

# Use of SAKI Logo and Publication Approvals

On behalf of the Bureau of Justice Assistance (BJA), the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) Team would like to provide a reminder about and updates to the SAKI publication and resource development process.

## Use of the SAKI Logo

We respectfully ask that the SAKI logo be used only with permission from BJA and the SAKI TTA Team. If you have a document or work product that you would like to use the SAKI logo on, please (1) submit the document through the publication review process outlined below and (2) email your site liaison that you are requesting permission to use the SAKI logo. Modifications to the SAKI logo are **not permitted**.

## Publication Review Process

With the launch of the new Department of Justice (DOJ) Justice Grants System (JustGrants), the **publication review process** has changed slightly. This section provides further clarification on the publication review and submission process required by your grant's special conditions.

The Publication Review special condition reads as follows:

The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant **at least thirty (30) working days before the targeted dissemination date**. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements:

*"This project was supported by Grant No. <AWARD\_NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."*

The current edition of the [DOJ Grants Financial Guide](#) provides guidance on allowable printing and publication activities.

The following steps provide detailed instructions of the publication review process:

1. SAKI TTA encourages all SAKI sites to submit their publication for a courtesy review by SAKI TTA. To do this, submit the request and files to your SAKI site liaison via email. SAKI TTA will review your publication to ensure it aligns with the SAKI mission and contains all required disclaimers. Relevant SAKI TTA subject matter experts will also review the content and provide recommended edits.
2. When you are ready to submit a draft of the publication for official BJA review, email the materials to the following individuals:
  - ◆ BJA Grant Manager—select the appropriate grant manager for your award:
    - Mila Hago ([Ludmila.Hago@usdoj.gov](mailto:Ludmila.Hago@usdoj.gov)) or
    - Lauren Troy ([Lauren.Troy@usdoj.gov](mailto:Lauren.Troy@usdoj.gov))
  - ◆ Dr. Angela Williamson ([Angela.Williamson@usdoj.gov](mailto:Angela.Williamson@usdoj.gov))
  - ◆ Carey Hendricks ([Carey.A.Hendricks@usdoj.gov](mailto:Carey.A.Hendricks@usdoj.gov))
  - ◆ SAKI site liaison

**Note:** It is recommended that you plan to submit your draft at least 30 days before the earliest deadline (e.g., printing or dissemination).
3. Upon receiving the email, BJA will coordinate with the SAKI TTA Team to review any previously suggested edits and provide feedback as necessary. Once both the BJA Policy and Programs Offices have reviewed and provided feedback, the grant manager and/or the site liaison will email you with feedback and any next steps. Please note that if the publication must receive additional feedback from the Office of Justice Programs' Office of Communications (OCOM), this will add more time to the review. For example, use of the BJA logo requires approval from OCOM.

4. You should address the feedback and make the requested edits. If there are questions about BJA's edits or feedback, you should send questions via email to your grant manager, as well as Dr. Angela Williamson, Carey Hendricks, and your site liaison. Alternatively, you should ask your site liaison to arrange a teleconference to discuss.

**Note:** Steps 2–4 will continue until a final draft has been agreed upon.

5. At that point, you should submit the document into the JustGrants system as a deliverable; refer to steps in the next section for additional information.

**Note:** A Program Office Approvals Grant Award Modification is no longer an option for final approval, as was the case in the Grants Management System.

## How to Submit a Deliverable in JustGrants

1. Log in to JustGrants; find and select the correct award account.
2. Scroll down to the middle of the account homepage until you find the Programmatic heading. Click **Begin** next to it.  
**Note:** This heading will be in small, bold font.
3. Find the Performance Management tab and scroll down to the Award Deliverables section. Under Award Deliverables, select **Add Attachment**.

4. Select the deliverable file and the approval email file to upload together as a single attachment. You may also drag and drop files into the upload box.

**Note:** To prevent upload errors, all files must be PDF files, and file names should not include spaces or be excessively long.

5. Select the **Deliverable** description; enter any specific descriptors or add clarifications in the Comment box. Click **Submit**.

**Note:** If the page does not refresh automatically, refresh it manually to show added attachments as “pending.”

Once the grant manager receives the notification that a deliverable is waiting for approval, they will review the document to ensure that it is the final version and approve the submission. The deliverable submission goes through only one level of approval in JustGrants, and this final step can be completed quickly.

## Contact Us

If you have questions or concerns regarding this special condition or want further guidance on which work products require approval, please reach out to your BJA Grant Manager and your SAKI Site Liaison.