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The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding under the Forensic Science Training Development and Delivery Program. This program furthers the Department's mission by supporting the development and delivery of forensic science training to State and local forensic science practitioners and law enforcement.

# **Solicitation: Forensic Science Training Development and Delivery Program**

## **Eligibility**

(See "Eligibility," page 4)

## **Deadline**

**All applications are due May 29, 2007, 11:59 p.m. eastern time.**

## **Contact Information**

For assistance with the requirements of this solicitation, contact Charles Heurich, Program Manager at 202-616-9264 or [Charles.Heurich@usdoj.gov](mailto:Charles.Heurich@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.

**Grants.gov Funding Opportunity No. 2007-NIJ-1602**

**SL# 000797**

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# Forensic Science Training Development and Delivery Program

## 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 proposals to inform its search for the knowledge and tools to guide policy and practice.

As stated in the President's DNA Initiative, *Advancing Justice Through DNA Technology*, the forensic science community has a critical need for trained forensic scientists in public crime laboratories. NIJ is seeking proposals from training provider(s) to develop or deliver (or both) knowledge-based forensic science curricula at the State or local level (or both). Applicants are encouraged to propose enhancements or modifications to existing training programs for computer-based or Web-based delivery. Dissemination of the product and sustainability of these initiatives is a priority. Applicants that propose to deliver training will be responsible for all aspects of the training delivery, including, but not limited to, travel, lodging, and per diem for participants, and any other training-related logistics. The project period for proposals submitted under this solicitation is up to 24 months.

### Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. Start the registration process early to prevent delays that may cause you to miss the application deadline. You must complete these three steps before you are able to register: 1) Register with Central Contractor Registry (CCR), 2) Register yourself as an Authorized Organization Representative (AOR), and 3) Be authorized as an AOR by your organization. For more information, visit [www.grants.gov](http://www.grants.gov). **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

### Deadline: Application

The due date for applying for funding under this announcement is **May 29, 2007, 11:59 p.m. eastern time.**

## Eligibility

Nonprofit organizations, profit organizations, and institutions of higher education are eligible to apply. Foreign organizations and foreign institutions of higher education are not eligible.

**Faith-Based and Other 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 DOJ policy that 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., removing 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.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## Specific Information—Forensic Science Training Development and Delivery Program

The goal of the NIJ Forensic Science Training Development and Delivery Program is to provide access to forensic science training to State and local public crime laboratory forensic science practitioners at no charge. This goal will be accomplished mainly through the development of new training, the enhancement of existing training, and through the delivery of new and existing forensic science training.

Training currently funded by NIJ supports State and local crime laboratories through several means, including onsite technical training, offsite technical training, conferences, workshops, distance learning, and other training events. Applicants who propose to deliver training will be expected to develop curricula, create the agenda, identify speakers, select sites, provide logistical support, and execute each training event.

NIJ is seeking applications to perform one or more of the following tasks: Develop new forensic science training curricula; deliver these newly developed forensic science training curricula; or leverage existing forensic science training curricula to deliver

content through multiple cost-effective delivery mechanisms. The applicant may employ traditional classroom, hands-on laboratory-based, computer-based, Web-based, or other mechanisms for training delivery, depending on the objectives of the individual training program. Training must be provided at no charge to participants.

The applicant should have demonstrated experience and success in the development or delivery (or both) of both large-scale and focused forensic science training for forensic science practitioners. The applicant should also have the ability to develop and execute forensic science trainings in collaboration with NIJ. Priority consideration will be given to applicants that leverage existing curricula and have strategic partnerships to cost effectively deliver forensic science content to State and local practitioners.

NIJ will consider proposals for the following priority content areas. NIJ may also consider proposals for areas outside of these priority content areas.

### **I. Priority Content Areas for Training Development or Delivery**

- Forensic microscopy.
- Firearms/toolmarks.
- Pattern evidence (e.g., fingerprints, questioned documents).
- Trace evidence.
- Toxicology.
- Digital evidence.
- Controlled substances.
- Forensic DNA (delivery only).
- Medicolegal death investigation for medical examiners or coroners (delivery only).

