

## 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
- 2) JustGrants submission

For the Grants.gov deadline, there are usually two required documents: SF424 and SFLLL.

For JustGrants, the remainder of the proposal information is required. However, the JustGrants application populates only when the grants.gov proposal is submitted.

**JustGrants is slow and laggy. So please allow yourself enough time to develop this application.**

### **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 [oraera@umd.edu](mailto:oraera@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

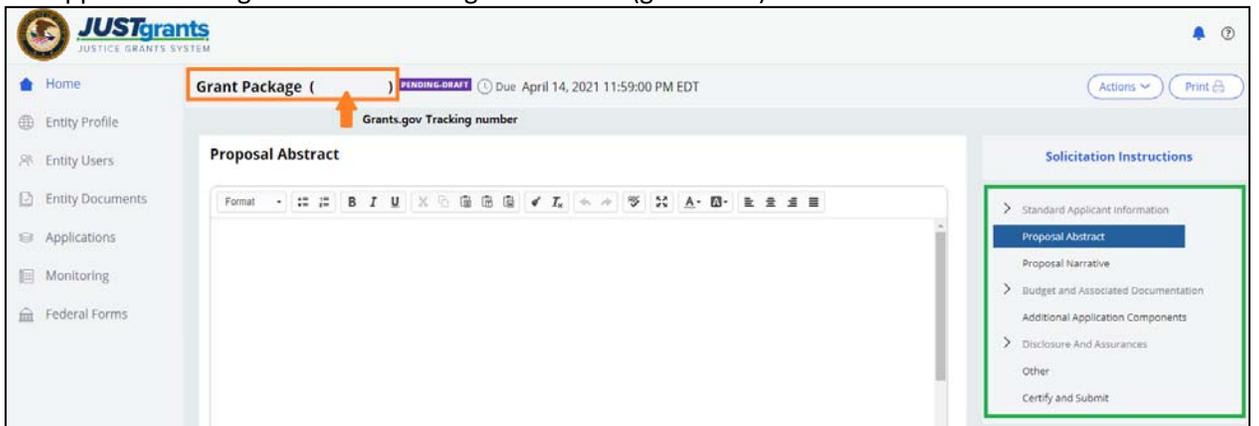
1. Login to [JustGrants](#) with your account.
2. Once you are in the system, you will be able to see your worklist. Please locate your application under My Worklist.



3. When you open the application, you will see who it is assigned. If that is assigned to you, you will see the Begin button (see image below). If you are not assigned, you will not have the begin button.



4. When you click on the begin button, 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.

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

[JustGrants Application Submission: Submitting an Application - YouTube](#)

- **Standard Application Information**

- Includes Funding opportunity information and Grants.gov submitted documents
- Authorized Representative: Wendy Montgomery
- 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  
03/30/2021 09:19 PM

- **Proposal Abstract**

- Text Field to write/copy and paste the Proposal Abstract

- **Proposal Narrative**

- Field to upload the Proposal Narrative
- Table field to write/copy and paste Goals, Objectives, Deliverables, and Timeline

**SAMPLE**

**Goals, Objectives, Deliverables, and Timeline**

Goal Statement

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Objective	Fiscal Year	Quarter
No items		

Deliverable	Fiscal Year	Quarter
No items		

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. Also, you will need to put it in by budget year and each justification goes in with the item.

The screenshot shows a web form titled "Budget Detail Summary View". It has a dropdown menu for "Budget Category" with "Personnel" selected. Below it is a "Budget Year" field. The main area is currently empty, showing "No items". A list of budget categories is visible, each with a right-pointing arrow: Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. At the bottom, there is a question: "DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES?" followed by a blank line for an answer.

- Budget/Financial Attachment
  - Indirect Cost Rate Agreement
  - Financial Management Questionnaire (Including applicant disclosure of high-risk status)
  - Additional Attachments

- **Additional Application Components (list of possible attachment; Subject to change depending on the design of the application)**

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. **So do NOT certify.**
    - 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** : CA's actional items.

Once you have completed the application, **do NOT submit the application.**

Please notify [oraera@umd.edu](mailto:oraera@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>