



Guide to Application Feedback and Accepting Award in CJC Grants Management System

This user guide is for existing organization-registered contacts who have applied for a grant in the CJC Grants Management System and are assigned to make edits and accept grant awards

Step 1: Navigate to the Grants Management System landing page

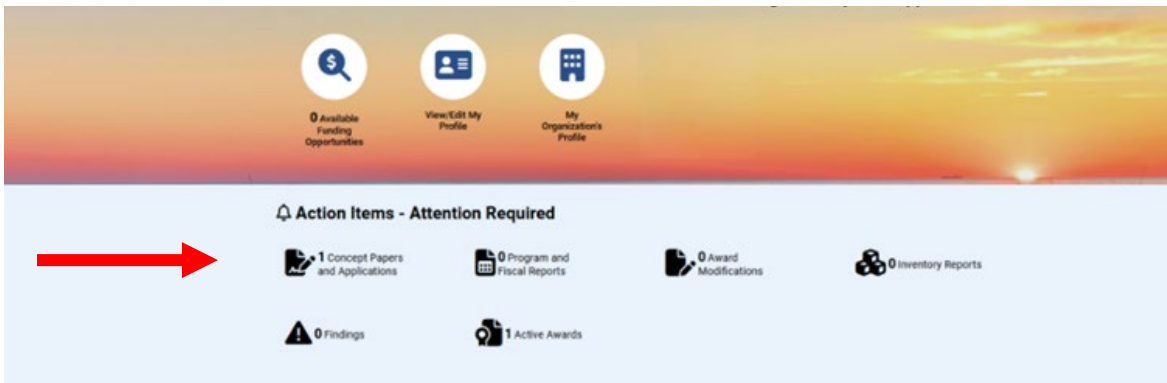
Navigate to the Delaware Grants Management System landing page at <https://dcjc.smartsimple.com/>. The Grants Management System requires a "My.Delaware.gov" or an "ID.Delaware.gov" account for access. To log in, click the blue "Applicant Login" for non-state users. Click the blue "DE Employee Login" for state users.

Step 2: Sign in to your My Delaware account or ID.Delaware.gov account

Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen. Once you sign in with your credentials, you should be automatically signed into the Grants Management System Home screen. For organizations who use ID.Delaware.gov, use the DE Employee Login option and you will be logged into the system after verifying your credentials.

Step 3: Navigate to Concept Papers and Applications

To find the application in need of revisions, click on Concept Papers and Applications under "Action Items". You can also access the application by clicking on the link in your email that you received indicating it is in need of revisions.



Step 4: Select application that needs revision

A list of current in progress applications will appear here. Select the application that shows the status as "Application Revisions". This will open the application.

Concept Papers and Applications

Lists all Concept Paper or Full Applications awaiting your attention

Search bar with 'x' icon, magnifying glass icon, and '1-3 of 3' results. Navigation arrows are present.

#	Application ID	Funding Opportunity	Organization	Project Title	Amount Requested	Status
Open	1 AR26-90042-TEST	COSSUP 2	Delawareans, Inc.	COSSUP Diversion Program	\$259,000	Application Revisions
Open	2 AR25-90018-TEST	COSSUP 2025	Delawareans, Inc.			Application Draft
Open	3 BI23-0132-TEST	FY23 Byrne SCIP - Non-Competitive	Delawareans, Inc.	Byrne Grant 2025	\$67,173	Application Draft
					\$326,173	

Step 5: Review revision requests

After opening the application, the main application page will show it is in "Annotation Mode". Annotation Mode will allow you to make changes to the application in the selected areas that have been identified as needing revisions. Instructions will appear on the screen. A new sidebar function is available that shows the comments made by the grant monitor and the area(s) that requires corrections.

Home

Annotation Mode
Click a field for annotation options.

AR26-90042-TEST - Delawareans, Inc.

Funding Opportunity: COSSUP 2 [View](#)

Application Status: Application Revisions

Application ID: AR26-90042-TEST

Revision Request - Instructions

You have been requested to revise selected details on your Application.

