Application Submission

Job Aid Reference Guide
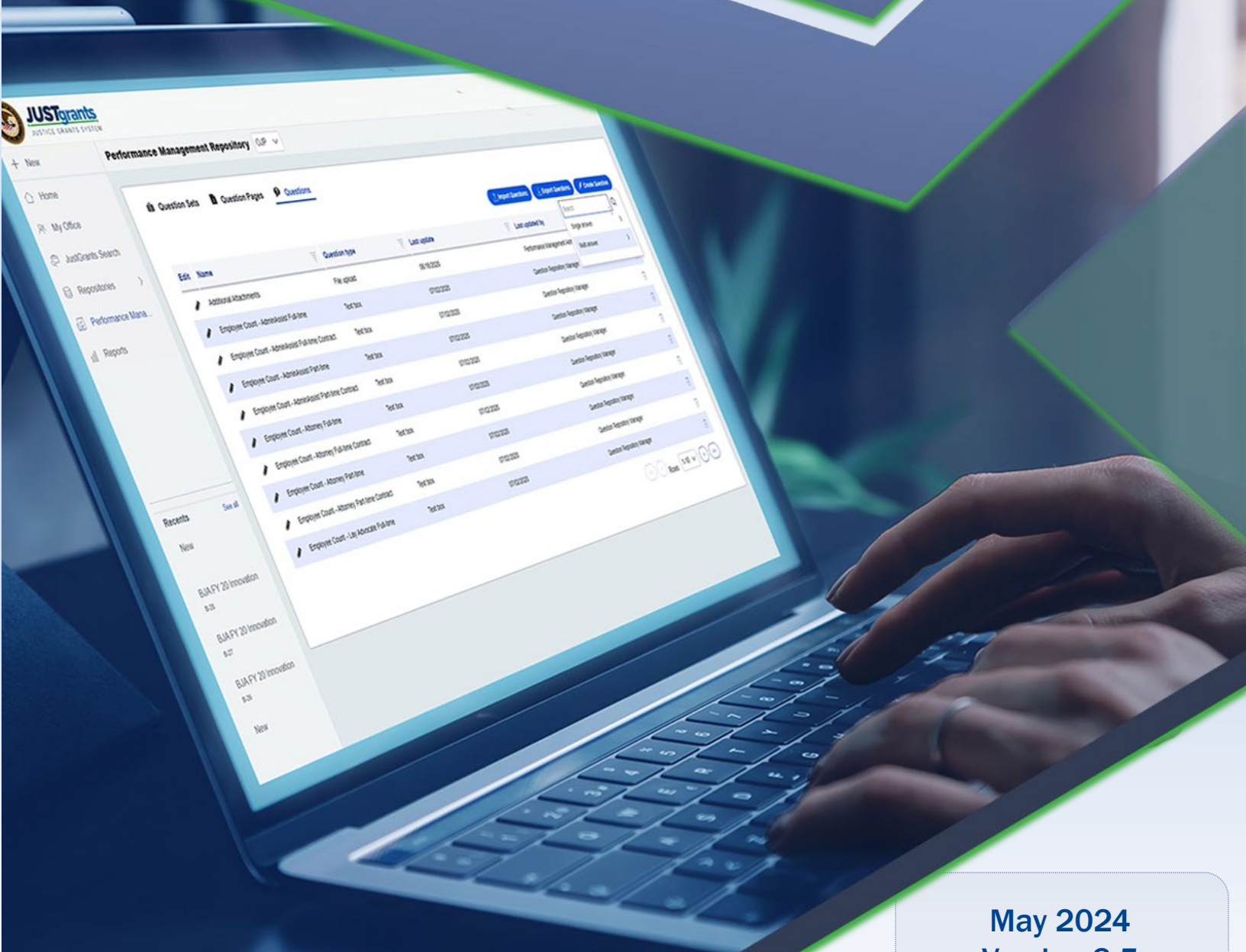
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Welcome

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**

Home

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
- ➢ One deadline for JustGrants

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

Home

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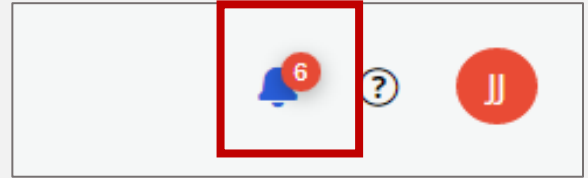
Bell Notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Notifications regarding multiple application submitters are created when:

- 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

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.

