

Change Request for Application Submitter

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Overview

Once DOJ initiates a change request, the Application Submitter receives an email notifying them of the change requested. At this point, the Application Submitter can open the application from the worklist and make the requested changes.

In This Guide

This document describes procedures and the step-by-step process for an Application Submitter to opening the application to make requested changes, as well as reviewing both the manual and web-based budget forms.

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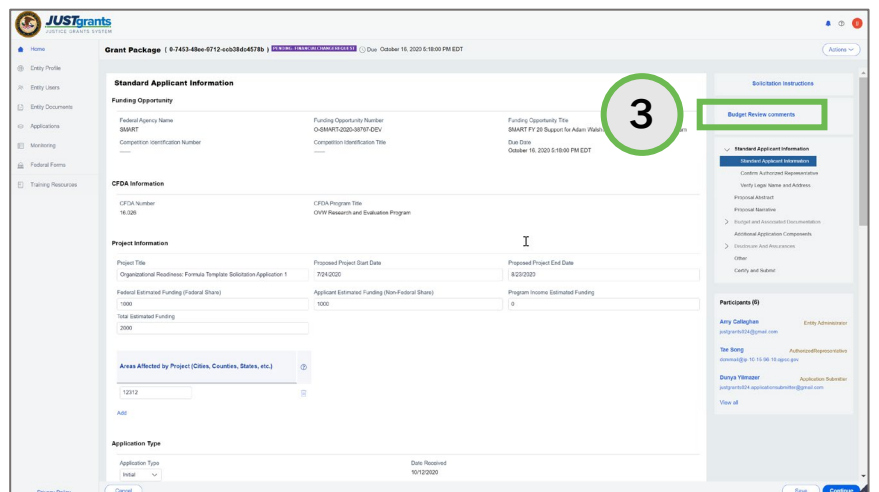
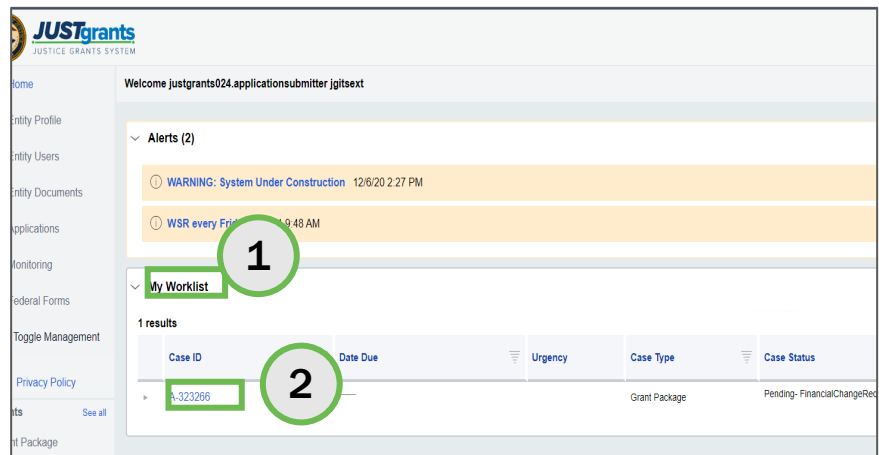
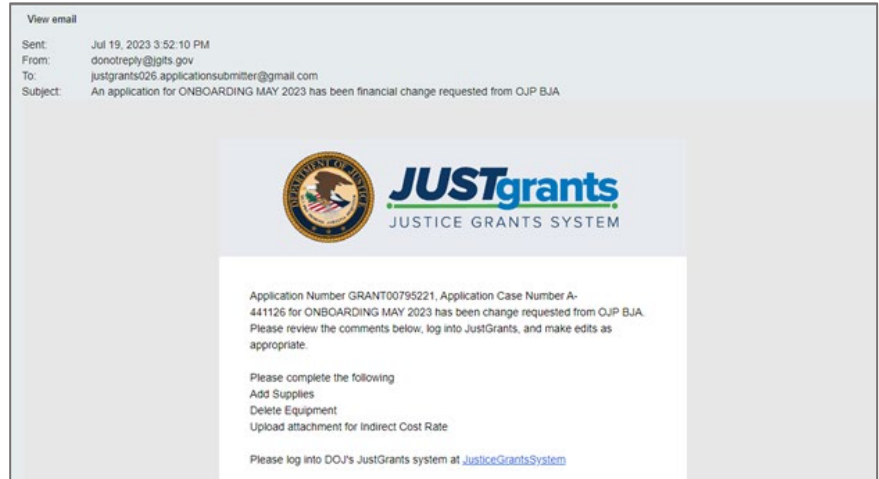
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Application Submitter Opens the Application.

