

This guide provides access to materials and resources to assist grantees as they onboard and navigate through the Justice Grants (JustGrants) and Automated Standard Application for Payments (ASAP) systems. JustGrants is the grant management system and ASAP is the payment management system for the Department of Justice (DOJ) grant making components.

Please contact the OVC Financial Management Resource Center (FMRC) for additional assistance or to request individualized technical assistance at askfmrc@usdoj.gov or **202.572.9500**.

General

Frequently Asked Questions (FAQs)	Description
General FAQs	Provides a general overview of both systems, how they relate to each other, and the transition to these systems

JustGrants Resources

Frequently Asked Questions (FAQs)	Description
Justice Grants System	Provides access to the JustGrants system
JustGrants Self-Service Support	Explains how to set up your account, how to add and remove members/entities, and what to do if your account is locked
JustGrants Training FAQs	Details where to find training resources and to sign up for training events
JustGrants Entity User Onboarding FAQs	Describes the Entity Administrator role, how to create an account, and who to contact if you are having trouble

Job Aid Documents	Description
Entity Management	Explains entity management by providing definitions and describing user roles
Entity User Experience	Provides information about the six foundational external roles and their capabilities, how to navigate the landing page, and using the JustGrants navigational structure



Job Aid Documents	Description
<u>Application Submission</u>	Gives an overview of the application submission process and an exploration of JustGrants
<u>Grantee Award Acceptance</u>	Details how to accept an award
<u>Award Management</u>	Guidance on how to manage your award from beginning to closeout
<u>Grant Award Modifications (GAM)</u>	Provides an overview of GAMs and step-by-step directions to initiate, extend the length, update project scope, and modify budget details
<u>Submitting Financial Reports</u>	Includes step-by-step directions for submitting, resubmitting, printing, and viewing financial reports
<u>Closeout</u>	Explains closeout procedures: with a step-by-step process to upload and submit closeout information

Infographics	Description
<u>Entity User Role Matrix</u>	Breaks down user roles, number of roles allowed per entity, and resources for each role
<u>JustGrants Roles</u>	Defines each JustGrants role
<u>Entity Onboarding</u>	Provides a guide to onboarding
<u>Submit Performance Reports</u>	Highlights performance reporting
<u>Monitoring</u>	Provides an overview of the monitoring process

Videos	Description
<u>Entity User Experience</u>	Introduces users to the JustGrants entity landing page and navigational structure
<u>Application Submission—Locating an Application</u>	Explains how to locate an application in JustGrants
<u>Application Submission—Submitting an Application</u>	Explains how to submit an application in JustGrants
<u>Application Submission—Completing a Budget Detail Form</u>	Describes the process for submitting a budget detail form in JustGrants
<u>Grantee Award Acceptance</u>	Describes how to accept or decline an award, and review and accept the sections in the award package
<u>Award Management</u>	Details how to manage funded awards by locating and understanding award information



Videos	Description
<u>Grand Award Modification—Project Period Extension</u>	Includes information about Grant Award Modifications (GAMs) for Project Period Extensions
<u>Grant Award Modification—Creating Programmatic and Financial GAMs</u>	Provides information on programmatic and financial GAMs
<u>Financial Reporting</u>	Explains where to locate the reporting periods and due dates, steps for submitting a Federal Financial Report (FFR), and details how to edit and resubmit a quarterly FFR
<u>Performance Reporting</u>	Provides information on locating, completing, and submitting performance reports
<u>Closeout</u>	Explains the steps to initiate an award closeout

ASAP Resources

ASAP	Description
<u>ASAP Frequently Asked Questions</u>	Includes a list of FAQs for ASAP
<u>ASAP Registration Checklist</u>	Guides grantees through the steps to complete their ASAP registration
<u>ASAP Payment Requests FAQs</u>	Provides information for requesting payments in ASAP
<u>DOJ User Training Automated Standard Application for Payments</u>	Includes step-by-step training document on how to request funds in ASAP
<u>ASAP New User Training Deck</u>	Introduces new users to the ASAP system, covers overview of ASAP, how to run reports, enrollment steps, payment request steps, and more
<u>ASAP How Recipients Enroll</u>	Explains how to enroll in ASAP, covers enrollment steps and tips
<u>ASAP How to Make a Payment Request Deck</u>	Covers how to make a payment request in ASAP; as well as users, roles, and payment request steps



ASAP	Description
Office of the Chief Financial Officer Customer Service Center Ask.OCFO@usdoj.gov 800-458-0786	Contact information for questions related to the use of the ASAP system
ASAP Help Desk asaphelpdesk@fiscal.treasury.gov 855-868-0151 (option 2, option 3) 7:30 a.m.–6 p.m. ET, weekdays	Includes email and phone contact information for questions related to the use of the ASAP system

The **Office for Victims of Crime Financial Management Resource Center** (OVC FMRC) offers culturally humble, trauma-informed training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.

OVC FMRC

ojp.gov/fmrc

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