Department of Justice: JustGrants

https://justicegrants.usdoj.gov

What is JustGrants?

The Department of Justice (DOJ) grant making components—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)—have established this portal system (JustGrants) to serve as a resource hub for their grants management system (JustGrants) and payment management system (ASAP).

What is the grant application process?

For the DOJ proposals, there are two steps:

1.) Grants.gov submission

- Usually two required documents: SF424 and SFLLL.
- For submission the dept will need to create a KR proposal development with these two documents as the Pre-proposal.

2.) JustGrants submission

- The JustGrants application populates only when the grants.gov proposal is submitted.
- The proposal includes all the documents (e.g. narrative,budget,justification, etc)
- For submission, the dept will need to create **another** KR proposal development with all required documents.

<mark>JustGrants is slow and laggy. So please allow yourself enough time to develop this application.</mark>

Who should create the account?

PI does NOT need to be the named account holder. Since this requires a lot of data entry, it can be either department personnel or the assistant for the PI.

Create a JustGrants Account

You can register with the portal system only via the invitation from the Entity administrator. So please contact oraaera@umd.edu once you have submitted an application via the grants.gov. When the ORA eRA receive the request, we will invite you to the JustGrants portal system and assign you to the application.

How to start the editing

1. Login to JustGrants with your account.
2. Once you are in the system, you will be able to see your worklist. Please locate your application under My Worklist.
    - If you are unable to locate your application, please go to the "Applications" menu on the left.
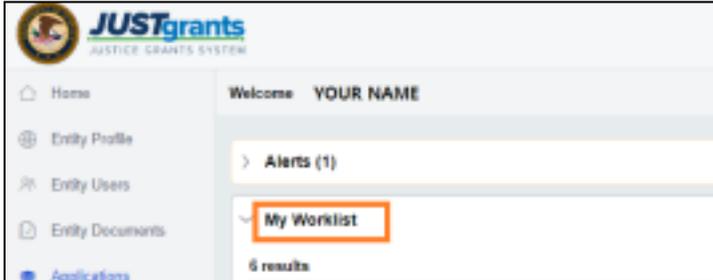
3. Please click the Actions button on the top left > click Edit application to open the application.
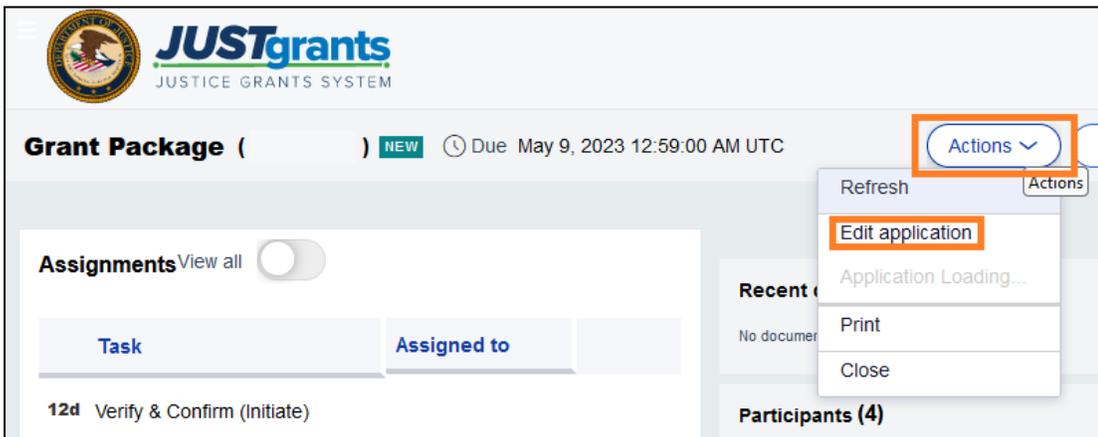
    - If the application is already assigned to you, then you will see your name next to the task > click begin button