- 1) Upon receiving an email with the change request information, navigate to **My Worklist**.
- 2) Select the **Case ID** for the application for which the change request was submitted. Note that the application must be in **Pending-FinancialChangeRequest** or **Pending-ChangeRequest** status.
- 3) For applications in **Pending-Financial Change Request** status, select the **Budget Review comments** link to view the directions on requested edits.

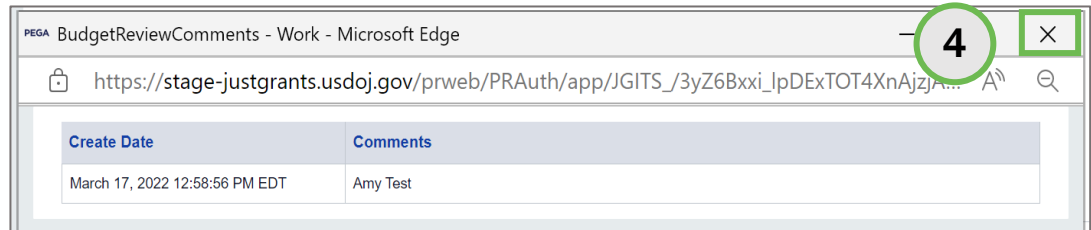


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Application Submitter Opens Application

- 4) Review the Budget Review comments and close the window. The application appears.



NOTE: If changes were requested for the budget, and a web-based budget was submitted with the application, the user will be required to edit the budget items directly in JustGrants.

If a budget detail and narrative attachment (manual budget) were submitted with the application, the user will upload a new budget attachment.

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Application Submitter Edits Application for Web-Based Budget

NOTE: These steps occur after opening the budget. Steps for opening the budget are on pages 2 – 3 of this guide.

- 1) Upon opening the application, select the **Budget and Associated Documentation** section.
- 2) Select a subsection to review.
- 3) Within each subsection, select the line item, and edit fields, as needed.

The screenshot shows the 'Grant Package' page for '0-7453-48ee-9712-cdb38dc4578b'. The 'Budget and Associated Documentation' section is highlighted with a green box and a green circle with the number 1. The 'Conference Costs' subsection is highlighted with a green box and a green circle with the number 2.

The screenshot shows the 'Travel' subsection of the 'Grant Package' page. The 'Travel' line item is highlighted with a green box and a green circle with the number 3.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
1		Select...		\$ 1,000.00	1	1.00	1.00	\$1,000.00



Application Submitter Edits Application for Web-Based Budget

- 4) Select **Add Item** to add a line item.
- 5) Select **Delete Item** to delete a line item. Note that the line item to be deleted must be selected before selecting **Delete Item**.
- 6) Enter comments in the **Additional Narrative** field regarding the changes made .
- 7) Select the **Consolidated Category Summary** after all subsections have been revised.

The screenshot displays the 'Grant Package Budget Review' interface. It includes a top navigation bar with the package name 'Grant Package (0-7453-48ee-9712-ecb38dc4578b)', a date 'Due: October 16, 2020 5:18:00 PM EDT', and an 'Actions' dropdown. The main content area is divided into a left sidebar and a central workspace. The sidebar contains 'Add Year', 'Delete Year', and 'Travel' sections. The central workspace features a table for budget review with columns: Purpose Overview, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, and Total Cost. A table row shows a cost of \$1,000.00 for 1 staff member and 1 trip. Below the table is a text area for 'Additional Narrative' with a rich text editor toolbar. On the right, a 'Solicitation Instructions' sidebar lists various budget categories, with 'Travel' highlighted. At the bottom, a progress bar shows stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW (current), and AWARD PACKAGE READY. A 'Participants (6)' section is also visible on the right.

Grant Package (0-7453-48ee-9712-ecb38dc4578b) [Edit Package](#) [Download Package](#) [Delete Package](#) Due: October 16, 2020 5:18:00 PM EDT [Actions](#)

Add Year **Delete Year**

Travel

[Add Item](#) [Delete Item](#)

Compute the cost of each type of expense X the number of people traveling.

