



OCT. 05

**NIJ**

Solicitation for Concept Papers

**Sensor and Surveillance Technologies**

**Notice:**

**You *must* submit your application electronically using Grants.gov.**

Go to <http://www.ojp.usdoj.gov/nij/funding/howto.htm> for application instructions. For Grants.gov technical support, call 1-800-518-4726.

**Catalog of Federal Domestic Assistance (CFDA) Number:** 16.560

**CFDA Title:** National Institute of Justice Research, Evaluation, and Development Project Grants

**Deadline:**

**November 17, 2005**

**Extended to  
November 25, 2005**

**8 p.m. eastern time**

SL 000715

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street N.W.  
Washington, DC 20531

**Alberto R. Gonzales**  
*Attorney General*

**Regina B. Schofield**  
*Assistant Attorney General*

**Glenn R. Schmitt**  
*Acting Director, National Institute of Justice*

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Partnerships for Safer Communities  
*<http://www.ojp.usdoj.gov>*

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# Sensor and Surveillance Technologies

## I. Introduction

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice 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 supports research that can provide knowledge and tools to guide policy and practice.

NIJ is seeking concept papers for research and development of sensor or surveillance technologies, or novel applications of those technologies, to address specific needs in criminal justice. NIJ is particularly interested in three areas:

1. Concealed weapons detection (CWD) at a safe distance.
2. Through-the-wall surveillance (TWS) for locating and/or tracking individuals within buildings.
3. Other novel sensor or surveillance technologies, applications, or support functions for specific criminal justice applications.

Applicants should clearly identify in their application title and abstract the area for which they are applying (CWD, TWS, or novel).

**Due date:** The due date for this concept paper is **November 17, 2005**. Extensions to the deadlines are generally not granted.

**Page limit:** The program narrative section of your concept paper must not exceed 5 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, and appendixes do not count toward the 5-page limit for the narrative section. (The program narrative section of full proposals, for applicants who will be invited to submit them, are usually limited to 25 to 30 pages.)

**Reasons for rejection:** NIJ may reject applications that are incomplete, do not respond to the scope of the solicitation, do not comply with format requirements, or are submitted after the deadline. No additions to the original submission are allowed.

**How to apply:** Detailed instructions for using Grants.gov to apply are available at <http://www.ojp.usdoj.gov/nij/funding/howto.htm>. For Grants.gov technical support, call 1-800-518-4726.

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## II. Concept Paper Topics

Sensor and surveillance technologies allow law enforcement and corrections officers to watch, listen to, or otherwise monitor and thus safeguard locations remotely. These technologies include video cameras and closed-circuit television systems, audio receivers and recorders, radar traffic enforcement devices, motion detectors, heartbeat detectors, “radar flashlights” to detect breathing and other vital signs, devices to “see” through walls and into enclosed spaces to locate and track concealed persons, and night vision and thermal imaging devices that detect infrared radiation or heat.

For this solicitation, NIJ is seeking concept papers for research and development of sensor or surveillance technologies, or novel applications of those technologies, to address specific needs in criminal justice. The concept paper should describe the operational environment in which the technology will function, identify the criminal justice need that the technology will address, and describe the specific benefit anticipated and how the technology will produce that benefit. Applications should also describe how the project will collect data, measure the results against defined metrics, and distribute results.

Successful applicants should propose projects that result in devices that are affordable for purchase by State and local criminal justice agencies. Although most R&D efforts will result in prototype or brass board demonstration systems, a target cost of less than \$30,000 in production is highly desired. Costs should be proportionate to anticipated performance and an end-unit cost of much less than \$30,000 is preferred. Technologies should be designed for use by the average criminal justice practitioner and should require minimum training. Technologies should also be easy to maintain and impose a minimal logistics burden. The ability to export data to a remote location, as applicable to the technology, is also highly desired. Each of these criteria should be briefly discussed in the concept paper. Those invited to submit full applications will be asked to substantiate the approach to meeting each of these requirements.

The concept paper should clearly describe:

- How the project will collect data.
- How health, human safety, and privacy concerns for the operator, subject, and any transient personnel are addressed in any active sensor systems, and how this impacts or trades off against system performance.
- What metrics will be used to evaluate the results, using industry or government standard evaluation methods and measures wherever possible.