- CJC have annotated the specific fields that require revision, highlighted in yellow below and listed on the "Annotation List" to the right of the screen.
- Any fields on the Application form that have not been annotated are locked and not editable.
- To edit the annotated fields:
 - Click on a highlighted field on the form below, or on annotation note in the Annotation List section at the right of the page.
 - Click the **Reply** button in the Annotation List section at the right of the page.
 - Adjust the field value, and enter a comment in the "Message" field.
 - Click the **Save** button to save the update and your reply.
 - Use the back arrow to return to the list of annotations.

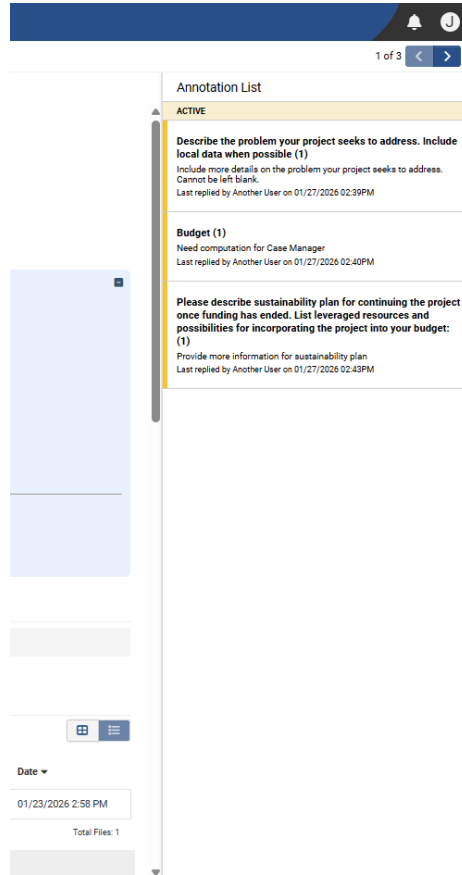
After responding to all annotations, click the **Submit** button at the bottom of the screen to re-submit your Application.

General Revision Comments:

Please see each section for any necessary revisions. This includes the budget, summary, and goals/objectives.

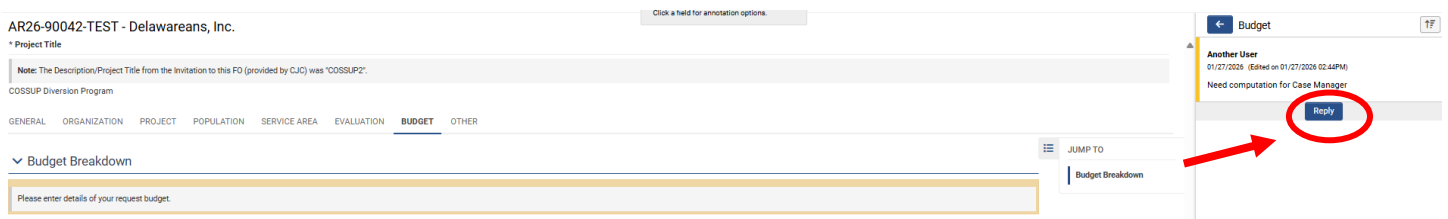
Please ensure your application is re-submitted before the submission deadline:

The Annotation List in the sidebar shows all active revision requests. Click on one of the comments and it will take you to the exact area in the application.

