

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.

Change Request for Application Submitter

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Table of Contents

<u>Steps to Open Application</u>	<u>3</u>
<u>Application Submitter Edits Application for Web-Based Budget</u>	<u>5</u>
<u>Application Submitter Edits Application for Budget Attachment (Manual Budget)</u>	<u>8</u>
<u>Application Submitter Edits Application for Programmatic Attachments</u>	<u>9</u>
<u>Application Submitter Uploads Attachments</u>	<u>10</u>
<u>Application Submitter Re-certifies all Disclosures and Assurances</u>	<u>11</u>
<u>Application Submitter Submits</u>	<u>13</u>

Change Request for Application Submitter

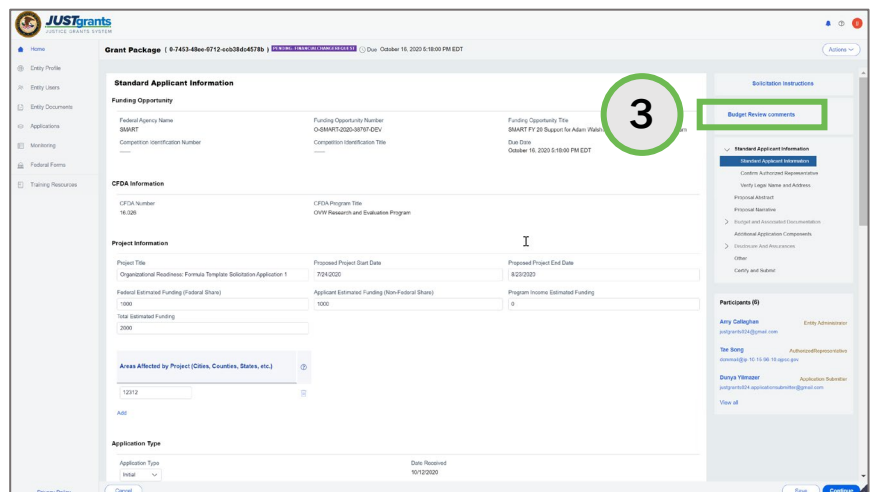
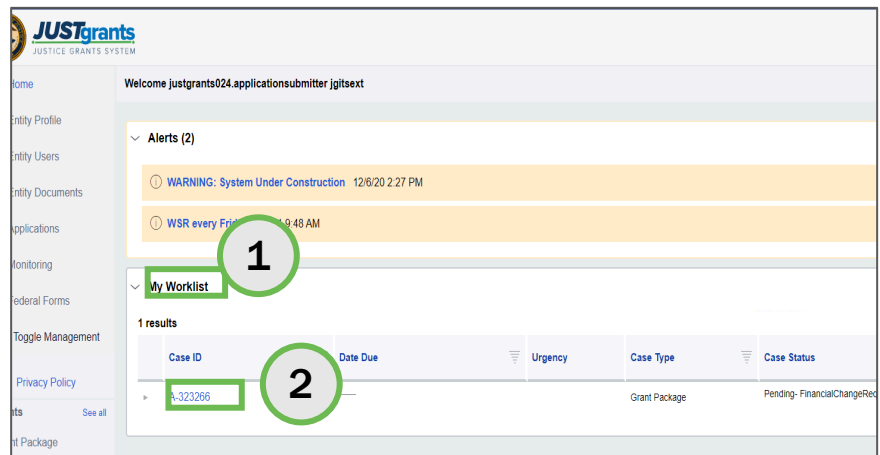
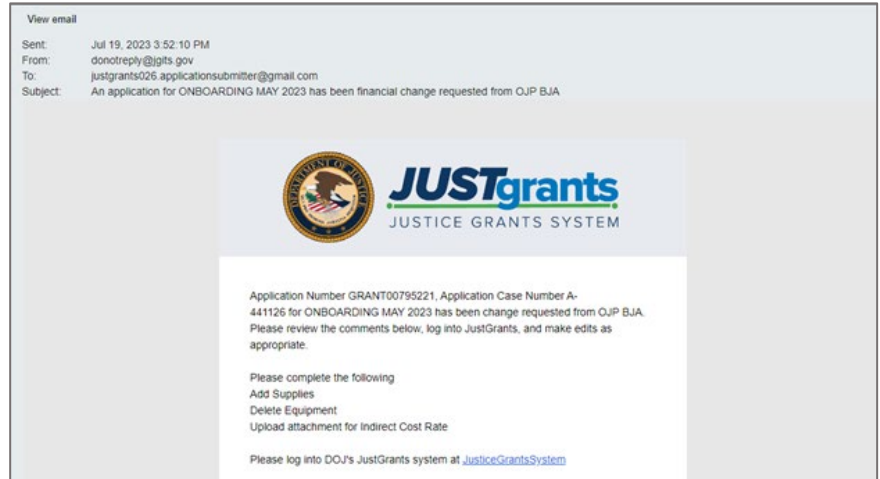
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Application Submitter Opens the Application.