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- Past or planned future participation in any applicable industry or government evaluations, “grand challenges,” or laboratory, scenario, or operational tests.

NIJ is particularly interested in three sub-topics for sensor and surveillance technologies. The applicant should clearly indicate which area they are applying for in both their application title and abstract.

### **1. Concealed weapon detection (CWD) at a safe distance.**

CWD systems include instruments, devices, equipment, and technologies to detect weapons most commonly concealed on human bodies, but also in containers or vehicles. Knives or firearms are the weapons most commonly considered, but any metallic or nonmetallic object that can be used to do harm (including explosives and chemicals) may also be considered to be a weapon. CWD systems may be stationary (standoff or walkthrough) or portable (handheld or vehicle-mounted), and may operate in a variety of environments (e.g., close-proximity or standoff screening, indoor or outdoor, controlled or uncontrolled areas, day or night) and scenarios (e.g., pat-down searches, monitoring, surveillance, tracking).

CWD systems include x-ray imaging, magnetic resonance imaging, microwave holography, acoustic (sound) detection, gradiometers (stationary metal detectors), vehicle-mounted metal detectors, millimeter wave (MMW) or microwave radar detection systems, radar imaging systems, infrared imaging systems, stand-off trace detection and pulse imaging systems (which may use broadband, noise, or electromagnetic pulses).

NIJ is most interested in technologies with which officers can detect both metallic and non-metallic weapons, that require minimal or no cooperation from the subjects, and that are portable or handheld. Potential covertness of the sensor is also a desirable attribute.

Public safety and corrections officers must be able to detect weapons from a safe distance and through a variety of clothing. Highest priority is on detection of large weapons ranging from handguns to bomb belts or vests worn by suicide attackers. The weapons may be composed of a large range of materials such as metals, nonmetals (including ceramics), plastics and explosives. The minimum distance at which these weapons must be detected varies based on the size, shape, composition, and effective range of the weapon. However, in every case the distance must provide officers with sufficient time to react. For example, handguns should be detected at a distance of at least 15 meters and should be distinguishable from cell phones at that range.

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In a number of venues (e.g., schools, courts, large public areas), officers need to be able to scan a large population for concealed weapons in a relatively short timeframe (e.g., 4,000 individuals within 1 to 1.5 hours) to provide security for the venue. The speed of current devices needs to be improved to avoid impacting attendance or exposing those waiting in line to the weather or possible violence, and to allow law enforcement officers to be more effective in their operations. Typically, 15 to 20 percent of individuals scanned require secondary screening and it is desired that this number be significantly reduced.

Another specific CWD application of interest is to support criminal justice officers providing security for high-profile government officials and others. In these applications, a standoff distance of greater than 10 meters is desired for the reliable detection of handguns, knives, or their components. The technology should:

- Be portable.
- Detect weapons and threat materials concealed on the body and/or in a backpack or similar container carried by a person before the person reaches a security checkpoint.
- Operate for a minimum of four hours on internal batteries.
- Be capable of being transported and operated by a single person.
- Detect weapons in real time and process the information to identify the specific weapon type in less than 10 seconds.

For corrections and other similar highly controlled settings, there is also an interest in a high-speed, safe system for detecting small weapons that may be constructed with commercial, homemade, or improvised materials found in a corrections environment and concealed by swallowing or inserting into body cavities. Detection of concealed razor blades or bullets is also of interest. Such a system may be fixed or portable and should create no health hazard for the operator or the subject when operated within 12 inches of the subject. When fully developed into a commercial product, the portable system should weigh between five and ten pounds, operate for a minimum of eight hours on internal batteries, and be operable by a single, nontechnical operator.

## **2. Through-the-wall surveillance (TWS) for locating and/or tracking individuals within buildings.**

Criminal justice officers must locate and track individuals through a variety of interior and exterior

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building walls to (1) support hostage rescue, building surveillance, and building clearance operations, and (2) support building search operations.