4. Once you are in the application, you will be able to see the application.
    Navigate through the application using the links on the right menu bar (green box).
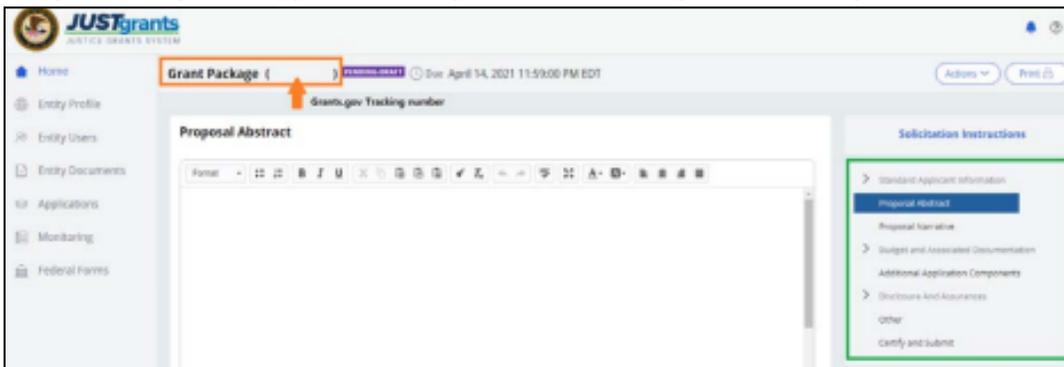
5. You will be able to save the edits by clicking the Save button on the bottom right.
6. When you are finished with the application, please make sure to **close properly** for the next person. In order to close the application, click Actions > click Close.

Grant Package sections (Subject to change depending on the design of your project)

- **Standard Application Information**
  - o Includes Funding opportunity information and Grants.gov submitted documents
  - o **Authorized Representative: Wendy Montgomery**
  - o Verify Legal Name, Doing Business As, and Legal Address needs to be certified by clicking the Certify button.

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
Wendy Montgomery

Certification Date / Time
04/26/2023 06:12 PM

- **Proposal Abstract**
  - o Text Field to write/copy and paste the Proposal Abstract
- **Proposal Narrative**
  - o Field to upload the Proposal Narrative
  - o Table field to write/copy and paste Goals, Objectives, Deliverables, and Timeline
    - Template for goals, objectives, deliverables and timeline is available [here](#).

SAMPLE

Goals, Objectives, Deliverables, and Timeline

Goal Statement
_____

Objective	Fiscal Year	Quarter
No items		

Deliverable	Fiscal Year	Quarter
No items		

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1. Add a Goal on the text field (255 character limit).
2. Insert Objective 1(255 character limit), with a FY and Quarter designation.
3. Add the objective by selecting the +New Objective link.
4. Insert the Deliverable (255 character limit), with a FY and Quarter designation.
5. Add the deliverable by selecting the +New Deliverable link.

- **Budget and Associated Documentation**
    [JustGrants Application Submission: Completing a Budget Detail Form - YouTube](#) ○
        You will need to put a line-by-line item for the budget, and it automatically calculates for you, so it may differ slightly from Excel budgets. **Please complete the entire year 1 budget then calculate the budget**. If you only complete the personnel section then copy from year 1, then it will not copy other sections. Please make sure to put justification on each section.
        - Conference Costs
        - Personnel
        - Fringe benefits
        - Travel
        - Equipment
        - Supplies
        - Construction
        - SubAwards (Subgrants)
        - Procurement Contracts
        - Other Costs
        - Indirect Costs
        - Consolidated Category Summary
        - Budget/Financial Attachment
            - Pre-agreement costs (also known as Pre-award Costs)
            - Indirect Cost Rate Agreement (if applicable)
            - Consultant Rate
            - Limitation on Employee Compensation; Waiver
            - Financial Management and System of Internal controls Questionnaire (Including applicant disclosure of high-risk status)
            - Disclosure of Process Related to Executive Compensation
            - Additional Attachments
            -

- **Additional Application Components (list of possible attachment; Subject to change depending on the design of the application)**
    Only the user who uploaded the attachment can remove the attachment. It can NOT be removed/updated by other users. So make sure to only upload the completed documents.

|			
▮	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		

Disclosures and Assurances
- o Disclosure of Lobbying Activities
- o Three certifiable documents will be signed by Wendy Montgomery. <mark>So do NOT certify</mark>.
    - ■ CERTIFIED STANDARD ASSURANCES
    - ■ CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING
    - ■ Declaration and Certification to the U.S. Department of Justice as to this Application Submission

- **Other**
- **Certify and Submit** : Make sure to click on the "Check for Error" button to validate your attachments.
    If your attachment is in a wrong place, please make sure to put it on the appropriate place.
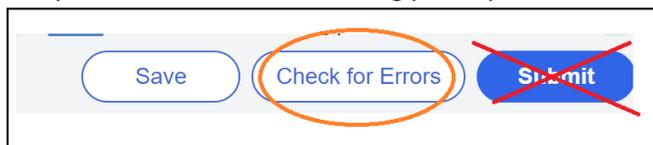
Once you have completed the application, <mark>do NOT submit the application</mark>.
Please notify oraaera@umd.edu and your contract administrator via the email. Once your contract administrator submits the application, they will forward the notification email to you.
More information can be found: https://justicegrants.usdoj.gov/training