the row and select **Delete**.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Disclosure of Duplication in Cost Items". It contains two radio button options: "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." and "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." The "Yes" option is selected. Below the text is a table with five columns: "Federal or State Funding Agency", "Solicitation Name/Project Name", "Grantor POC Name", "Grantor POC Phone", and "Grantor POC Email". The table has a header row and one empty data row. A green box highlights the table. To the left of the table, a circled number "5" is present. To the right of the table, there is a "Solicitation Instructions" sidebar with a list of items, including "Disclosure of Duplication in Cost Items", which is highlighted with a green box. At the bottom of the page, there is a navigation bar with "Back", "Save", and "Continue" buttons.

Disclosures and Assurances

Step 6

Standard Assurances

- 6) Select DOJ Certified Standard Assurances.
 - a) Select the **Acknowledge** box.

The screenshot displays the JUSTgrants Justice Grants System interface. The page title is "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area contains a text block with a highlighted section. A green circle with the number "6" is placed over the "Acknowledge" checkbox in the highlighted text. The highlighted text reads: "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

Signing Date / Time

Buttons: Back, Save, Continue

Disclosures and Assurances

Step 7

Lobbying Certifications

- 7) Select DOJ Certifications Regarding Lobbying.
 - a) Select the Acknowledge box.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package (00774779)' in 'PENDING-DRAFT' status, due on July 30, 2023. The text includes a section on 'COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS' and a paragraph of legal acknowledgment. A green circle with the number '7' highlights a checkbox labeled '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.' Below this text are fields for 'SignerID', 'Signing Date / Time', and buttons for 'Back', 'Save', and 'Continue'.

Disclosures and Assurances

Steps 8 - 9

Disclosures & Assurances

- 8) Select **Other Disclosures and Assurances**. Use this section to upload any additional disclosures and assurances per the directions outlined in the solicitation.
- 9) Select the **Upload** button and follow the prompt.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Other Disclosures and Assurances" and contains an "Upload" button, which is circled in green and labeled with the number 9. Below the button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface also shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar, there is a table with application information:

Information	Grant Package	Application Versions
ApplicationInfo	GrantSubmissionHeader	OpportunityID
O-OVW-2022-171485-STG		SI-171485
SolicitationID		Solicitation Title
SI-171485		FY2022
Application Case ID	Application Group Case ID	SF424_2_1
A-400391	AG-128247	
Grant Manager		

The "Solicitation Instructions" sidebar on the right lists various requirements, with "Other Disclosures and Assurances" highlighted in green and labeled with the number 8. Other items in the list include Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure Of Lobbying Activities, Disclosure of Duplication in Cost Items, DOJ Certified Standard Assurances, and DOJ Certifications Regarding Lobbying. At the bottom of the sidebar, there are buttons for "Save" and "Continue".