To rescue hostages or clear buildings, officers need a device that can remotely map the interior of the building, identify interior walls, and locate and track people who are in the building. Some of the people the device would locate and track may be cooperative—SWAT officers, undercover officers, VIPs—and might be issued a tag. But others—hostage takers and untagged hostages—would not. Applications that propose concepts relying solely on ID tags will not be considered. The capability to identify inanimate objects (such as furniture) is also desirable.

Such a device should display the building interior and people inside the building on a laptop computer screen for use by the commander of the operation. The display should show the walls and moving icons that indicate the location and movement of both cooperative and non-cooperative individuals. Ideally, it would also identify which individuals have weapons. Relevant information should be accessible by other officers via their personal digital assistants (PDAs) in real time from the commander's laptop computer.

The proposed device should be portable, rapidly deployable, and able to survey the scene from a distance. It might employ multiple sensors. Potential covertness is a desirable, but not mandatory feature. At a minimum, the device should give the practitioner information about the distance and direction of the person being tracked. More desirable is a device that gives three-dimensional information (range, direction, and height) about the individual.

For building search operations, officers need a small, handheld device capable of rapidly detecting an individual through exterior and interior building walls and doors. At a minimum, the device should detect living persons in a building. Greater functionality (for example, providing range and azimuth) is desirable, but must be balanced against cost and size. NIJ is most interested in technologies that can locate and track individuals through metal walls.

### **3. Other novel sensor or surveillance technologies, applications, or support functions for specific criminal justice applications.**

NIJ is also interested in other novel applications for sensors and surveillance to address specific law enforcement, corrections, and school safety issues. Although applicants may propose any sensor or surveillance concept, specific areas of priority interest under this section follow:

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- Technologies that provide improved area surveillance for evidence of specific activities of interest to law enforcement. These include crowd control and city monitoring, support to remote monitoring operations, and monitoring of high-priority public venues. It is desired that the activity monitoring system provide high-resolution (e.g., HDTV 720p) 360-degree camera coverage and have zoom capability for improved situational awareness.
  - A tactical command and control system (TC&CS) to locate, identify, and manage law enforcement or corrections assets and sensors in a single electronic map display with “point and click” detailed unit identification. The TC&CS should accurately display all sensor and suspect activity in near real time and the technology should operate in a systems environment that promotes the fusion and integration of these capabilities with partner agencies. Sensor compatibility and radio communications interoperability standards must be incorporated to ensure a fully operational interface. The system must record all data for investigative followup, for determining operational trends for future law enforcement deployment, and to provide evidence for court purposes.
  - An unmanned, self-operating, unsupervised remote monitoring technology to provide high-resolution pre-event video and audio recording at high-profile locations where the frequency of incidents may be too low to warrant permanent staffing (e.g., schools, bridges, water supplies, prison perimeters, borders, critical infrastructures). The technology would monitor an area or facility to ensure that criminal justice personnel are alerted in case of an illegal or dangerous incident based on sensors for traffic, fire, perimeter violations, gunshot detection, specific human behaviors of interest, etc. Recorded information would be able to support investigations and/or prosecutions regarding the incidents.
  - Ancillary technologies providing an improved capability in source authentication, time and date stamping of evidence, and chain of custody.

### **III. General Requirements and Guidance**

NIJ is asking you to submit a concept paper that captures the essence of a full proposal. The main difference between a concept paper and a proposal is that concept papers are much shorter and do not contain detailed budgets.

Your concept paper should state the problem under investigation (including goals and objectives of the proposed project) and the relevance of the project to public policy, practice, or theory. The narrative program section should state the research question and objectives and explain how the



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work will contribute to knowledge and practice. It should describe in sufficient detail the research methods and analytic strategy.

While the concept paper should not include a detailed budget or management plan, the program narrative should include a staffing plan and an estimate of the funding required, summarized by task, and a general timeframe for completion of those tasks and the project as a whole.

Peer reviewers will evaluate each concept paper and based on their recommendations, NIJ will invite authors of selected concept papers to submit full applications.