All curricula content must be developed in accordance with the appropriate Scientific Working Group (SWG) or national training guidelines for that specific discipline, if applicable.

In addition, NIJ may consider proposals for the delivery of specific training programs for law enforcement that already have been developed for NIJ, as detailed below:

### **II. Cold Case Regional Training for Law Enforcement**

- The agenda is to include case studies, crime laboratory services (including DNA), and investigative and prosecutorial topics relating to cold case investigation.
- This 2-day event should be delivered regionally 4 times within a 12-month period, with at least 80 attendees per event. All aspects of the training, including planning, development, and execution, will be managed by the applicant. NIJ will have significant involvement in the agenda development and speaker selection.

### **III. Missing Persons and Unidentified Decedents Regional Training for Law Enforcement**

- The agenda is to include case studies, crime laboratory services (including DNA), and the latest investigative technologies that assist with identifying human remains.
- This 2.5-day event should be delivered regionally 2 times within a 12-month period, with at least 150 attendees per event. All aspects of the training, including

planning, development, and execution, will be managed by the applicant. NIJ will have significant involvement in the agenda development and speaker selection.

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

1. State and local law enforcement agency requests for forensic science training.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to develop or deliver the forensic science training.)
3. Work that will be funded under another specific solicitation.
4. Proposals that fall within the scope of one of NIJ’s targeted solicitations. Applicants should review the current funding opportunities section of NIJ’s Web site to ensure that proposals are not better suited for other open solicitations. Proposals will not be considered under more than one solicitation.
5. Proposals to conduct research or casework. NIJ only seeks proposals to support training development or delivery (or both).
6. Proposals that otherwise are not responsive to this solicitation.

**Cost of proposed work:** NIJ expects to make multiple awards in the form of cooperative agreements, depending on funds available and the number of high-quality applications. All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

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."

**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 measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>To increase the number of relevant no-cost training opportunities provided to the forensic science community.</p>	<p>The number of forensic science personnel successfully completing developed or delivered training, or both, under this solicitation.</p> <p>The number of forensic science personnel participating in the training who felt that the training was relevant to their needs.</p>	<ol style="list-style-type: none"> <li>1. A description of the relevant training provided to the forensic community.</li> <li>2. The number of forensic science personnel successfully completing the developed/delivered training.</li> <li>3. The number of forensic science personnel who felt the training was relevant to their needs.</li> </ol>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is 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 [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “Forensic Science Training Development and Delivery Program,” and the Grants.gov funding opportunity number is 2007–NIJ–1602.

**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. 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.

## What an Application Must Include

### Standard Form 424

#### Program Narrative

The Program Narrative includes:

- a. Abstract (not to exceed 400 words).
- b. Table of contents.
- c. Main body, which includes:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Implications for policy and practice.
  - Management plan and organization.
  - Dissemination strategy.
- d. Additional requirements. Applicants must outline the following, each of which is detailed further below:
  - Specific forensic science practitioner groups to be targeted and approximate size.
  - Mechanism for delivery (e.g., Web-based, classroom, hands-on laboratory)
  - Defined timeline, milestones, and deliverables.

- Location of training and the number of practitioners that can be accommodated.
- New and innovative solutions being employed.
- Strategic partnerships developed.
- Resources being leveraged to provide the best value.
- Provisions for sustaining this program after Federal funding ends.
- Recommendations for replicating this program as a successful model.
- Clear and specific outcomes.
- Demonstrated success in developing or delivering (or both) forensic science training.

**Specific forensic science practitioner group to be targeted by proposed training.**

The applicant should describe the specific forensic science discipline and the need for the proposed training to be developed or delivered, or both, to this audience.

**Mechanism for delivery.**

The applicant should describe either how the training content or materials, or both, will be delivered or the anticipated mechanism for delivery once the training is developed. Examples include Web-based curriculum that is designed for distance learning, traditional classroom lecture, and hands-on laboratory activities.

**Defined timeline, milestones, and deliverables.**

The applicant should use a detailed timeline to describe various milestones throughout the project period as well as the deliverables.