- 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.

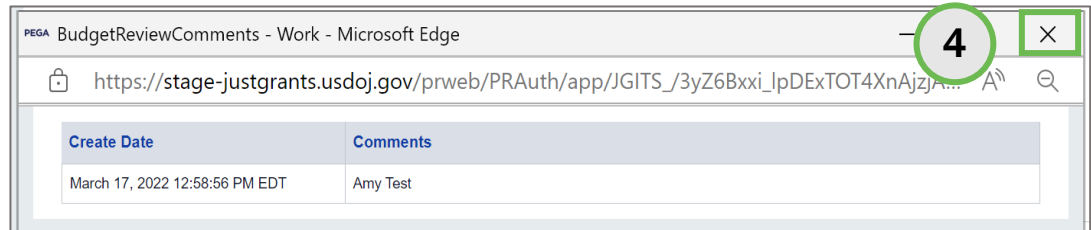


Change Request for Application Submitter



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

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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.

Grant Package (0-7453-48ee-9712-cdb38dc4578b) **FINANCIAL CHANGE REQUEST** Due: October 16, 2020 5:18:00 PM EDT

Conference Costs
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?
(DCU Financial Guide, Section 3.10)

Conference Costs
☐ Yes
☒ No

Budget Review 1

Standard Applicant Information
Proposal Abstract
Proposal Narrative

Budget and Associated Documentation 2

- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- Additional Application Components

Participants (6)
Amy Callaghan
jcallag@dcu.gov
Entity Administrator

Joe Song
jsong@dcu.gov
Authorized Representative

Save Continue

Grant Package (0-7453-48ee-9712-cdb38dc4578b) **FINANCIAL CHANGE REQUEST** Due: October 16, 2020 5:18:00 PM EDT

Travel

Instructions

Year 1

Travel

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

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

3

Save Continue

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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.

Grant Package (0-7453-48ee-9712-ccb38dc4578b) **FINANCIAL CHANGE REQUEST** Due: October 16, 2020 5:18:00 PM EDT

4 **5** **6** **7**

Grant Package (00795221) **FINANCIAL CHANGE REQUEST** Due: June 7, 2023 11:07:00 AM EDT

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

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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 SUMMARY** 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.applicationsubmit... Application Submitter
- justgrants202@jgs.gov
- justgrants202.applicationsubmitter@jgs.gov
- justgrants202.applicationsubmitter@jgs.gov

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-152391	Application Group Case ID: AS-54561	SF424_2_1

Budget / Financial Attachments

Participants (6)

- Amy Catagahan Entity Administrator
- justgrants202@jgs.gov
- The Song Authorizee/Representative

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

Change Request for Application Submitter

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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 interface includes 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. A sidebar on the right lists 'Solicitation Instructions' and 'Budget Review comments'.

- 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'. A circled '3' highlights the 'Upload' button. The interface includes a list of subsections for the Budget/Financial Attachments, such as 'Indirect Cost Rate Agreement (if applicable)', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', and 'Additional Attachments'. A sidebar on the right lists 'Solicitation Instructions' and 'Budget Review comments'.

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

Change Request for Application Submitter

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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. The right sidebar shows the 'Solicitation Instructions' menu with 'Additional Application Components' highlighted. The progress bar at the bottom remains the same.