Disclosures and Assurances

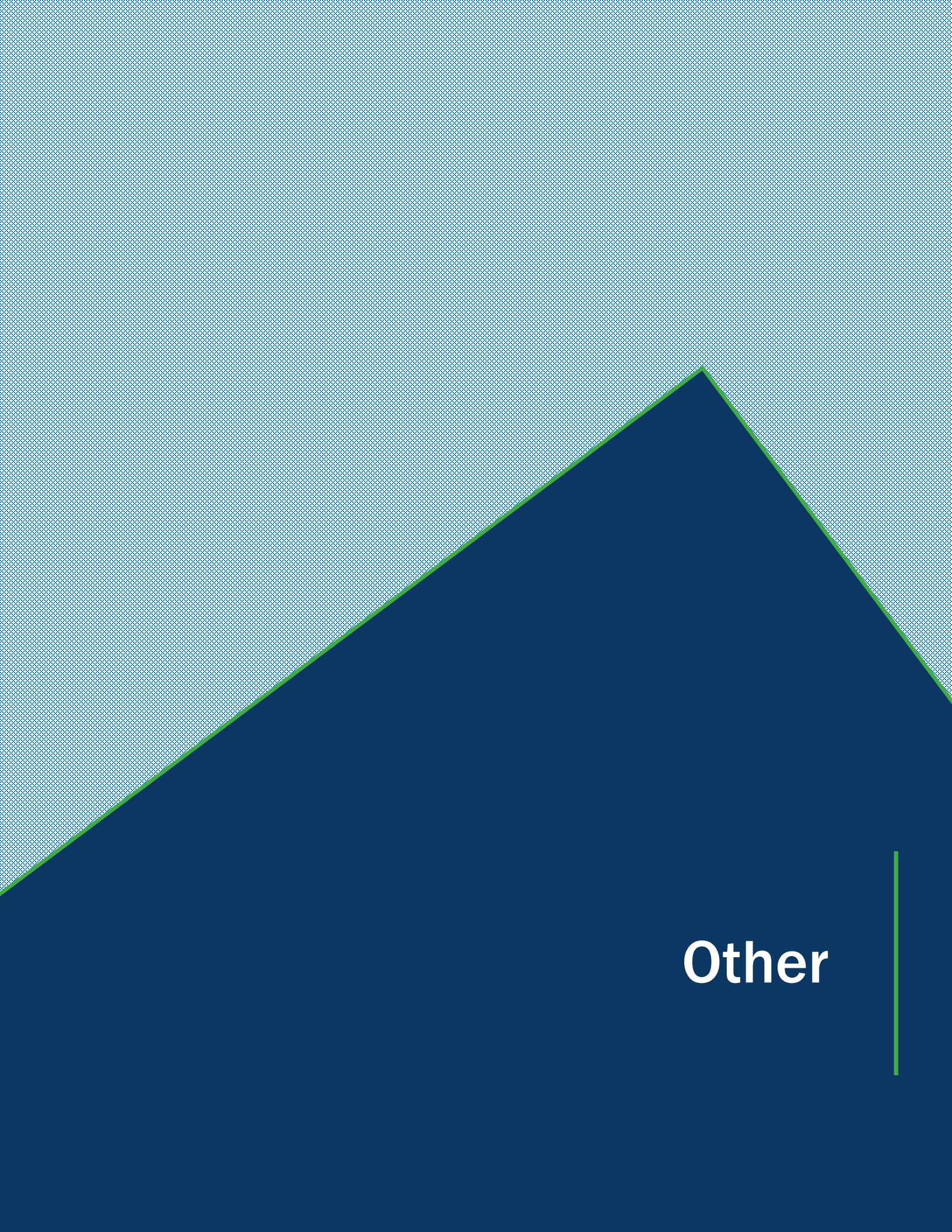
Steps 10 - 11

Declaration & Certification

10) Select Declaration and Certification to DOJ as to Application Submission.

11) Select the Acknowledge box.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The section is "Declaration and Certification to the U.S. Department of Justice as to this Application Submission". It contains three numbered paragraphs of text regarding the declaration and certification process. Below the text, there is a checkbox labeled "I agree with the above statements." which is highlighted with a green circle and the number "11". A "SignerID" field is also present. On the right side, a navigation menu lists various application components, with "Declaration and Certification to DOJ as to Application Submission" highlighted in blue. At the bottom, there are "Back", "Save", and "Continue" buttons.



Other



Other Attachments

Steps 1 - 2

Other Attachments

- 1) Select **Other**.
- 2) Select the **Upload** button and follow the prompts to upload a document from the computer.

NOTE: Other attachments are files that are not required in other sections of the application. For example, a proposal narrative should be found in the Proposal Narrative section, not Other Attachments.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00774779) PENDING-DRAFT" with a due date of "Due July 30, 2023 12:31:00 PM EDT". The "Other" section is highlighted with a green box and a "2" in a circle, containing an "Upload" button also highlighted with a green box. Below the "Other" section is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGE. The "Information" tab is active, showing a table with application details:

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-OVW-2022-171485-STG			SI-171485	FY2022
Application Case ID		Application Group Case ID		SF424_2_1
A-400391		AG-128247		
Grant Manager				

The "Solicitation Instructions" sidebar on the right shows a list of sections: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other. The "Other" option is highlighted with a green box and a "1" in a circle. Below the sidebar is a "Participants (3)" section listing users: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants024.authorizedrep (Authorized Representative). The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.



Application Submission

Application Submission

Steps 1 - 4

Certify and Submit

- 1) Select **Certify and Submit**.
- 2) Review the application by selecting the carets to the left of the application section accordion file.
- 3) Items that are marked with a red asterisk are required components. It is not possible to submit the application until the section is complete, or an attachment is included.
- 4) Select the **Check for Errors** button.

NOTE: Select the caret (>) to the left of any section to open and review the section prior to certifying and submitting.

Application Submission

Steps 5 - 6

Check for Errors

- 5) Open the caret next to the error message at the top of the page to list all application errors.
- 6) Open all accordion files with a red triangle error indicator to view specific errors.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a 'Check for Errors' button. The main content area shows a 'Grant Package (00774544)' in 'PENDING-DRAFT' status, due on July 25, 2023. A red banner at the top of the main content area contains a red triangle error indicator and the text 'Expand to view errors', which is circled with a green '5'. Below this, the 'Certify and Submit' section is visible, with an accordion menu item 'Standard Applicant Information (JGITS 424 and General Agency Information)' also circled with a green '6'. The right sidebar shows 'Solicitation Instructions' and 'Participants (2)'. The bottom of the page features a 'Back' button and 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Step 7

Read Error Message

- 7) Read through the error messages to understand all required corrections. The details to locate errors in the application are found in the corresponding accordion files.

