Change Request for Application Submitter

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.

Change Request for Application Submitter

Table of Contents

Change Request for Application Submitter

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.
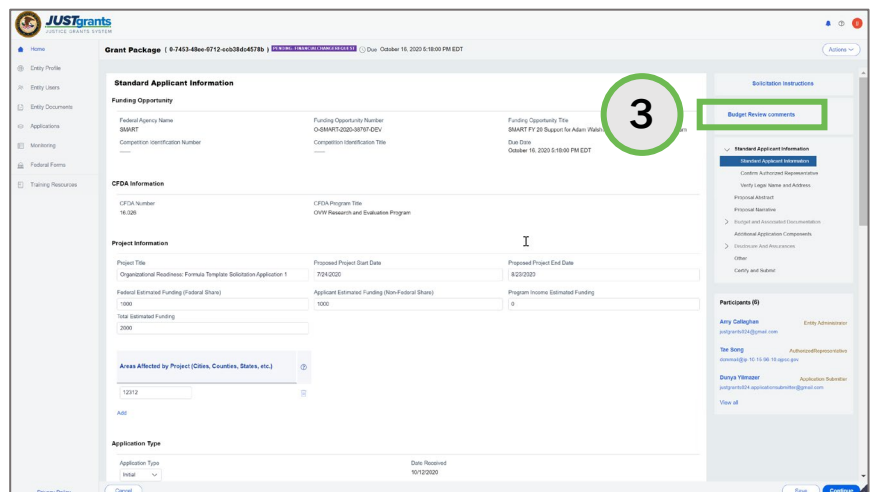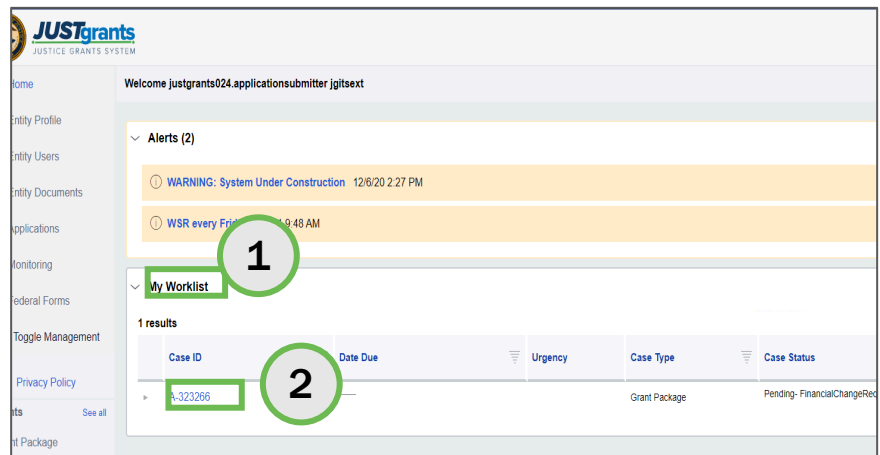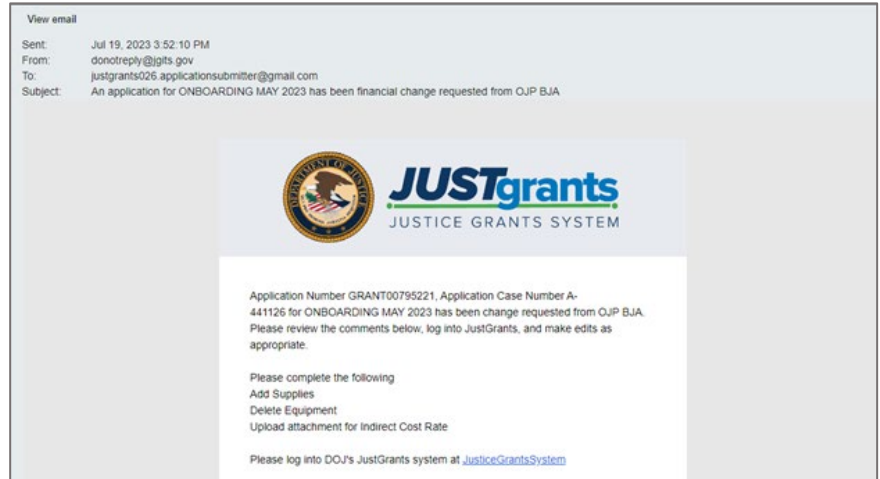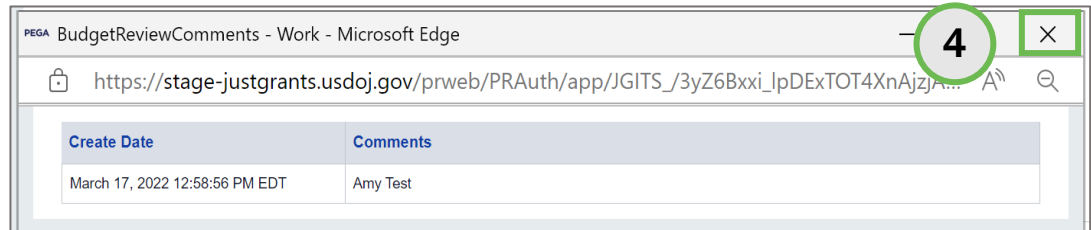
Change Request for Application Submitter

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.