Purpose Overview	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
1		Select...		\$ 1,000.00	1	1.00	1.00	\$1,000.00

Travel Total Cost
\$1,000.00

Additional Narrative

Font Size 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 58 60 62 64 66 68 70 72 74 76 78 80 82 84 86 88 90 92 94 96 98 100 102 104 106 108 110 112 114 116 118 120 122 124 126 128 130 132 134 136 138 140 142 144 146 148 150 152 154 156 158 160 162 164 166 168 170 172 174 176 178 180 182 184 186 188 190 192 194 196 198 200 202 204 206 208 210 212 214 216 218 220 222 224 226 228 230 232 234 236 238 240 242 244 246 248 250 252 254 256 258 260 262 264 266 268 270 272 274 276 278 280 282 284 286 288 290 292 294 296 298 300 302 304 306 308 310 312 314 316 318 320 322 324 326 328 330 332 334 336 338 340 342 344 346 348 350 352 354 356 358 360 362 364 366 368 370 372 374 376 378 380 382 384 386 388 390 392 394 396 398 400 402 404 406 408 410 412 414 416 418 420 422 424 426 428 430 432 434 436 438 440 442 444 446 448 450 452 454 456 458 460 462 464 466 468 470 472 474 476 478 480 482 484 486 488 490 492 494 496 498 500 502 504 506 508 510 512 514 516 518 520 522 524 526 528 530 532 534 536 538 540 542 544 546 548 550 552 554 556 558 560 562 564 566 568 570 572 574 576 578 580 582 584 586 588 590 592 594 596 598 600 602 604 606 608 610 612 614 616 618 620 622 624 626 628 630 632 634 636 638 640 642 644 646 648 650 652 654 656 658 660 662 664 666 668 670 672 674 676 678 680 682 684 686 688 690 692 694 696 698 700 702 704 706 708 710 712 714 716 718 720 722 724 726 728 730 732 734 736 738 740 742 744 746 748 750 752 754 756 758 760 762 764 766 768 770 772 774

[Home](#)
[Entity Profile](#)
[Entity Users](#)
[Entity Documents](#)
[Applications](#)
[Federal Forms](#)
[Training Resources](#)

Grant Package (00795221)
REMOVED - FINANCIAL CONSIDERATION
Due: June 7, 2023 11:57:00 AM EDT
Addons

Add Year
Delete Year

Year 1
Year 2

Instructions

Equipment

Add Item
Delete Item

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prtg Inc)	Federal Amount
1 Equipment 2	1	700.00	\$700.00	\$	\$700.00
2 Equipment 1	1	800.00	\$800.00	\$	\$800.00

Equipment Total Cost
\$1,300

Total Non-Federal Amt (Match or Prtg Inc)
\$0

Total Federal Amount
\$1,300

Additional Narrative

Font

Bold
Italic
Underline
Text Color
Background Color
Link
Unlink
List
Indent
Outdent
Align Left
Align Center
Align Right
Justify

[Substitution Instructions](#)

[Budget Review comments](#)

Standard Applicant Information
Proposed Abstract
Proposed Narrative
Budget and Associated Documentation
Conference Costs
Personnel
Fringe Benefits
Travel

[Miscellaneous](#)
Supplies
Construction
SubAwards (Subgrants)
Procurement Contracts
Other Costs
Indirect Costs
Consolidated Category Summary
Budget / Financial Attachments
MOUs and Other Supportive Documents

Save

Continue

NOTE: The Application Submitter must upload an Indirect Cost Rate Agreement.

NOTE: For OJP Applications only, the Application Submitter can add or delete a budget year by selecting **Add Year** or **Delete Year**.

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Application Submitter Edits Application for Web-Based Budget

- 8) Review the **Consolidated Category Summary** to ensure that all changes have been accounted for.
- 9) Select the **Budget/Financial Attachments** section.
- 10) Expand the caret corresponding to the subsection to be reviewed, and select **Upload** to add any attachments, if necessary. Any attachment can be edited in this way.
- 11) [Page 10](#) includes directions to upload the attachments

Grant Package (00795221) **FINANCIAL / BUDGET ATTACHMENTS** Due: June 7, 2023 11:57:00 AM EDT

	Total Direct Costs	Indirect Costs	Total Project Costs
Federal	\$501,300	\$1,300	\$502,600
Non-Federal	\$0	\$0	\$0

Budget Totals

	Total	Percentage
Total Project Cost	\$502,600	100.00%
Federal Funds	\$502,600	100.00%
Non-Federal Amount	\$0	0.00%
Match Amount	\$0	0.00%
Program Income	\$0	0.00%

Participants (6)

- JohnEckman@businessfor... Entity Administrator
- justgrants202.authorizee@just... Authorizee/Representative
- justgrants202.applicationsubmitter@just... Application Submitter
- justgrants202@jgs.gov
- justgrants202.applicationsubmitter@jgs.gov
- justgrants202.applicationsubmitter@jgs.gov

Consolidated Category Summary
Budget / Financial Attachments
NOLX and Other Supportive Documents
Additional Application Components
Disclosure And Assurances
Other
Certify and Submit

Budget / Financial Attachments

Grant Package (0-7453-48e-9712-cb386c457b) Due: October 16, 2020 6:18:00 PM EDT

Agreement Cost

The recommended fee is \$0.00. **Upload**

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
Additional Attachments

Information Grant Package Application Versions

Application ID	Solution ID	Solution Title
O-SMART-2020-47141-STD	SI-67141	ASAP HOLD 1912 TC
A-132391	Application Group Case ID: AS-54561	SF424_2_1

Budget / Financial Attachments

NOTE: Steps to upload attachments apply to any attachment, not just those related to the budget.