Change Request for Application Submitter

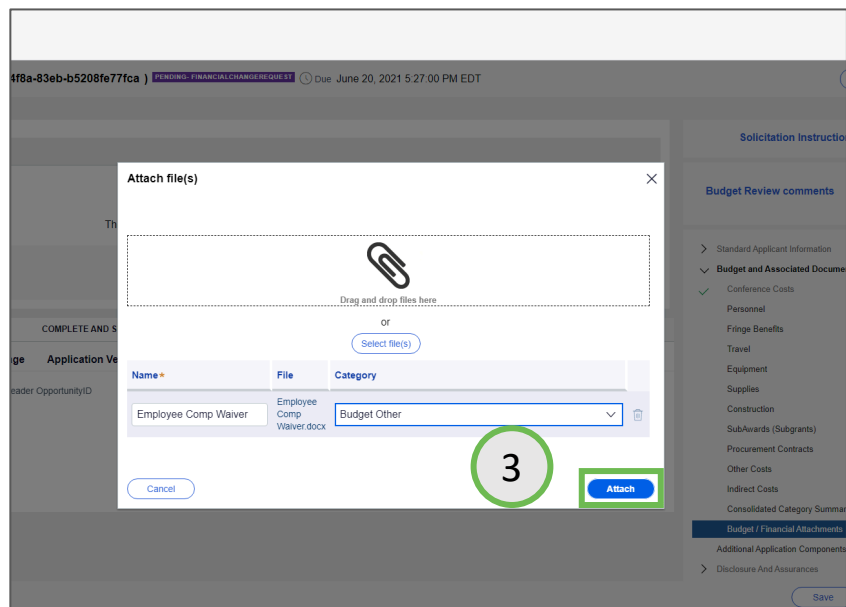
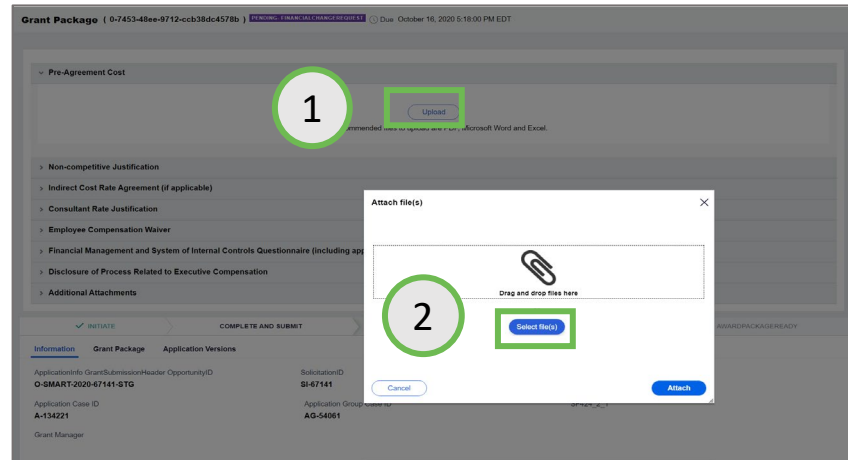
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Application Submitter Uploads Attachments

- 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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ENTITY USERS



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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 a specific application. The 'Budget Review' tab is selected in the top navigation bar. On the right side, the 'Budget Review comments' section is expanded, and the 'Disclosures and Assurances' link is highlighted with a green circle and the number 1. The main content area shows a list of disclosures and assurances, including 'Pre-Agreement Cost', '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', and 'Additional Attachments'. A table at the bottom displays application details such as 'Application Info', 'Grant Package', and 'Application Versions'.

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 with the 'Disclosures and Assurances' section expanded in the right-hand navigation menu. The 'DOJ Certified Standard Assurances' link is highlighted with a green circle and the number 2. The main content area shows a list of disclosures and assurances, including 'Pre-Agreement Cost', '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', and 'Additional Attachments'. A table at the bottom displays application details such as 'Application Info', 'Grant Package', and 'Application Versions'.

Change Request for Application Submitter

ENTITY USERS



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Application Submitter Re-certifies all Disclosures and Assurances

- 3) Accept the assurance by selecting the checkbox.

The screenshot shows the JUSTgrants application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal, Toggle, Privacy Policy, and Recents. The main content area displays a 'Grant Package' for 'c-b4b8-42d1-9257-857bdb7810c0' with a 'PENDING: FINANCIAL CHANGE REQUEST' status. The due date is 'June 26, 2021 5:15:00 PM EDT'. The form contains two identical certification sections. The first section is already filled out with a signature and date. The second section has a checkbox highlighted with a red circle and the number 3, indicating where the user should click to accept the assurance. The certification text states: '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.'

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

Change Request for Application Submitter

ENTITY USERS



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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 in the main content area. 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 in the right sidebar.