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 shows a 'Grant Package (00774544)' in a 'PENDING-DRAFT' status, with a due date of July 25, 2023, at 9:42:00 AM EDT. A sidebar on the left contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring (highlighted with a green circle and the number 7), Federal Forms, and Training Resources. The main content area features a red error message box with the text: 'Expand to view errors' followed by a list of instructions: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.' Below the error message is the 'Certify and Submit' section, which includes a 'Standard Applicant Information (JGITS 424 and General Agency Information)' field with a red warning icon, and 'Proposal Abstract' and 'Proposal Narrative' fields. A 'Solicitation Instructions' sidebar on the right lists various sections and a 'Certify and Submit' button. At the bottom, there are 'Back', 'Save', 'Check for Errors', and 'Submit' buttons.

Application Submission

Steps 8 - 9

Open Subsections

- 8) Within a section, there may be errors within the subsections, which are indicated by a triangular red error indicator.
- 9) Select an error indicator to view the fields that require correction.

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 (00774544) PENDING-DRAFT" with a due date of "Due July 25, 2023 9:42:00 AM EDT". A red banner with a downward arrow indicates "Expand to view errors". Below this, a list of instructions is provided: "Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the 'Verify Legal Name and Address' section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. Please return to the DOJ Certified Standard Assurances section and acknowledge the form." Below the instructions, the "Certify and Submit" section is visible, containing a list of subsections: "Standard Applicant Information (JGITS 424 and General Agency Information)", "Standard Applicant Information", "Authorized Representative", and "Verify Legal Name and Address". Each subsection has a red error indicator (a triangle) and a link to "Edit application". A green box highlights the "Authorized Representative" and "Verify Legal Name and Address" subsections, and a green circle with the number "9" is placed next to it. The bottom of the page features a "Privacy Policy" link, a "Back" button, and "Save", "Check for Errors", and "Submit" buttons.

Application Submission

Steps 10 - 11

Correct Errors

10) The error will be explained in a message at the top of the page next to the warning icon.

11) The section with the error will display and show the error.

The screenshot displays the JUSTgrants application submission interface. At the top left, the JUSTgrants logo and 'JUSTICE GRANTS SYSTEM' are visible. The main header shows 'Grant Package (00774544)' with a 'PENDING-DRAFT' status and a due date of 'July 25, 2023 9:42:00 AM EDT'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A top navigation bar contains 'Home', 'Entity Profile', 'Entity Users', 'Entity Documents', 'Applications', 'Monitoring', 'Federal Forms', and 'Training Resources'. A top right navigation bar includes 'Actions' and a warning icon. A red warning icon and message are highlighted with a green box and labeled '10'. The message reads: 'Authorized Representative Operator ID: The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user.' Below this, the 'Confirm Authorized Representative' section is highlighted with a green box and labeled '11'. It contains a heading, a paragraph explaining the requirement, and a dropdown menu for 'Select Authorized Representative' with options: '(Select One)', 'justgrants024.multipieroles.jgitsext', and 'justgrants024.authorizedrep.jgitsext'. A progress bar at the bottom shows steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is active. Below the progress bar are tabs for 'Information', 'Grant Package', and 'Application Versions'. A 'Back' button is at the bottom left. On the right, 'Solicitation Instructions' are listed, with 'Confirm Authorized Representative' selected. Below that, 'Participants (2)' are listed, including 'JohnElectronicBusinessPoc Doe'. At the bottom right, there are 'Save' and 'Continue' buttons.

Application Submission

Step 12

Submit

12) Once all errors have been corrected, select the **Submit** button on the bottom right. Upon submitting, a notification in the “bell” alerts indicates that the application has been submitted.

NOTE: It is recommended to print the application before submitting it. However, the Application Submitter can print an application at any time. Refer to the *Printing an Application in JustGrants* Quick Reference Guide (QRG) for further details.

The screenshot displays the JUSTgrants application submission interface. The top left features the JUSTgrants logo and a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main header shows the Grant Package ID (00774544) in a PENDING-DRAFT status, with a due date of July 25, 2023, at 9:42:00 AM EDT. The central content area is titled 'Certify and Submit' and includes sections for Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, and Additional Attachments. A red banner above the main content area indicates 'Expand to view errors'. On the right side, there are 'Solicitation Instructions' and 'Participants (2)' listed, including 'JohnElectronicBusinessPoc.Doe, Entity Administrator'. At the bottom right, there are buttons for 'Save', 'Check for Errors', and 'Submit'. A green circle highlights the number '12' in the bottom right corner, and a green box highlights the 'Submit' button.