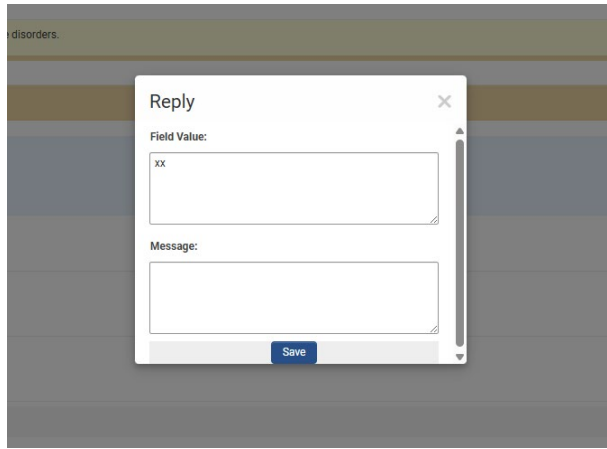


Step 6: Make edits to the application

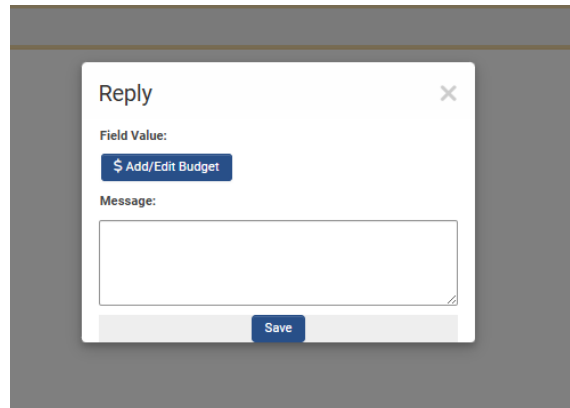
Once you click on a comment and are brought to the area that needs to be revised, you will see the area is now highlighted. To make an edit, click "Reply" on the comment in the Annotation List sidebar. This will generate a pop-up page to make edits to the section. You must also add a reply message indicating the changes were made.



The screenshot (shown on the next page) shows the pop-up page to make edits and add a reply. The first text box (labeled as Field Value) will show the original text entered by your agency. Edit this box directly to make revisions. The second text box (labeled as Message) needs a response indicating that you made the necessary changes in that specific section. Then, click Save.



For sections such as the Budget and Goals/Objectives, making corrections requires you to click on the button inside of the pop-up box. For example (as shown in picture below), the picture shows a correction that is needed in the Budget. You will click the “Budget” button in the pop-up box to make changes. This will open the budget to make the edit. Then, add a reply message indicating that changes have been made.

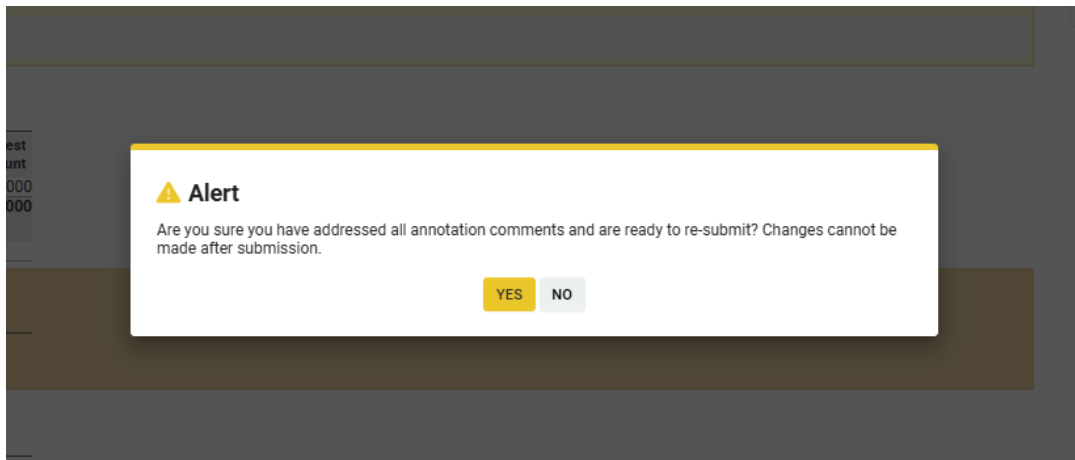


After saving your changes, your response to the original revision request will be shown in the Annotation sidebar.

Step 7: Resubmit Application

Once you have addressed all the comments and revision requests, you may now resubmit the application. Click the green “Submit” button shown at the bottom of the page.

A pop-up message will appear (as shown on the following page) verifying you have addressed all annotation comments. Only click “Yes” if you are sure all corrections were made.