The format for your concept paper is as follows:

1. Abstract of no more than 400 words.
  2. Program narrative.
    - a. Research question or problem.
    - b. Research goals and objectives.
    - c. Research design and methods.
    - d. Implications for policy and practice.
    - e. Dissemination strategy.
    - f. Description of estimated costs.
    - g. Staffing plan.
    - h. Timeline.
  3. Tables, figures, charts, and appendixes, if applicable.
- A. Submit applications online:** Paper applications are not accepted. Applications must be submitted online at Grants.gov. See <http://www.ojp.usdoj.gov/nij/funding/howto.htm> for application instructions.
- B. Relevance of the project for policy and practice:** Higher quality concept papers clearly explain the practical implications of the project. They connect technical expertise with 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.
- C. 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 concept paper should identify generally any such contributions that you propose to make. If you are

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asked to submit a full proposal, your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

- D. Number of grants to be awarded:** NIJ's grant award process is highly competitive. The number of awards to be made is subject to the availability of funds and the number and quality of applications received.
- E. When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process for concept papers takes about 8 weeks. The review and approval process for full proposals takes about 6 months. You should not propose to begin work until at least 8 months after the concept paper 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.htm>.
- F. Financial capability questionnaire:** Any applicant that is a nongovernmental entity and has not previously received an award from OJP will be required to complete and submit a financial capability questionnaire before any award is made.
- G. An environmental assessment may be required:** All awards are subject to the National Environmental Policy Act (NEPA). To ensure NEPA compliance, NIJ may require some award recipients to submit additional information.
- H. Protection of confidentiality:** Federal regulations require applicants for NIJ funding to outline specific procedures for protecting private information about individuals as part of the Privacy Certificate submitted with the application package. For additional information, see "Guidelines: How to Submit Applications," at <http://www.ojp.usdoj.gov/nij/funding.htm#gasya>.
- I. 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 Numeric 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. NIJ will use the DUNS number throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.
- J. Funds cannot be used to lobby:** Under the Anti-Lobbying Act (18 U.S.C. § 1913), grantees generally may not use funds to support the enactment, repeal, or modification of any law,

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regulation, or policy at any level of government. For additional information on rules and regulations, see OJP's Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>.

**K. What will *not* be funded:** Typically, NIJ *does not* fund the following:

1. Provision of training or direct service.
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, but NIJ does not fund proposals that are primarily to purchase equipment.)
3. Work that will be funded under another specific solicitation.
4. Proposals that do not involve a suitable treatment of a technology, such as the conduct of applied research, development, analysis, evaluation, or the demonstration of one or more technologies.
5. Basic or pure research that does not have a direct application to law enforcement or a specific timeline to get to a product.
6. Proposals that do not involve a suitable treatment of a technology, such as the conduct of applied research, development, analysis, evaluation, or the demonstration of one or more technologies.

**L. Cost of proposed work:** Total funding for this solicitation and number of awards will depend on the availability of funds and the quality of applications. All awards are subject to the availability of appropriated funds. If appropriate, NIJ recommends that applicants divide the project into discrete phases, stages, or tasks so that NIJ can consider making an award for a specific portion of the work. Typically, NIJ awards grants of \$500,000 and below.

**M. Information technology standards compliance:** As appropriate, all equipment and software developed under grants or agreements awarded pursuant to this solicitation must be compliant with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see [http://it.ojp.gov/documents/National\\_Criminal\\_Intelligence\\_Sharing\\_Plan.pdf](http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf)), Global Justice XML Data Model (see <http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan (LEISP). A list of additional standards can be found at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

**N. Funding to faith-based and community organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered on the same basis as any other eligible applicants and, if they receive an award, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible

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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 OJP awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OJP 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 OJP grant funds; religious activity must be separate in time or place from the OJP-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OJP are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

**O. Call for assistance:**

For technical guidance about applying through Grants.gov, call Grants.gov Technical Support at 1-800-518-4726. For questions about this solicitation, the research being solicited, or other NIJ funding opportunities, see the NIJ Web site at <http://www.ojp.usdoj.gov/nij> or contact NIJ at 202-305-7807.

## **IV. Selection Criteria**

NIJ is firmly committed to the competitive process in awarding grants. All concept papers and proposals are subjected to independent peer-review panel evaluations. External peer-review panelists consider both technical and programmatic merits. Panelists are selected based on their expertise in subject areas pertinent to the proposals.

