



The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications to establish a Criminal Justice Technology Center of Excellence for Electronic Crime within the National Law Enforcement and Corrections Technology Center System (the "NLECTC System"). The Electronic Crime Center will provide testing, evaluation, technology assistance, and other services with regard to technologies intended for use by law enforcement and other criminal justice agencies to combat electronic crime. This program furthers the Department's mission by improving the safety and effectiveness of criminal justice technology and the access of law enforcement and other criminal justice agencies to that technology.

Solicitation: Criminal Justice Electronic Crime Technology Center of Excellence

Eligibility

(See "Eligibility," page 3)

Deadline

Registration with the Office of Justice Programs' Grant Management System (GMS) is required prior to application submission.

(See "Deadline: Registration," page 3)

All applications are due **June 22, 2009, 11:45 p.m. eastern time.**

Contact Information

For assistance with the requirements of this solicitation, contact Joseph Heaps, Deputy Chief, IST, at 202-305-1554 or joseph.heaps@usdoj.gov.

This application must be submitted through the Office of Justice Programs' Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7 a.m. to 9 p.m. eastern time.

SL# 000874

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Criminal Justice Electronic Crime Technology Center of Excellence CFDA No. 16.560

Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

NIJ seeks qualified applicants to establish and operate a Criminal Justice Technology Center of Excellence to support its research, development, testing, and evaluation (RDT&E) process in the areas of electronic crime and digital evidence. The Center of Excellence will support the NIJ RDT&E process by providing scientific and technical support to NIJ's research and development efforts; supporting the demonstration, transfer, and adoption of appropriate technology into practice by law enforcement and other criminal justice agencies; assisting in the development and dissemination of technology guidelines and standards; and providing technology assistance, information, and support to law enforcement and other appropriate criminal justice agencies.

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is **11:45 p.m. eastern time on June 22, 2009.**

Deadline: Application

The due date for applying for funding under this announcement is **June 22, 2009, 11:45 p.m. eastern time.**

Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally recognized Indian tribal governments that perform law enforcement functions), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ

programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" Web page at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section of the "Other Requirements for OJP Applications" Web page, which also can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body authorizing the inclusion of the tribe or tribal organization named in the application must be included with the application.

Specific Information—Criminal Justice Electronic Crime Technology Center of Excellence

NIJ, through its Office of Science and Technology (OST), is the national focal point for work on law enforcement technologies, including corrections, investigative, and forensic technologies, as well as technologies that support the judicial process. NIJ administers programs that improve the safety and effectiveness of, and criminal justice agency access to, these technologies. NIJ seeks applications to establish and operate, within the existing NLECTC System, a Center of Excellence for electronic crime and digital evidence.

The NLECTC System is an integral part of NIJ's Science and Technology program. It provides scientific and technical support to NIJ's research and development efforts;

supports the demonstration, transfer, and adoption of technology into practice by law enforcement and corrections agencies, courts, and crime laboratories; assists in the development and dissemination of technology guidelines and standards; and provides technology assistance, information, and support to law enforcement and corrections agencies, courts, and crime laboratories. NLECTC components are expected to collaborate on a daily basis with NIJ's program management staff, other NLECTC centers, and the full range of the Nation's criminal justice practitioner community. Each Technology Center of Excellence is expected to work with the other existing NLECTC Technology Centers of Excellence, the national and regional Technology Centers, and the Office of Law Enforcement Standards (OLES) at the National Institute of Standards and Technology as part of an integrated NLECTC System. The National Center serves as the clearinghouse for technology information and executes NIJ's compliance testing program. The Regional Centers serve as the initial point of entry for law enforcement practitioners to the NLECTC System and provide generalized technology assistance to law enforcement and corrections agencies, public crime laboratories, and judicial agencies in their regions. They also forward requests for specialized assistance to the appropriate Technology Center of Excellence, and, as necessary, coordinate technology demonstrations and evaluations sponsored by a Technology Center of Excellence with agencies within their regions.