Single Submitter Application

Step 3

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.

Single Submitter Application

Step 4

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

Locate an Application: Multiple Application Submitters

Multiple Submitter 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 locate the application in their worklist. The other Application Submitter(s) will locate the application from the **Applications** menu.

Multiple Submitter Application

Step 2

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

Multiple Submitter Application

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

Multiple Submitter Application

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.

Multiple Submitter Application

Step 5

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

Step 6

6) 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.

Home

Multiple Submitter Application

Step 7

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

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.

Duplicate Application Submissions

Step 1

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.

Home

Cancel an Application

Cancel the Application

Steps 1 – 2

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.

Cancel the Application

Step 3

Actions Menu

3) Select the **Actions Menu.**

Cancel the Application

Step 4

Cancel Application

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

Home

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.

6)   Select the **Continue** button.

Cancel the Application

Application
Canceled

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

Complete Application Data Entry

Navigate the Application

Navigate the Application

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.

Navigate the Application

Application ID

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

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

Navigate the 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.

Navigate the Application

Step 5

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

Navigate the Application

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.

Edit Application: Multiple Application Submitters

Edit Application

Steps 1 - 2

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?**"

Edit Application

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

Edit Application

Step 4

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.

Home

Edit Application Message

Multiple Submitters

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 ▾

P | Start a conversation

Choose Files | No file chosen

📎   ⓘ

💬

No posts yet

Standard Applicant Information

Standard Applicant Information

Step 1

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.

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

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.

Confirm Authorized Representative

Step 3

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.

Confirm Authorized Representative

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.

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.

Home

Verify Legal Name and Address

Verify Legal Name and Address

Steps 1 - 3

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.

Proposal Abstract

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.

Proposal Abstract

Step 2

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.**

Proposal Narrative

Proposal Narrative

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.**

Proposal Narrative

Step 2

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.

Proposal Narrative

Steps 3 - 4

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.

Proposal Narrative

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.

Proposal Narrative

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.

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.

Home

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.

Proposal Narrative

Steps 11 - 12

<div style="text-align: right; border: 1px solid; display: inline-block;">Enter Deliverables</div>

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**.

Proposal Narrative

Steps 13 - 14

<div style="float:right; border:1px solid #333; padding:8px; text-align:center;">
Save Goal and Add Another
</div>

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.

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

Home

Budget and Associated Documentation Attachment

Upload Budget Attachment

Step 1

<div style="border:1px solid #000; padding:8px;">

Attach a Budget File

</div>

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.

Home

Upload Budget Attachment

Step 2

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

Home

Upload Budget Attachment

Steps 3 - 4

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**.

Upload Budget Attachment

Step 5

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.

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Budget and Associated Documentation Web-based Form

Enter Web-based Budget

Overview

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.

Home

Enter Web-based Budget

Steps 1 – 3: Adding Conference Costs

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.

