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The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for improving the efficiency and capacity of public forensic DNA laboratories. This furthers the Department's mission to seek new means and techniques of increasing the capacity of the Nation's DNA laboratories. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system realize the full potential of DNA technology.

## **Solicitation: Forensic DNA Unit Efficiency Improvement**

### **Eligibility**

(See "Eligibility," page 5)

### **Deadline**

**Registration with Grants.gov is required prior to application submission.**

(See "Registration," page 4)

### **DUE DATE EXTENDED**

All applications are now due **March 26, 2009, 11:59 p.m. eastern time**, extended from March 23, 2009.

### **Contact Information**

For assistance with the requirements of this solicitation, contact Mark S. Nelson, Senior Program Manager, at 202-616-1960 or [Mark.S.Nelson@usdoj.gov](mailto:Mark.S.Nelson@usdoj.gov) or Minh Nguyen, Program Manager, at 202-305-2664 or [Minh.Nguyen@usdoj.gov](mailto:Minh.Nguyen@usdoj.gov).

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov).

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

**Grants.gov Funding Opportunity No. NIJ-2009-2005**

**SL# 000867**

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# Forensic DNA Unit Efficiency Improvement CFDA No. 16.741

## 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.

Enhanced DNA laboratory capacity is critical for public crime laboratories to meet the increasing demand from the criminal justice community for DNA testing services. More law enforcement officers are realizing the importance of collecting, preserving, and submitting forensic evidence from both violent and nonviolent crime scenes, resulting in sharp increases in submissions of DNA evidence to the Nation's public crime laboratories. In addition, the passage of State statutes expanding DNA sample collections from offenders convicted of violent crimes to all felons upon conviction and, in many jurisdictions, to all arrestees has further increased the workload of public forensic laboratories. Innovative ideas and programs are necessary in order to have significant impacts on the growing capacity needs of these laboratories.

With this solicitation, NIJ is seeking proposals from States and units of local government for projects to improve the efficiency and capacity of public forensic DNA laboratories through the development and adoption of an improved laboratory process. Eligible public forensic DNA laboratories may submit proposals for projects that will increase capacity to meet the mission-critical needs of these laboratories within the scope of this solicitation. Priority consideration will be given to proposals that involve novel or innovative solutions and/or have the potential to affect the entire DNA forensic community. NIJ's objective is to publish successful, carefully evaluated, and novel efficiency improvement methodologies as models to be considered by other public forensic laboratories.

This solicitation will not fund proposals seeking to support efficiency and capacity enhancement projects that would duplicate projects eligible for support and planned to be supported under the FY2009 Forensic DNA Backlog Reduction Program.

Applications must include a detailed plan that clearly describes how FY 2009 Forensic DNA Unit Efficiency Improvement Program funds will be used to meet the goals of this solicitation. Highest priority will be given to proposals that focus on the implementation of an innovative approach suitable for publication by NIJ as a model program for the forensic community.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is **March 26, 2009, 11:59 p.m. eastern time.**

Within 24 to 48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application along with your DUNS number and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted and contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page, [www.ojp.gov/funding/solicitations.htm](http://www.ojp.gov/funding/solicitations.htm).

## Eligibility

Eligible applicants for funding are States<sup>1</sup> and units of local government with existing crime laboratories that conduct DNA analysis that:

- Undergo external audits not less than once every 2 years to demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and
- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

Each eligible applicant must satisfy the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

## Specific Information—Forensic DNA Unit Efficiency Improvement

### Award Purposes, Goals and Objectives, and Deliverables

The purpose of the FY 2009 Forensic DNA Unit Efficiency Improvement Program is to provide a unique opportunity for States and units of local government to develop and implement a program to improve the capacity and efficiency of applicants' DNA units. Public crime laboratories that have mission-critical capacity needs that are not currently being met under Forensic DNA Backlog Reduction Program awards are encouraged to apply for assistance; however, priority consideration will be given to proposals that present novel or innovative approaches, with additional consideration given to projects that have the potential to affect the entire forensic DNA community. NIJ's objective is to publish one or more successful, carefully evaluated, and novel efficiency improvement program awards as model programs. Such a publication would assist other State and local government forensic DNA laboratories to implement similar strategies and subsequently increase efficiency and capacity.