Change Request for Application Submitter

ENTITY USERS

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.

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.

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.**

Change Request for Application Submitter

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

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

Change Request for Application Submitter

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.

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

3) Open the accordion.

4) Select the **Upload** button.

5) Go to **page 10** for Upload directions.

Change Request for Application Submitter

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.

3) Select **Additional Application Components.**

4) Expand the accordion.

5) Select the **Upload** button.

6) Go to page 10 for uploading document instructions.

Change Request for Application Submitter

Application Submitter Uploads Attachments

1) Select **Upload**

2) Choose **Select file(s)** to locate a file from the user's computer.

3) Select **Attach**.
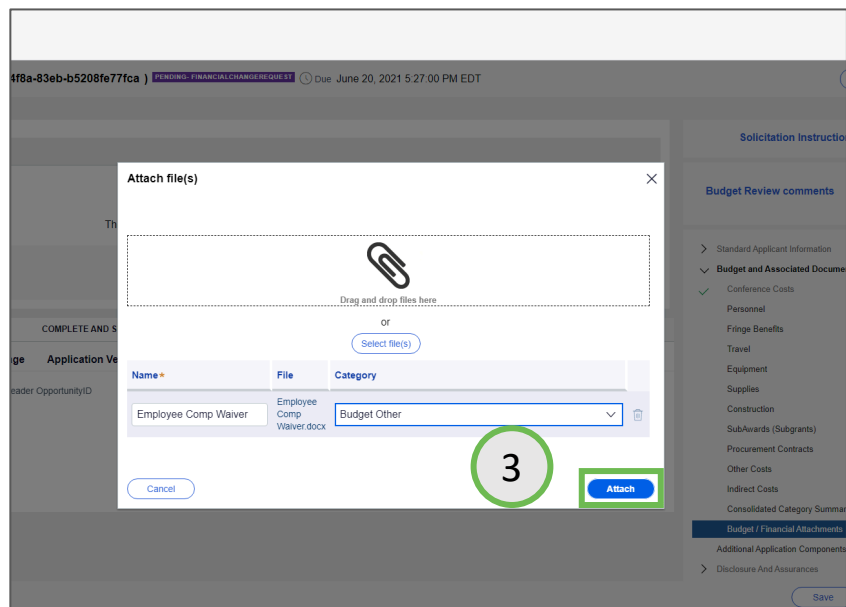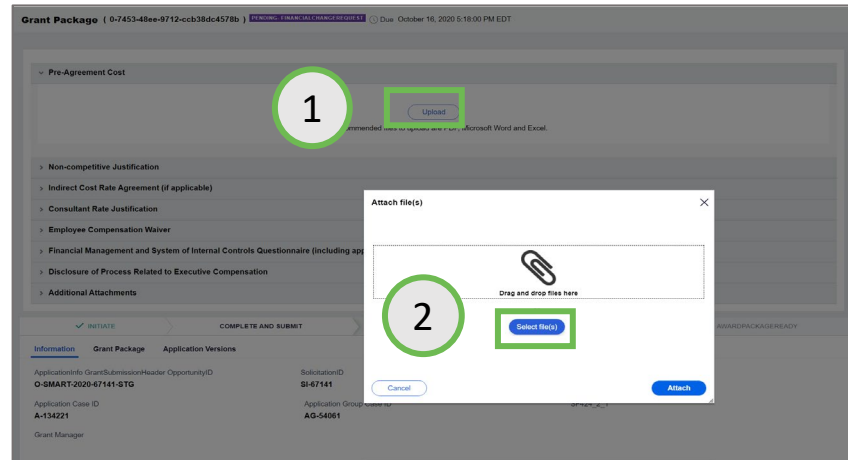
NOTE: Steps to upload attachments apply to any attachment, not just those related to the budget.

Change Request for Application Submitter

Application Submitter Re-certifies all Disclosures and Assurances

1) Select the **Disclosures and Assurances** section.

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

Application Submitter Re-certifies all Disclosures and Assurances

3) Accept the assurance by selecting the checkbox.

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

Change Request for Application Submitter

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.