The Technology Centers of Excellence, by contrast, serve as the authoritative resource within the NLECTC System for both practitioners and developers in their technology area(s) of focus. Their primary role is to assist in the transition of law enforcement technology from the laboratory into practice by first adopters within the criminal justice community. To that end, applicants must be knowledgeable of both practitioner requirements and potential technology solutions, including those developed by NIJ and other sources. Each Technology Center of Excellence must provide a high level of knowledge and skills necessary to support NIJ's RDT&E process in the relevant technology investment portfolio area by—

- Identifying technology requirements. This is to be accomplished principally by hosting and supporting relevant Technology Working Group (TWG) activities, conducting focused studies to support program development, and participating in relevant technical conferences and symposia.

TWGs exist for each of the relevant technology portfolio investment areas and are composed of criminal justice practitioners with interest and expertise in the relevant portfolio. TWGs identify technology gaps in the portfolio area, assist NIJ in the review of ongoing efforts, facilitate outreach, and coordinate demonstration opportunities. Technology Centers of Excellence provide general logistics in support of the TWGs. The Centers are expected to capture and disseminate technology needs, including assessment metrics for each identified gap.

- Supporting NIJ's research and development programs. The Centers of Excellence scientists and engineers are expected to help NIJ program managers define program objectives; assess ongoing research and development projects; find relevant technology efforts for NIJ collaboration; and participate in national and regional groups that support the adoption of technology.
- Testing, evaluating, and demonstrating technologies. The Centers of Excellence are expected to focus their efforts primarily on the demonstration of new

technologies in field environments. Demonstrations must be designed to determine whether a technology meets all of the assessment criteria for a technology need area and develop guidelines for the adoption of the technology by other practitioners. To the greatest extent feasible, demonstrations should also be designed to determine criminal justice outcomes through evaluation research in collaboration with NIJ's Office of Research and Evaluation. Technology demonstrations may range from 2 hours to 12 months. Findings will be disseminated through reports, conferences, standards, and technology assistance activities.

- Supporting the adoption of new technology. The focus of these efforts will be to facilitate the effective transfer into practice of new tools and technologies, including those funded by NIJ and others. Efforts are to include introducing new tools and technologies to the practitioner; introducing practitioner requirements to developers; and assisting developers in the commercialization of their products. Commercialization activities are to include providing feedback to technology developers in the criminal justice marketplace; describing criminal justice requirements and practices; providing opportunities for the demonstration of technologies; and presenting strategies for the commercialization of developers' technologies. In this assistance to commercialization, Centers are expected to play a vital role in providing practitioner agencies access to new technologies and improved capabilities. NIJ will not provide direct financial assistance to companies to commercialize products. NIJ may, however, support pilot programs for first adopters of new technology, particularly those that evaluate the effectiveness of a technology or develop best practices for the use of a technology.
- Developing technology guidelines. Technology Centers of Excellence efforts are expected to include the development of comprehensive guides for law enforcement and other appropriate criminal justice practitioners that describe how to plan for, select, and implement technology solutions based on actual experience with application of the technology in practice. Examples of existing guides include: *A Guide for Applying Information Technology for Law Enforcement*, *Guide for the Selection of Commercial Explosives Detection Systems for Law Enforcement Applications*, and *Understanding Wireless Communications in Public Safety*. Topics for additional guides include audio and video analysis and enhancement technologies, less-lethal technologies, and electronic monitoring technologies.
- Providing technology assistance and support to criminal justice agencies on a national basis. Technology Centers of Excellence are expected to provide all of the NLECTC System's specialized technology assistance within their particular technology areas of responsibility. These efforts will focus on providing science and engineering advice and support to assist first-adopter law enforcement, corrections, and other criminal justice agencies with the use of new technologies or the adaptation of existing technologies to enhance their effectiveness, efficiency, and safety. Centers are expected to provide national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods. (Note that Technology Centers of Excellence do not provide assistance to agencies that are adopting technologies that are well established in practice.) Appropriate assistance will be

provided to all facets of the criminal justice community, including small and rural law enforcement, corrections, forensic service providers, school resource officers, or other State and local practitioner communities.