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Application Submitter Edits Application for Budget Attachment (Manual Budget)

NOTE: These steps occur after opening the application. Steps for opening the application are located on page 2 of this guide.

- 1) Select the **Budget and Associated Documentation** section.

The screenshot shows the 'Application Submitter' interface for a 'PENDING FINANCIAL CHANGE REQUEST'. The 'Standard Applicant Information' section is expanded, and the 'Budget and Associated Documentation' subsection is highlighted with a green box and a circled '1'. The sidebar on the right shows the 'Solicitation Instructions' and a list of sections, with 'Budget and Associated Documentation' selected. The main content area displays fields for 'Agency Name', 'Funding Opportunity Number', 'Funding Opportunity Title', 'Competition Identification Title', 'Due Date', 'CFDA Program Title', 'Proposed Project Start Date', 'Proposed Project End Date', 'Applicant Estimated Funding (Non-Federal Share)', and 'Program Income Estimated Funding'.

- 2) Select the **Budget and Financial Attachments** subsection. A list of subsections for the Budget/Financial Attachments is displayed.

The screenshot shows the 'Budget and Financial Attachments' subsection highlighted with a green box and a circled '2'. The 'Upload' button is highlighted with a green box and a circled '3'. The main content area displays a list of subsections for the Budget/Financial Attachments, including 'Indirect Cost Rate Agreement (if applicable)', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', and 'Additional Attachments'. The sidebar on the right shows the 'Solicitation Instructions' and a list of sections, with 'Budget and Financial Attachments' selected.

- 3) Open the accordion.
- 4) Select the **Upload** button.
- 5) Go to [page 10](#) for Upload directions.

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Application Submitter Edits Application for Programmatic Attachments

NOTE: These steps occur after opening the applications. Steps for opening the application are located on page 2 of this guide.

- 1) Select the section to edit.
- 2) Edit directly in the text box if the section includes a text box.

The screenshot shows the 'Grant Package (00790321)' interface with a 'PENDING-DRAFT' status. A red banner at the top states 'The deadline for this application has passed'. The main content area is titled 'Proposal Abstract' and contains a text box with the placeholder 'Make Edit'. A green circle with the number 1 is placed over this text box. On the right sidebar, the 'Solicitation Instructions' menu is visible, with 'Proposal Abstract' highlighted. At the bottom, a progress bar shows stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY.

- 3) Select **Additional Application Components**.
- 4) Expand the accordion.
- 5) Select the **Upload** button.
- 6) Go to [page 10](#) for uploading document instructions.

The screenshot shows the same 'Grant Package (00790321)' interface. The 'Curriculum Vitae or Resumes' section is expanded, showing an 'Upload' button. A green circle with the number 3 is placed over this button. Below it, there are sections for 'Tribal Authorizing Resolution', 'Research and Evaluation Independence and Integrity Statement', and 'Additional Attachments'. The right sidebar shows the 'Solicitation Instructions' menu with 'Additional Application Components' highlighted. The progress bar at the bottom remains the same.

