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The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding specific projects and activities to advance criminal justice policy, practice, and/or technology. This program furthers the Department's mission by strengthening the capability of State and local criminal justice agencies to prevent and control crime.

## **Solicitation: Advancing Criminal Justice Policy, Practice, and Technology**

### **Eligibility**

(See "Eligibility," page 3)

### **Deadline**

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

(See "Registration," page 3)

All applications are due **July 6, 2009, 11:45 p.m. eastern time.**

### **Contact Information**

For assistance with the requirements of this solicitation, contact George Tillery, Associate Deputy Director, Office of Science and Technology, at 202-305-9829 or [George.Tillery@usdoj.gov](mailto:George.Tillery@usdoj.gov); or Cathy Girouard, Social Science Analyst, Office of Research and Evaluation, at 202-353-9244 or [Cathy.Girouard@usdoj.gov](mailto:Cathy.Girouard@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# 000882**

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# **Advancing Criminal Justice Policy, Practice, and Technology**

## **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.

To accomplish this mission, NIJ seeks applications for funding of specific innovative, high-payoff projects and activities fostering the adoption into practice of new, cutting-edge policy, practice, and/or technology related to: courts, crime and crime prevention, drugs and crime, forensic sciences, law enforcement, relevant technology and tools, and victims and victimization.

### **Deadline: Registration**

Applicants must register with GMS prior to applying. The deadline to register is **11:45 p.m. eastern time on July 6, 2009.**

### **Deadline: Application**

The due date for applying for funding under this announcement is **July 6, 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](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](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—Advancing Criminal Justice Policy, Practice, and Technology**

NIJ seeks proposals for projects in the following specific areas, to foster development and adoption of new, cutting-edge policies, practices, and tools and technologies for criminal justice application:

Increasing Understanding of Crime and Justice Issues—NIJ seeks applications for funding to increase the scientific understanding of crime and justice issues. This new understanding will guide development of short-term and long-term research agendas in the development, testing, and evaluation of crime prevention and control practices. NIJ is particularly interested in development of new research agendas in understudied areas. NIJ envisions this project being implemented through multiple panel studies, workshops, and seminars in relevant areas of interest. Specific areas of interest include, but are not limited to, the death penalty; the social science implications of new technologies in law enforcement; and improving understanding of crime trends in the United States. NIJ anticipates making a single award for this project.

- Establishing a Law Enforcement Research Agenda—NIJ seeks applications for funding for a project to assist NIJ in establishing a national research agenda for law enforcement. Envisioned activities include a comprehensive survey of law enforcement research priorities that involves a representative sample of all law enforcement agencies in the United States and a series of leadership roundtables with smaller agencies that bring together law enforcement officials and researchers to identify and discuss priority research questions of significance to the law enforcement community. NIJ anticipates making a single award for this project.
- Development of Video Standards—NIJ seeks applications for funding to assist it in:
  - Formulation and publication of a standard for digital multimedia evidence (in-car video) systems, as well as a selection and application guide.
  - Formulation and publication of a standard for license plate reader systems, as well as a selection and application guide.
  - Complete formulation and publication of a standard for interview room video systems, as well as a selection and application guide.

NIJ will entertain applications proposing to address one or all three of these efforts. The desired work products should result from a process involving working groups composed of subject matter experts with relevant expertise.

- Systematic Assessments of Extant Criminal Justice Research—NIJ seeks applications for funding for a project to conduct systematic reviews of research in the area of crime and justice for use by researchers, policymakers, practitioners, and the public, in an effort to share information about “what works”. Specific areas of interest include research of policies, programs, and practices to advance efforts in crime and delinquency reduction, forensics, court and prison management, and police conduct. Work products will be archived in a readily accessible, on-line, computer-based library.
- Corrections Technology Demonstration—In an effort to foster the adoption into practice of cutting-edge technologies for corrections application, NIJ seeks applications for funding to conduct a hands-on, interactive annual training and demonstration event, enabling several hundred corrections practitioners to utilize and evaluate the latest tools and technologies under real-world conditions in a correctional environment in operational scenarios. The key focus of this event should be a technology review and assessment through hands-on utilization of technologies, especially those identified as high priority by NIJ, within training scenarios, to help technologists acquire valuable information that might help advance the development of particular technology approaches to solving practical and operational problems identified by corrections practitioners. Additionally, as part of this effort, applicants are expected to propose a workshop curriculum, to be used in conjunction with available technologies, that would provide participating corrections practitioners with opportunities for training, certification, and question-and-answer sessions.
- Improving the Accessibility and Utility of Research for Policymakers—NIJ seeks proposals for a project to inform governors and their advisors of the most current criminal justice research findings and assist them in applying current research