The application will then be reviewed by the assigned grant monitor. If no additional changes are needed, the application will follow the internal approval process and be signed by the Criminal Justice Council's Executive Director. Once this is signed, the system will notify your organization's designated signatory.

Step 8: Accept Award

Once your organization has received the email notification that the grant application is now pending the subgrantee signature, the signing authority can either click the link in the email they received or log in to the CJC Grants Management system via a web browser.

After entering via the CJC Grants Management site, you will click on "Concept Papers and Application". Then select the application with the status of "Subgrant Pending Signature". If you clicked the link via your email, you will be prompted to sign in and you will be brought to the application directly.

Concept Papers and Applications

Lists all Concept Paper or Full Applications awaiting your attention

Search bar with a magnifying glass icon and "1-5 of 5" results. Navigation arrows are visible on the right.

#	Application ID	Funding Opportunity	Organization	Project Title	Amount Requested	Status
1	AR26-90042-TEST	COSSUP 2	Delawareans, Inc.	COSSUP Diversion Program	\$259,000	Subgrant Pending Signature

Open

Upon entering the application, a new instruction box will be visible. This box will indicate that the Subgrant Award Letter is available and the Executive Director or equivalent for your organization can accept or decline the award. This is done by navigating to the "Subgrant" tab on the application.

AR26-90042-TEST - Delawareans, Inc.

Funding Opportunity: COSSUP 2

 View

Application Status: Subgrant Pending Signature

Application ID: AR26-90042-TEST

Action Required: Subgrant Award Letter

The Award Letter is available on the "Subgrant" tab below.

The "Executive Director or Equivalent" for Delawareans, Inc. can indicate acceptance on the "Subgrant" tab, and click the appropriate button below.

Once in the "Subgrant" tab, brief instructions are available for how to accept or decline the award. You may preview the Award letter by clicking on the blue "Award Letter" button. This will generate a pop-up page with the award that can be exported as a PDF. To accept the award, click the option that signifies acceptance. Then, click the green "Accept Subgrant Award" button. To decline the award, click the option that signifies declining. Then, click the red "Decline Subgrant Award" button.

* Project Title

COSSUP Diversion Program


GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET OTHER **SUBGRANT**

Subgrant Details

Award Letter

Subrecipient: Please review the Award Letter:

- To accept, select the first option below and click the **Accept Subgrant Award** button.
- To decline, select the second option below and click the **Decline Subgrant Award** button.
- Please contact your CJC Monitor with any questions or concerns: Bridget Walters at 302-577-8712, or e-mail bridget.walters@delaware.gov.

 Award Letter

* Subgrant Acceptance

- Acting under my authority to contract on behalf of the subrecipient, I hereby signify acceptance for the subrecipient of the above-described subaward on the terms and conditions stated above or incorporated by reference therein.
- Acting under my authority to contract on behalf of the subrecipient, I hereby decline this subaward. I understand that the subrecipient will not be eligible to receive funding.

< BACK





If you have accepted the award, the page will now show that the Subgrant Award was successfully accepted.

Subgrant Award Accepted

Subgrant Award AR26-90042-TEST has been accepted.

 Home

On your homepage, you will now find your active subgrant under Action Items by clicking on "Active Awards"

Welcome to the Delaware Criminal Justice Council Grants Management System Applicant Portal

0 Available Funding Opportunities View/Edit My Profile My Organization's Profile

Action Items - Attention Required

0 Concept Papers and Applications 1 Program and Fiscal Reports 0 Award Modifications 0 Inventory Reports

0 Findings **1 Active Awards**

All Records

The shortcuts above link to Applications and associated Activities that require your attention. To view all records for your organization click the relevant button below.

View All Applications and Awards View All Reports View All Award Modifications View All Findings

You should now be able to access a pending application, view and respond to feedback within the CJC Grants Management System, and be aware of how your organization accepts an Award. Your active subgrant may be accessed at any time in the System. For questions about an open Award, please contact your subgrant Coordinator, Monitor, or the CJC Grants Management Support Team at CJC_grant_support@delaware.gov.

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