Home

Enter Web-based Budget

Add and Delete Year

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.
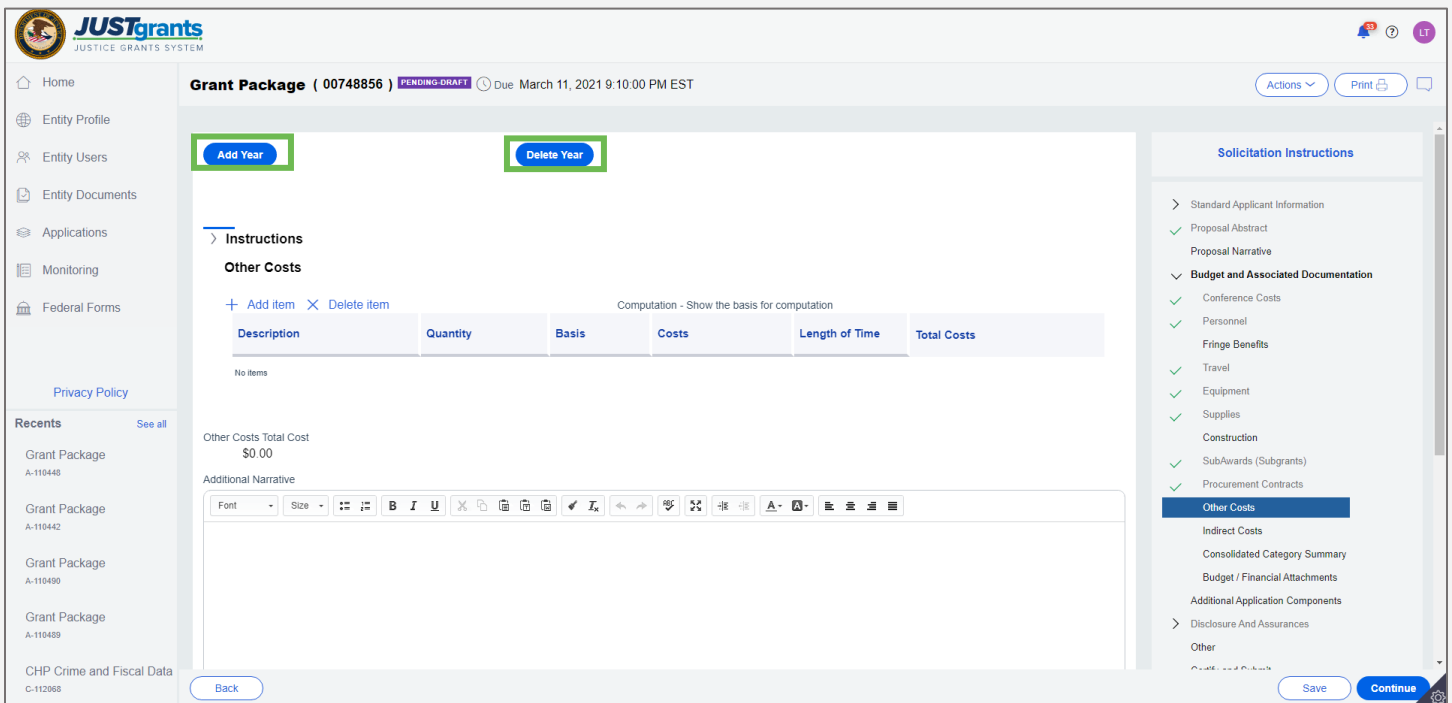
Enter Web-based Budget

Steps 4 – 5: Adding Personnel

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.

Enter Web-based Budget

Steps 6 – 7: Adding Fringe

6)   Select **Fringe** and then select **+Add Item** to add names and costs for fringe.

7)   Enter a narrative description for the fringe costs.

Enter Web-based Budget

Steps 8 – 9: Adding Sworn Officer

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.

Enter Web-based Budget

Steps 10 – 12: Adding Civilian Personnel

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.

Home

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.

Enter Web-based Budget

Steps 14 – 15: Additional Narrative

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.

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.

Budget Summary

COPS

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 Summary

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

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

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	$	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

Home

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

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.

MOUs and Other Supportive Documents

MOUs and Other Supportive Documents

Steps 1 - 2

1) Select **Memoranda of Understanding (MOUs) and Other Supportive Documents.**

2) Select the **Upload** button and follow the prompts to upload a document.

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.

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**.

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.

Additional
Components

Additional Components

Steps 1 - 4

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.

Additional Components

Steps 5 - 6

5) Select the check box corresponding to the Entity Document(s) to attach to the application.

6) Select the **Attach** button.

Additional Components

Steps 7 - 8

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.

Home

Disclosures and Assurances

Disclosures and Assurances

Steps 1 - 3

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.

Home

Disclosures and Assurances

Step 4

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.

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**.

Disclosures and Assurances

Step 6

6) Select DOJ **Certified Standard Assurances.**

   a) Select the **Acknowledge** box.

Home

Disclosures and Assurances

Step 7

7) Select **DOJ Certifications Regarding Lobbying.**

   a) Select the **Acknowledge** box.

Disclosures and Assurances

Steps 8 - 9

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.