information strategically to their ongoing efforts to identify and refine criminal justice policy priorities in their respective States and develop evidence-based policies. Envisioned activities to accomplish this goal include policy forums and institutes on criminal justice topics, to include sessions on using criminal justice research information to inform public policy decisionmaking.

- Forensic Science Education for Policymakers—NIJ seeks proposals for a project to educate State legislators on the policy and practice issues associated with the effective use of DNA to solve crimes. Projects should involve interaction between legislators, crime laboratory directors, and other relevant elected and appointed officials involved in the development and implementation of criminal justice policies that impact the forensic community. NIJ anticipates making a single award for this project.
- Forensic Science Education for Law Enforcement Decision-Makers—NIJ seeks proposals for a project to educate senior-level law enforcement practitioners on policy and practice issues associated with the effective use of DNA to solve crimes. Projects should involve interaction between senior-level law enforcement practitioners, legislators, crime laboratory directors, and other relevant elected and appointed officials. NIJ anticipates making a single award for this project.
- Identifying Technology—NIJ seeks applications for funding to provide a Web-based product information and knowledge portal that provides law enforcement and corrections practitioners easy-to-use, accurate, up-to-date, and reliable information on the latest law enforcement and corrections tools and technologies available on the market. NIJ anticipates making a single award for this project.
- Evaluation of Low-Cost Aviation Options for Law Enforcement—NIJ seeks applications for funding to evaluate a variety of low-cost aviation options for law enforcement including the examination of cutting-edge surveillance and communications packages on aerostats, powered gliders, etc. The desired work products should result from a process involving law enforcement subject matter experts with relevant expertise. Work products should be easily Web-accessible.
- Corrections Technology Evaluation and Assessment—NIJ seeks applications for funding to evaluate state-of-the-art commercially available corrections technology. The desired work products should result from a process involving working groups composed of subject matter experts with relevant expertise. Work products should be easily Web-accessible. Depending on the availability of funds, NIJ anticipates making one or more awards for this project.

**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](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, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.
4. Applications for projects other than those specified in this solicitation.

**Cost of proposed work: NIJ anticipates that up to a total of \$2 million may become available to fund this solicitation. Generally, individual projects awarded under this solicitation are not expected to cost more than \$250,000 in Federal funds for the initial 12-month period of performance; however, NIJ will consider applications requesting Federal funding in excess of \$250,000 with sufficient support and documentation to justify the higher funding level in the proposal, budget, and relevant supporting materials.** 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.**

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, if applicable. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To foster the adoption of new, cutting-edge policies, practices, tools, and technologies for criminal justice application.</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>New policies and practices evaluated and/or adopted.</p> <p>Guides and standards published.</p> <p>Research projects initiated.</p> <p>New technologies evaluated.</p>	<p>A final report providing a comprehensive overview of the project and 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.</p> <p>Quarterly financial reports, semi-annual progress reports, and a final progress report.</p> <p>If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</p> <p>If applicable, description of new technologies evaluated.</p> <p>If applicable, citation to report(s)/document(s).</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 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

Applications must include the following:

### Standard Form 424

### Program Narrative

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.
  - 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.

### **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.

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.

### **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** (If applicable)

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 your 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.)—30%

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.)—20%

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 (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.
4. Matching funds, as a proportion of the total project cost.

**Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures** (Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
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 commercialization and/or implementation of a new technology (when applicable).

### **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—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.

## **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](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.