Forensic DNA analysis has played a crucial role in the investigation and resolution of thousands of violent crimes since the late 1980s. Since 2004, NIJ has provided hundreds of millions of dollars to State and local government forensic DNA laboratories. A principal goal of this funding has been to increase laboratories' capacity to process forensic DNA samples and to eliminate or significantly reduce backlogs of DNA samples awaiting analysis. Recent trends are showing that although forensic laboratories are increasing sample throughput per analyst, many have not reduced turnaround times or backlogs of unanalyzed samples significantly because of the rapid increase in forensic DNA sample submissions. Through this solicitation, NIJ is seeking integrated and complete approaches to improve DNA laboratory efficiency that will result in laboratory throughput capabilities that will exceed current and future increases in the demand for DNA analysis.

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<sup>1</sup> For purposes of this announcement, the term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands.

The applicant must, in the proposal narrative, clearly define the problem, the proposed solution, and performance measures (in addition to those specifically listed in this announcement) that will be collected in order to objectively evaluate the impact of the proposed project activities. As applicants develop their proposal, they should consider including a needs assessment and a process evaluation of their DNA workflow as part of their development plan, if they have not already done so—with the ultimate goal of improving their capacity to reach a 30-day turn around time.

NIJ plans to use an external entity to evaluate and report on the efficacy of selected projects funded under this program, and applicants must commit to working with the chosen external evaluating entity. Award recipients must cooperate with NIJ and this external evaluator to ensure that deliverables such as performance measures, progress reports, and the final report will provide the necessary data and materials to meet NIJ's objective to publish successful, carefully evaluated, and novel efficiency improvement methodologies as models to be considered and potentially replicated by other public forensic science laboratories. Examples of activities with which the recipient must cooperate may include, but are not limited to, site visits by NIJ officials and/or representatives of the external evaluator, submission of progress reports, requests for case studies, and responses to any assessments, evaluations, or data requests made by NIJ and/or the selected outside evaluator. It may be that, in order to demonstrate the true effectiveness of the proposed project, some requests for information may continue after the award has ended. Due to the nature of this solicitation, applicants can expect significant input from and communications with NIJ program managers and/or external evaluators throughout the award period and after the award period ends.

**Award Period**

All awards will start on the same date of October 1, 2009. In general, NIJ will limit its awards under this program to a maximum period of 18 months after the start of the award (from October 1, 2009 to March 31, 2011). If necessary, requests for no-cost extensions of award periods submitted through the Grants Management System will be considered. Applicants should be aware, however, that the total period of an award ordinarily will not exceed 3 years.

**Match Requirement (Cash Only)**

A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the 25% non-Federal portion of the budget and how match funds will be used. Applicants must satisfy this match requirement with cash only. The formula for calculating match funds is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

Example: 75/25% match requirement  
For a Federal award amount of \$350,000, match funds would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667 \text{ match funds}$$

**What will *not* be funded:**

This program is not meant to be a supplement to Forensic DNA Backlog Reduction Program awards made in the current or previous fiscal years and, in general, funding will **not** be provided for:

- Handling, screening, and/or analysis of forensic DNA case or convicted offender and/or arrestee samples.\*
- Personnel costs (including hired, overtime, or contract labor) to handle, screen, or analyze forensic DNA case or convicted offender and/or arrestee samples.\*
- Laboratory instruments, computers, standard LIMS systems, or robotic workstations as standalone requests for which funding is available through another source.\*
- Continuing education costs and associated travel costs.
- Accreditation costs and fees.
- Proposals that are nonresponsive to the general goals of this solicitation.

\*These activities may be considered for funding if they are presented as part of a project which, upon implementation, resolves a mission-critical need that is not currently being met by current local, State, or Federal funding sources. Additionally, if a proposed innovative or novel approach requires the implementation of any of the above identified activities, then the use of awarded funds for these activities may be approved. Above activities not identified by an asterisk (\*) will not be considered for funding.

**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.** If feasible, NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in the delivery of a measurable deliverable. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work incrementally, depending on, among other things, the quality of the deliverable at the end of each phase, strategic priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. **Note:** Deliverables (e.g., technical reports, proof-of-concept demonstrations, prototypes, etc.) will be required at the end of each phase to enable NIJ to assess the progress of the work and assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work.