Application Submission

Step 13

Validation Checks

13) JustGrants validates the following to successfully route the application:

- In the Budget worksheet, the federal amount needs to match the federal amount on the standard information screen or SF-424. If it does not, there will be an error. The federal amount can be changed in the Project Information Section of the Standard Applicant Information.
- All required items have been submitted.
- All certifications have been submitted.

NOTE: Once the application is submitted, the Application Submitter(s), Authorized Representative, and Entity Administrator receive an email confirming the application was submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. A green box highlights a confirmation message at the top of the page: "Thank you! The next step in this case has been routed appropriately." The number "13" is circled in the left sidebar. The main content area shows details for a "Grant Package (00774387)" with a status of "SUBMITTED". A note is overlaid on the screen: "NOTE: In the event of successful validations, a confirmation notification appears at the top of the page." The right sidebar lists participants, including the Entity Administrator, Authorized Representative, and Application Submitter.



Recall Application

Recall Application

Step 1

Locate Submitted Application

An application can be recalled PRIOR TO THE JUSTGRANTS DEADLINE for further work if it has been submitted prematurely.

A recalled application **MUST BE RESUBMITTED** prior to the JustGrants deadline.

1) Select the **Application ID** for the application to recall.

NOTE: Only the assigned Application Submitter can recall a submitted application.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications. The table has columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00770034 and status 'Submitted' is highlighted with a green box, and a circled '1' is placed next to it. The table also shows other applications with status 'Draft' and 'Submitted'.

Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
GRANT00774386	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Draft	COPS	Programmatic	
GRANT00774387	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Draft	COPS	Programmatic	
GRANT00774388	justgrants024.applicationsubmitter jgitsext	justgrants024.multipleroles jgitsext	Draft	COPS	Programmatic	
GRANT00770034	justgrants024.applicationsubmitter jgitsext	justgrants024.authorizedrep jgitsext	Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024
GRANT00770034	justgrants024.applicationsubmitter jgitsext		Submitted	OVW	Programmatic	03/20/2024

Recall Application

Step 2

Select Recall Application

2) Select Recall Application from the Actions Menu.

The screenshot displays the JUSTgrants Justice Grants System interface. 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 is a table with the following data:

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

An 'Actions' menu is open on the right side of the page, listing several options. The 'Recall Application' option is highlighted with a green box. A green circle with the number '2' is placed over the 'Recall Application' option. The 'Actions' menu also includes options like 'Refresh', 'Fix Correspondence', 'Resend Correspondence', 'Reject Selected Correspond...', 'Transfer assignment', 'Save', 'Print', and 'Close'. The 'Close' option is further expanded to show 'Programme Application Submitter', 'jgitsxt', and 'Application Submitter'.

Recall Application

Steps 3 - 4

Enter Reason for Recall

- 3) Type a reason for the recall in the Recall Application Confirmation pop-up window
- 4) Select **Submit**.

NOTE: All information regarding the recall of a submitted application is captured in the audit trail.

NOTE: The assigned application submitter, Authorized Representative, and Entity Administrator will receive an email notification that the application was recalled and is no longer considered to be submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. A 'Recall Application Confirmation' dialog box is open, overlaid on the application details page. The dialog box contains the following text: '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.' Below this text is a text input field labeled 'Reason *' with a red asterisk indicating it is required. The input field is highlighted with a green border, and a circled '3' is placed next to it. Below the input field is a red error message: 'Value cannot be blank'. At the bottom of the dialog box are 'Cancel' and 'Submit' buttons. The background application page shows details for 'Grant Package (00770034)' with a 'SUBMITTED' status and a due date of 'March 20, 2024 3:30:00 PM EDT'. The left sidebar contains navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The right sidebar shows 'Recent documents (0)' and 'Participants (3)'.

Recall Application

Step 5

Use Begin Button to Open

- 5) Select the **Begin** button in the **Assignments** screen to begin editing the recalled application.

NOTE: While the application is in a **Recalled** state, the application will appear in the assigned user's **My Worklist**.

Once the recalled application has been resubmitted, it will no longer appear in the Worklist, but will be found in the **Applications** menu.

The **Recalled Flag** displays while the application is in Pending-Draft status or if the deadline passes and the application was not submitted.

Once an application is submitted, the **Recalled** flag will no longer appear.