**Location of training and number of practitioners that can be accommodated.**

The applicant should describe the location(s) of the training and how these locations will ensure cost effectiveness and access to a geographically diverse group of forensic science practitioners. If proposing long-distance learning activities, the applicant should detail where the material will be housed on the Internet (if applicable) and how it will be available to practitioners.

**New and innovative solutions being employed.**

The applicant should describe the new or innovative approach to the development or delivery of the specific training and how it will enhance the training. An example would be providing Web-based training materials as a precursor to a hands-on laboratory class to ensure all training participants have the same basic level of comprehension before attending the laboratory course.

**Strategic partnerships developed.**

The applicant should describe all strategic partnerships that enhance the development or delivery of the forensic science training activities. These partnerships should add value to the core competencies of the applicant, and the benefits of each partnership should be explained. An example would be



for a forensic science training provider to partner with a logistics coordinator for all logistic needs of a training event.

**Resources being leveraged to provide the best value.**

The applicant should describe any resources being leveraged to decrease the cost of training development or delivery. Some examples are previously developed curricula, Web-based material that limits hours spent on site, successful previously developed training programs, existing training facilities, and existing laboratory equipment.

**Provisions for sustaining this program after Federal funding ends.**

The applicant should describe how the training program will be sustained after the Federal investment ends. An example would be providing the training materials free of charge on a Web site, or educating laboratory managers on how to deliver the training in their own laboratories.

**Recommendations for replicating this program as a successful model.**

The applicant should describe how the program will be developed, delivered (or both) in such a manner that it could be replicated by other agencies or individual forensic science laboratories.

**Clear and specific outcomes.**

The applicant should describe clear and specific outcomes, including the number of State and local public crime laboratory forensic science practitioners that will be trained and the level of training they will receive. Comparing the number of practitioners trained and the level of experience they receive in respect to the funding invested will be critical in determining which applicants are considered for funding. In addition, the applicant should describe any recognized certifications that may be obtained as a result of the successful completion of the proposed training.

**Demonstrated success in developing or delivering (or both) forensic science training.**

The applicant should describe previous successes in developing or delivering (or both) both large-scale and focused forensic science training to public crime laboratory forensic science practitioners. If the applicant is proposing to leverage existing forensic science curricula to deliver training, the following items should be addressed and can be provided as an appendix to the program narrative:

- Description of the training.
- Sample syllabus.
- Description of how the training was developed.
- Details on any SWG or national training guidelines the training follows, if applicable.
- Name and affiliation of individuals that developed or reviewed, or both, the course.
- Summary of any evaluations obtained from the trainings.

- e. 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 or milestones (required).
- Other materials required by the solicitation.

### **Budget Detail Worksheet**

Templates for filling out the Budget Detail Worksheet may be found online at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf), OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

### **Budget Narrative**

#### **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/oc/indirectcosts.htm>.

#### **Other Program Attachments**

These include several forms, available on OJP’s funding page at <http://www.ojp.usdoj.gov/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. 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 proposal 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—

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

#### **Quality and technical merit.**

1. Awareness of the state of current forensic science training.
2. Soundness of the methodology and technical approach to training.

3. Feasibility of the proposed training and awareness of potential pitfalls.
4. Innovation and creativity (when appropriate).

**Impact of the proposed project.**

1. Potential for significant advances in forensic science training.
2. Relevance for improving the training available to the forensic science community and its impact on the practice of forensic science and public safety.
3. Affordability and cost-effectiveness of proposed training.
4. Potential for standardization and implementation of the training.

**Capabilities, demonstrated experience and success in the development or delivery (or both) of forensic science training for forensic science practitioners.**

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.**

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.

**Dissemination strategy.**

1. Ability to reach the broadest audience in a sustainable manner.

## **Review Process**

NIJ is firmly committed to the competitive process in awarding grants. All proposals under this solicitation will be 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 proposals using the criteria listed above. NIJ staff will then make recommendations to the NIJ Director. The Director makes award decisions.

**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.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 6 months. You should not propose to begin work until at least 6 months after the proposal deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 6 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Non-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.

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