Although the Technology Centers of Excellence will, to a certain extent, perform ongoing work related to responding to calls for assistance forwarded from the Regional Centers, Technology Centers of Excellence should expect that the majority of their work will be on projects specifically defined by NIJ in support of the specific technology investment portfolio areas. For this reason and others (such as the possibility of establishment, modification, or elimination of particular technology investment portfolios by NIJ; changes in the availability of funds; or the desire to capitalize on technology opportunities), applicants should expect that the level of effort for each Center of Excellence may vary significantly during the project period (or from year to year, should supplemental funding be made available). Successful applicants therefore must demonstrate the ability to readily add or reduce capacity in relevant areas without adversely affecting the ability to provide services or incurring unacceptable additional costs. In this connection, NIJ is very interested in entertaining applications that propose to leverage existing programs, facilities, and personnel.

Please note: All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

What will not be funded:

1. Provision of training or direct service, except as otherwise noted.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research.)
3. Work that will be funded under another specific solicitation.
4. Applications that do not demonstrate the capability to perform the work proposed.
5. Applications to provide general technology assistance on a regional basis or to rural law enforcement agencies. This work will be supported within the existing structure of the NLECTC System.
6. Applications that propose the execution of research and development.

Cost of proposed work: Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make one award for fiscal year 2009, depending on the amount of funds available and the receipt of high-quality applications. NIJ anticipates that there will be up to \$1 million available in FY09 to fund approximately 12 months of project activity. Thus, applicants should include a 12-month budget as part of their application.

Applicants should be aware that the total period of an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided; the individual's specific knowledge of the program or project undertaken with the grant funds; and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise and for the work that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To facilitate the adoption of new tools and technologies into practice by criminal justice agencies through testing, evaluation, and the provision of technology assistance.	<p>Quality of the research/work performed as assessed by a peer review process involving relevant technical and practitioner experts and the NIJ program manager.</p> <p>Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p> <p>If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</p> <p>If applicable, number of fielded technologies.</p>	<p>Individual project reports responding to the requirements of a specific project detailing the Center's activities including: the number of research, testing and evaluation, and demonstration activities conducted; the number of technologies successfully adopted into service; the number of technology guides published; and the number of calls for assistance responded to.</p> <p>Quarterly financial reports, semi-annual progress reports, and a final technical progress report providing a comprehensive overview of the Center's activities during the period of performance.</p>

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to

<https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 Monday–Friday from 7 a.m. to 9 p.m. eastern time.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt), and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure that Word documents you are submitting are saved using “Word 97–2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “National Institute of Justice Research, Evaluation, and Development Project Grants.”

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Applications should include the following:

Standard Form 424

Program Narrative

Applicants should structure their narrative around a core program that addresses the following anticipated projects for a 12-month project period commencing November 1, 2009. The program narrative should also address the applicant's ability to scale during the project period to provide services in the six areas identified under "Specific Information," above (e.g., identifying technology requirements, supporting NIJ's research and development program).

Electronic crime is a multi-faceted field that incorporates the investigation, prevention and prosecution of crime involving computers, portable digital devices, and other related digital technologies. It also involves the methods and tools for collecting, preserving, and examining digital evidence and the related educational/training programs that build capacity within criminal justice agencies to address electronic crime. The Electronic Crime Center of Excellence will coordinate and facilitate all NIJ projects and programs in these fields in order to leverage resources and provide comprehensive electronic crime support to State and local criminal justice. Through these efforts, the Electronic Crime Center of Excellence will increase the capacity of State and local law enforcement to effectively and professionally serve the public in matters involving electronic crime.