Peer-review panelists will evaluate concept papers using the criteria listed below. Following this assessment, NIJ will then invite selected applicants to submit full proposals. Full proposals will also be peer reviewed. NIJ staff then make recommendations to the NIJ Director. The Director makes final award decisions.

Successful applicants must demonstrate the following:

**A. Understanding of the problem and its importance.**

1. Identification and description of the specific criminal justice need that the technology will address.
2. Description of the operational environment in which the technology will function.
3. Description of the specific benefit anticipated (e.g., 10% reduction in a specific crime) and how the technology will produce that benefit.

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**B. Quality and technical merit.**

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).

**C. Impact of the proposed project.**

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).

**D. Capabilities, demonstrated productivity, and experience of applicants.**

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).

**E. Budget.**

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.

**F. Dissemination strategy.**

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.

## **V. Requirements for Successful Applicants**

If you are invited to submit a proposal and your proposal is funded, you will be required to submit several reports and other materials as follows:

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- A. Final report:** The final report should be a comprehensive overview of the project and should include 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 400 words and an executive summary of no more than 2,500 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 final report, abstract, and executive summary then must be submitted by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For 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.)

- B. 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 the Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent. Post-award reporting requirements are described in "Guidelines: How to Submit Applications," available at <http://www.ojp.usdoj.gov/nij/funding.htm#gasya>.

- C. Materials concerning protection of confidential information and human subjects:** Recipients of NIJ research funds must comply with Federal regulations concerning the protection of private information about individuals. Recipients also must comply with Federal regulations concerning protection of human subjects. In general, all research involving human subjects that is conducted or supported by NIJ funds must be reviewed and approved by an Institutional Review Board before Federal funds are expended for that research. NIJ may also ask grant recipients for additional information related to privacy and human subjects testing.

Additional general information regarding NIJ's requirements for privacy and protection of human subjects appears in "Guidelines: How to Submit Applications," available at <http://www.ojp.usdoj.gov/nij/funding.htm#gasya>. Additional information about NIJ's requirements can be found at <http://www.ojp.usdoj.gov/nij/humansubjects>.

**D. Electronic data:** Some grant recipients will be required to submit electronic data and supporting documentation, such as a codebook or dictionary, capable of being re-analyzed and used by other researchers. The materials must be submitted by the end date of the grant. Grant applicants should ensure that the proposed timeline and budget accommodate these requirements.

**E. Performance Measures:** To assist OJP in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of the work. This data will also contribute to achieving NIJ's overall research, development, and evaluation mission. NIJ expects research to be accurate, objective, relevant, and useful. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Develop, test, or evaluate sensor or surveillance technologies to allow law enforcement and corrections officers watch, listen to, or otherwise monitor locations remotely.</p>	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> </ol>	<ol style="list-style-type: none"> <li>2. 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.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> </ol>

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### **Tips for Submitting Your Application**

1. Begin the application process early—especially if you have never used the Grants.gov Web site. NIJ will not accept applications received after the deadline listed on the cover. To start the process, go to <http://www.grants.gov>.
2. Go to <http://www.ojp.usdoj.gov/nij/funding/howto.htm> for detailed application instructions.
3. Although your proposal may budget for the purchase of equipment if the equipment is necessary to conduct the project, NIJ will not fund applications that are primarily to purchase equipment, materials, or supplies.
4. Call for help:
  - For technical guidance about Grants.gov, call 1–800–518–4726.
  - For questions about this solicitation, the research being solicited, or other NIJ funding opportunities, contact NIJ at 202–305–7807.

View or print a copy of this document from the NIJ Web site (<http://www.ojp.usdoj.gov/nij/funding.htm>) or request one by calling NCJRS at 1–800–851–3420 or e-mailing [askncjrs@ncjrs.org](mailto:askncjrs@ncjrs.org).



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The National Institute of Justice is the research, development, and evaluation agency of the U.S. Department of Justice. NIJ's mission is to advance scientific research, development, and evaluation to enhance the administration of justice and public safety.

NIJ is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.