Disclosures and Assurances

Steps 10 - 11

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

11) Select the **Acknowledge** box.
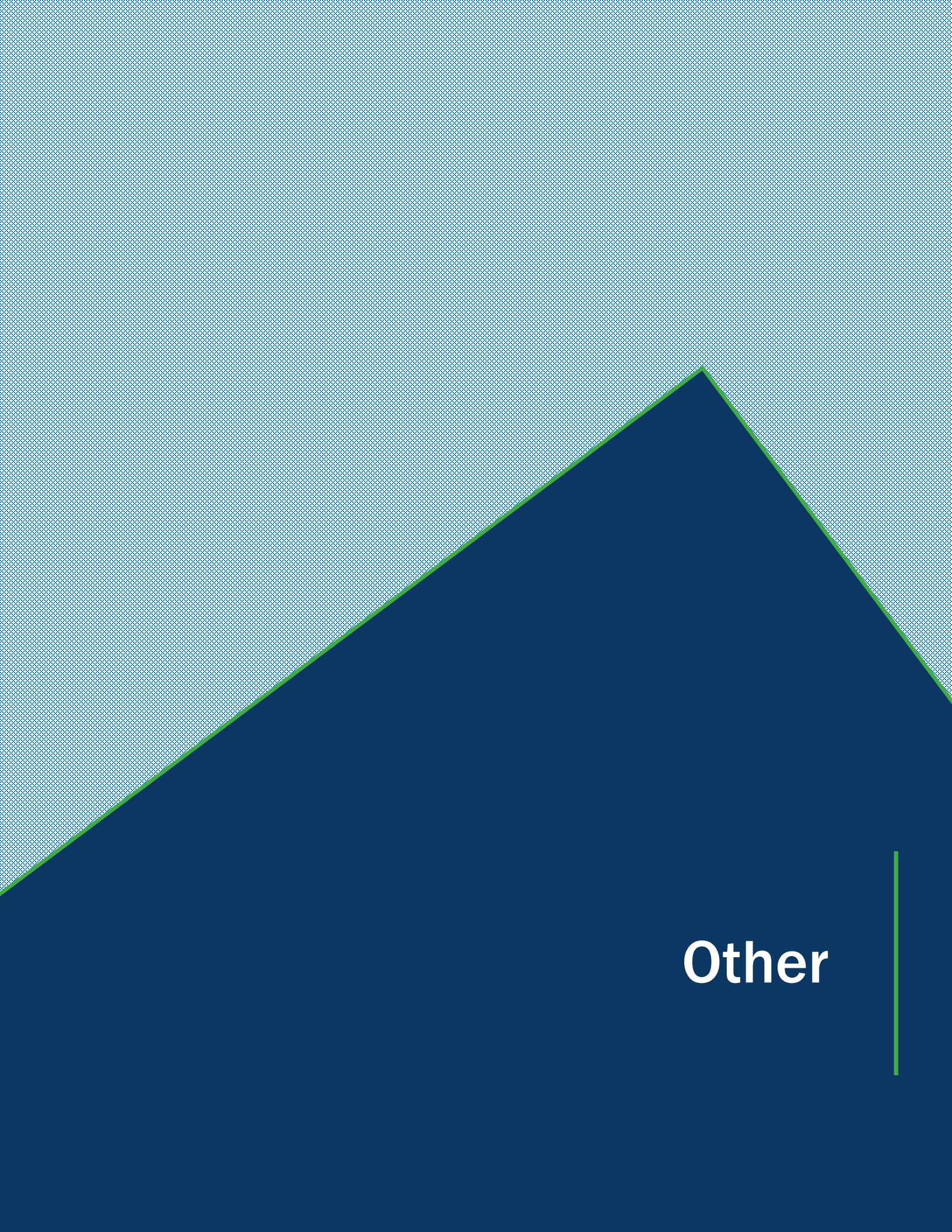
Other

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.

Application
Submission

Application Submission

Steps 1 - 4

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

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.

Application Submission

Step 7

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.

Application Submission

Steps 8 - 9

<div style="border:1px solid #000; padding:8px; text-align:center;">
Open Subsections
</div>

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.

Application Submission

Steps 10 - 11

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.

Home

Application Submission

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.

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.

NOTE: In the event of successful validations, a confirmation notification appears at the top of the page.

Recall Application

Recall Application

Step 1

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.

Recall Application

2)   Select **Recall Application** from the Actions Menu.

Recall Application

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.

Recall Application

Step 5

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.

Recall Application

Edit the Application

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

Home

Recall Application

Steps 7 - 10

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.

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	

Home

SAM.gov and Grants.gov

SAM.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**

Home

Grants.gov

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.