- Host and support the Electronic Crime Technology Working Group (TWG), including hosting two meetings annually.
- Establish a program to build the capacity of electronic crime units and crime laboratories to collect and analyze digital evidence. This effort will include development of best practices as well as activities related to adoption of new and innovative technologies and tools.
- Develop standards for evaluating training programs involving electronic crime and digital evidence.
- Establish and manage a program to evaluate the performance of digital evidence forensics units within State and local law enforcement agencies.
- Develop and publish comprehensive NIJ-published guides for law enforcement and other appropriate criminal justice practitioners that provide direction for selecting and implementing technology solutions related to electronic crime and digital evidence based on the application of the technology in practice. Examples of existing NIJ Electronic Crime-related guides include: *Electronic Crime Scene Investigation: A Guide for First Responders, Second Edition*; *Investigative Uses of Technology: Devices, Tools, and Techniques*; *Investigations Involving the Internet and Computer Networks*; and *Digital Evidence in the Courtroom: A Guide for Law Enforcement and Prosecutors*.
- Support NIJ's efforts to assess the compliance of digital evidence examination and electronic crime laboratories with quality assurance standards.

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).
- b. Table of contents.
- c. Main body, which includes:
 - Purpose, goals, and objectives.
 - Review of relevant literature.
 - Research design and methods.

- Implications for criminal justice policy and practice in the United States.
 - Management plan and organization.
 - Dissemination strategy.
- d. Appendixes (not counted against program narrative page limit) include:
- Bibliography/References (if applicable).
 - List of key personnel (required).
 - Résumés of key personnel (required).
 - List of previous and current NIJ awards (required).
 - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
 - Chart for timeline, research calendar, or milestones (required).
 - Other materials required by the solicitation.

Budget Detail Worksheet

The Budget Detail Worksheet should address the full scope, duration, and cost of the project. It should include a breakdown of costs associated with each budget category, including itemizations and calculations where necessary.

The budget must be broken down on a year-by-year basis over the length of the project. That is, if the proposed project is 3 years, then there should be separate budgets for year one, year two, and year three. Thus, applicants should include a 12-month budget as part of their application.

Templates for filling out the Budget Detail Worksheet may be found online at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf, OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786.

Budget Narrative

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative should also include details for calculated rates or other figures.

As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

Data Collection Plan

The Data Collection Plan is a description of the applicant's plan for the collection of the data required for performance measures.

Indirect Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to

submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Other Program Attachments

These include several forms, available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>.

Page limit: The program narrative section of the application must not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 25-page limit for the narrative section.

Cofunding: A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make, and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

Selection Criteria

Successful applicants must demonstrate the following:

Statement of the Problem (Understanding of the problem and its importance.)—15%

Project/Program Design and Implementation (Quality and technical merit)—25%

1. Understanding of the unique challenges of criminal justice agencies and the role of technology in meeting those challenges.
2. Relevance of the proposed work to accomplishing the objectives of this solicitation.
3. Soundness of the approach to accomplishing the proposed work.
4. Innovation and creativity (when appropriate).

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants.)—25%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Ability to add or reduce capacity without incurring unacceptable costs.
5. Successful past performance on NIJ grants and contracts (when applicable).

Budget—15%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (Relevance to policy and practice)—10%

This section should include a description of the applicant's plan for the collection of the data required for performance measures.

Relevance of the project for policy and practice:

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

Dissemination Strategy—10%

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. NIJ may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency

regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 4 months. You should not propose to begin work until at least 4 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 4 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for an award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance With Office of Justice Programs Financial Guide
<http://www.ojp.usdoj.gov/financialguide/>
- Suspension or Termination of Funding
- Nonprofit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

If your proposal is funded, you will be required to submit several reports and other materials, including:

Final substantive report: The final report should be a comprehensive overview of the project and should include, among other things, a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy. It must contain an abstract of no more than 600 words and an executive summary of no more than 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

Interim reports: Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.