NOTE: A Recalled indicator appears in the application header.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Recalled' indicator in a red box. The main content area shows the 'Assignments' screen for a 'Grant Package' (00770034) in 'PENDING-DRAFT' status. A table lists tasks and their assigned users. A green circle with the number '5' highlights the 'Begin' button in the 'Assigned to' column for the first task. The right sidebar shows 'Recent documents (0)' and 'Participants (4)'. The bottom section displays application information, including Application Case ID (A-399756) and Solicitation Title (Ashif Print Preview).

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

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

Recall Application

Step 6

Edit the Application

- 6) Use the **Continue** button to navigate to any section of the application that needs modification and make all edits.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a notification bell. The left sidebar contains menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package (00770034)' in a 'PENDING-DRAFT' status, with a 'RECALLED' label and a due date of 'March 20, 2024 3:30:00 PM EDT'. The application is divided into sections: 'Standard Applicant Information' (Funding Opportunity), 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section includes fields for Federal Agency Name (Office on Violence Against Women), Funding Opportunity Number (O-OVW-2022-169635-STG), Funding Opportunity Title (Ashif Print Preview), Competition Identification Number, Competition Identification Title, and Due Date (March 20, 2024 3:30:00 PM EDT). The 'CFDA Information' section includes CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes Project Title (Ashif Iqbal Peer Review Print Preview Test), Proposed Project Start Date (10/1/2020), and Proposed Project End Date (9/30/2022). A 'Solicitation Instructions' sidebar on the right lists various steps, with 'Standard Applicant Information' expanded. Below this, 'Participants (4)' are listed, with a green circle highlighting the number '6'. At the bottom right, a 'Continue' button is highlighted with a green box, and a 'Save' button is also visible.

Recall Application

Steps 7 - 10

Re-Submit the Application

- 7) Use the **Check for Errors** button to verify the completeness of the application.
- 8) Correct any errors that are returned.
- 9) Select the **Save** button to save any edits without submitting the application.
- 10) Select the **Submit** button to resubmit the application.

NOTE: A recalled application **MUST** be resubmitted prior to the JustGrants deadline.

The screenshot shows the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Grant Package (00770034)' and shows a 'PENDING-DRAFT' status with a 'RECALLED' label. The 'Certify and Submit' section contains a list of application components to be reviewed: 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 is visible on the right, listing the same components. Below the instructions, there is a 'Participants (4)' section showing a participant named JohnElectronicB Doe with a '10' rating. At the bottom of the interface, there are three buttons: 'Save', 'Check for Errors', and 'Submit'. A green box highlights these buttons.



Appendix



Attachments



Application Attachments

Application Submitters can attach these items to applications.

Attach the following items as required to award deliverables for DOJ review.

 Attachments	
 Additional Application Components Other	 Additional Project Title Information
 Application Attachments	 Areas Affect by Project
 Bibliography/References	 Budget Consultant Rate Justification
 Budget Financial Management Questionnaire	 Budget Indirect Cost Rate Agreement
 Budget Non-competitive Justification	 Budget Other
 Budget Pre-Agreement Cost	 Budget Sole Source Justification
 Budget Worksheet	 Confidentiality Notice Forms
 Correspondence	 Curriculum Vitae or Resumes
 Delinquent Debt Explanation	 Disclosure of Process related to Executive Compensation
 Disclosures and Assurances	 File
 Human Subjects Protection	 Letter of Non-supplanting
 Letters of Support	 List of individuals in the Application
 Lobbying Activities Disclosure	 MOU Document
 Opportunity Zone	 Other Attachment
 Other Project Period GAM Attachment	 Privacy Certificate
 Program/Project Congressional Districts	 Project Timeline
 Proof 501 (C) Status (Nonprofits only)	 Proposal Narrative
 Request to Use Incentives or Stipends	 Tool, Instruments, Questionnaires, Tables, Maps
 Tribal Authorizing Resolution	



**SAM.gov and
Grants.gov**

What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added/updated in SAM.gov generally appears in JustGrants the following day. due to changes in 2022, entity validation for first time registrations AND renewals may take longer than it did in the past. **START EARLY!** Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and must be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is reactivated.

4

For more information

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

5

Grants.gov is a website for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov is a central website where federal agencies can post discretionary funding opportunities for grantees to easily find and submit applications.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

- 1 Helps the grant community learn about available opportunities.
- 2 Facilitates interaction with the Federal Government.
- 3 Simplifies grant application, saving money, time, and hassle.
- 4 Makes researching and finding federal grants easier.
- 5 Makes electronic grant application processing easier.
- 6 Provides a secure, reliable source to apply for federal grants.

May 2024
Version 3.5



JUSTgrants
JUSTICE GRANTS SYSTEM