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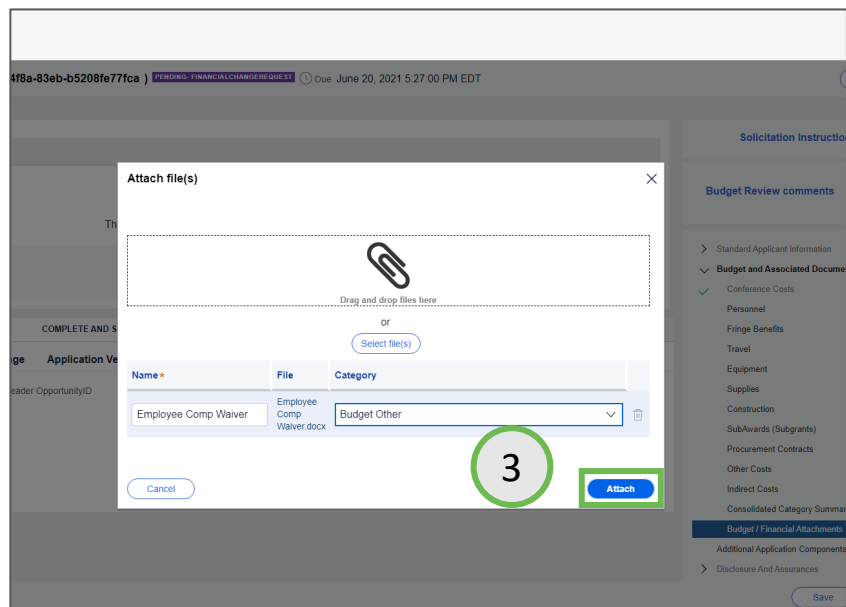
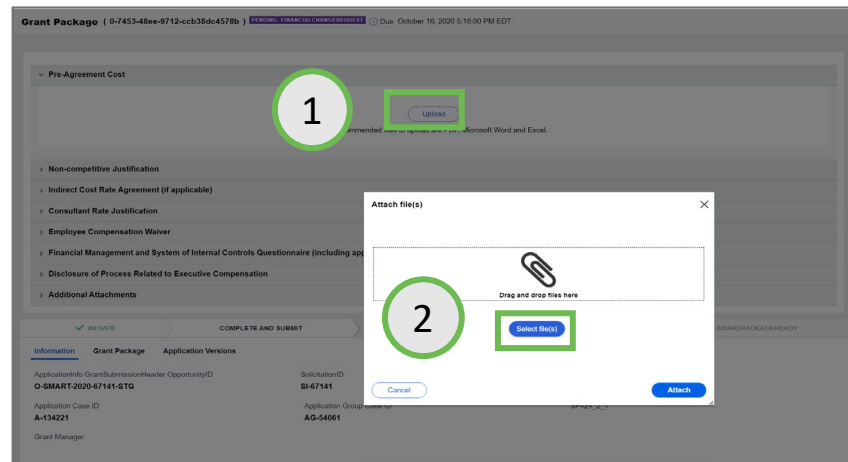
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Application Submitter Uploads Attachments

- 1) Select Upload
- 2) Choose **Select file(s)** to locate a file from the user's computer.
- 3) Select **Attach**.



NOTE: Steps to upload attachments apply to any attachment, not just those related to the budget.

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Application Submitter Re-certifies all Disclosures and Assurances

1) Select the Disclosures and Assurances section.

The screenshot shows the 'Grant Package' page for 'O-SMART-2020-67141-STG'. The 'Budget Review' tab is active. In the right-hand navigation menu, the 'Disclosures and Assurances' section is highlighted with a red circle and the number 1.

2) Select each of the following certifications (the original date of the certification and the new date of certification are displayed):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission

The screenshot shows the 'Grant Package' page for 'O-SMART-2020-67141-STG'. The 'Disclosures and Assurances' section is selected in the right-hand navigation menu. Within this section, the 'DOJ Certified Standard Assurances' link is highlighted with a red circle and the number 2.

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Application Submitter Re-certifies all Disclosures and Assurances

- 3) Accept the assurance by selecting the checkbox.

Grant Package (c-b4b8-42d1-9257-857bdb7810c0) **PERSONAL FINANCIAL CHANGE REQUEST** ⌚ due: June 26, 2021 5:15:00 PM EDT

grants.gov to understand their such awards, are subject to review by the Department, including by its Office of the Inspector General.

☒ 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.

Signer ID
justgrants024.applicationsubmitter@gmail.com
Signing Date / Time
10/12/20 3:25 PM

☐ 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.

Signer ID Change Request

Signing Date / Time Change Request

NOTE: The original certification is displayed above the new certification.

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Application Submitter Submits

- 4) Select the **Certify and Submit** section after all the assurances have been accepted.
- 5) Select **Submit**. The DOJ staff member that requested the change receives an email once the application is re-submitted.

The screenshot displays the JUSTgrants application interface. The main content area is titled 'Grant Package (c-b4b8-42d1-9257-857bdb7810c0)' and shows a 'PENDING FINANCIAL CHANGE REQUEST' status. The 'Certify and Submit' section is active, displaying a list of expandable sections: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, Disclosures and Assurances, and Other. A green circle with the number 4 highlights the 'Certify and Submit' button. The right sidebar shows 'Solicitation Instructions' and 'Budget Review comments'. The 'Participants (7)' section lists Amy Callaghan (Entity Administrator) and Tae Song (Authorized Representative). A green circle with the number 5 highlights the 'Submit' button.