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

**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 qualification 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
<p>To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.</p> <p>To reduce backlogged requests for DNA analysis in State and local government crime laboratories.</p>	<p>Reduction in the average number of days between the submission of a request for DNA analysis to the laboratory and the delivery of the test results.</p> <p>Increase in DNA analysis throughput for the laboratory.</p> <p>Percent reduction in the backlog of requests for DNA analysis.</p>	<p>Average number of days between the submission of a request for DNA analysis to the laboratory and the delivery of the test results at the beginning of the grant period.</p> <p>Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the end of the reporting period.</p> <p>Average number of DNA samples analyzed per analyst at the beginning of the grant period.</p> <p>Average number of DNA samples analyzed per analyst at the end of the reporting period.</p> <p>Number of backlogged requests for DNA analysis at the beginning of the award period.</p> <p>Number of backlogged requests for DNA analysis at the end of the award period.</p>

The applicant may also provide additional performance measures specifically targeted to demonstrate the effectiveness of the proposed plan and the elimination of "bottlenecks" identified in their proposal. Applicants presenting mission-critical needs as part of a



proposed project must include, in the application program narrative, historical and baseline performance measures that provide evidence of an existing and/or growing capacity issue that, if left unaddressed, will impede the applicant laboratory's ability to fulfill its mission to the forensic community. Semi-annual performance measures must be collected and submitted with the semi-annual progress reports. Additional performance measures may be requested by the external evaluator of the project and these will be submitted on a schedule determined by the external evaluator.

## How to Apply

DOJ participates in Grants.gov—a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7 a.m. to 9 p.m. eastern time.

**Funding Opportunities With Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov 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 16.741 and the Grants.gov funding opportunity number is **NIJ-2009-2005**.

**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 for Federal assistance applicants,

recipients, and subrecipients. 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](http://www.ccr.gov).

## What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents.

An application must include the following:

### Required Documents

#### Standard Form 424

- **Item 8:** Type of Application—"New."
- **Item 9:** Name of Federal Agency—"National Institute of Justice."
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this Program, the number is 16.741.
- **Item 11:** Descriptive Title of Applicant's Project—"FY 2009 Forensic DNA Unit Efficiency Improvement Program—[YOUR AGENCY NAME]."
- **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be "October 1, 2009 to March 31, 2011."
- **Item 16:** Is Application Subject to Review by State Executive Order 12372 Process?—A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

### Program Narrative

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).
  - The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving

the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.

b. Table of contents.

c. Main body, which includes:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Project 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.
  - Baseline performance measures: A statement of (a) the current length of time it takes to handle, screen, or analyze a forensic DNA request from submission to delivery of forensic DNA test results; (b) the average number of DNA samples analyzed per analyst per month; and (c) the estimated number of forensic DNA requests in backlog as of the application date. If necessary to justify a mission critical need, historical performance measures must also be provided as appropriate.
  - Statement of eligibility: A statement that the applicant meets all eligibility requirements in this announcement and documentation of eligibility. Each eligibility requirement should be listed and addressed individually. Where possible, supporting evidence should be provided.
  - Statement of cooperation: A statement that the applicant will cooperate with the external reviewer for the purpose of evaluating the project as well as to disseminate information resulting from the project to the forensic community.

### **Budget Detail Worksheet**

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

Templates for filling out the Budget Detail Worksheet may be found online at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](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. To reduce the risk of math errors, NIJ encourages the use of the Microsoft Excel version of the detail budget worksheet.

## **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.

**Proof of Accreditation (required):** Submit an electronic (scanned) copy of the current accreditation certificate of the applicant's DNA laboratory.

## **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 your proposal must not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstracts, tables of contents, charts, figures, appendixes, and government forms do not count toward the 25-page limit for the narrative section.

## **Selection Criteria**

Successful applicants must demonstrate the following:

**Statement of the Problem/Program Narrative** (Understanding of the problem and its importance)—10%

Include appropriate citations and other information to demonstrate an understanding of the problem, both within the areas affected by the applicant laboratory and throughout the Nation's forensic community. This statement should also address the importance of the problem and include a discussion on the need for resolution for the overall forensic community.

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

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—10%

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. Successful past performance on NIJ grants and contracts.

**Budget**—10%

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)—25%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field; specifically, increasing capacity and efficiencies of DNA forensic unit operations.
3. Relevance for improving the policy and practice of criminal justice and related agencies and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology, or cost of training to use the technology).
5. Perceived potential for implementation of a new technology (when applicable).

**Dissemination Strategy**—5%

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.

**Relevance of the project for policy and practice**—15%

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 applicants may collaborate with researchers and other external organizations. You may include letters showing support from these researchers or external organizations, but they carry less weight than clear evidence that you understand why the field would benefit from the work and how beneficiaries would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

## 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 8 months. You should not propose to begin work until at least 8 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 8 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- 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
- 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 the following:

**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 reviews will be forwarded to the author 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.

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, performance measures (collected by quarter but submitted semi-annually with the progress report), 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.