



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding a Forensic Science Technology Center of Excellence (FTCOE) within the National Law Enforcement and Corrections Technology Center System (the "NLECTC System"). The FTCOE will provide testing, evaluation, technology assistance, and other services with regard to technologies intended for use by crime laboratories, forensic service providers (supporting criminal justice applications), law enforcement and other criminal justice agencies to combat crime. This program furthers the Department's mission by improving the safety and effectiveness of criminal justice technology and by providing better access to this technology for law enforcement and other criminal justice agencies.

Solicitation: Forensic Science Technology Center of Excellence Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 9.)

All applications are due by 11:59 p.m. eastern time on April 4, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Charles Heurich, Program Manager, at 202-616-9264 or by e-mail to Charles.Heurich@usdoj.gov.

Grants.gov number assigned to announcement: NIJ-2011-2807

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Forensic Science Technology Center of Excellence

CFDA 16.560

Overview

With this solicitation, NIJ seeks proposals from qualified applicants to establish and operate a Forensic Science Technology Center of Excellence (FTCOE) to support its research, development, testing, and evaluation (RDT&E) process in all areas of forensic science. The FTCOE will support the NIJ RDT&E process by providing scientific and technical support to NIJ's research and development efforts; supporting the demonstration, transfer, and adoption of appropriate technology into practice by crime laboratories, forensic service providers, and law enforcement and other criminal justice agencies; assisting in the development and dissemination of technology guidelines and standards; providing technology assistance, information, and support to law enforcement and other appropriate criminal justice agencies; and providing access to resources for research, education, and outreach in the forensic science and criminal justice community.

Authorizing Legislation: Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act of 2002 (section 232).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 4, 2011. Please see the "How to Apply" section, page 9, for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Program-Specific Information—Forensic Science Technology Center of Excellence

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

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

Forensic Science is a multidisciplinary fields that incorporates the investigation, analysis, prevention, and prosecution of crime involving not only crimes against persons but also property crimes. It also involves the methods and tools for collecting, preserving, and examining evidence and the related educational/training programs that build capacity within criminal justice agencies to address forensic science and its use. The FTCOE will coordinate and facilitate all NIJ projects and programs in these fields in order to leverage resources and provide comprehensive forensic technology support to State and local criminal justice agencies. Through these efforts, the FTCOE will increase the capabilities of State and local law enforcement to effectively and professionally serve the public in matters involving forensic science and crime.

Ideally, the FTCOE will have established partnerships with agencies including, but not limited to, institutions of higher learning, agencies performing forensic science research, and public forensic science laboratories.

Note: For the purpose of this solicitation, higher education institutions are defined as colleges, universities, and community colleges which must be accredited by an appropriate accreditation organization. Proposals will be strengthened by partnering with institutions that have additionally obtained Forensic Science Education Programs Accreditation Commission (FEPAC) accreditation.

The FTCOE should designate a director who has the knowledge, skills, abilities, and vision to lead their team and should have an internal management structure capable of supporting the research, development, evaluation, education, and outreach missions of the FTCOE and the community.

The FTCOE and its partners will use their capabilities and expertise to develop and advance forensic science through, but not limited to, the following activities:

- **Identifying technology requirements.** The FTCOE will accomplish this primarily by hosting and supporting NIJ's Forensic Science Technology Working Group (TWG) activities.

A Technology Working Group (TWG) is a practitioner-based committee of 25 to 30 experienced practitioners from local, State, tribal, and Federal agencies and laboratories associated with a particular NIJ technology investment portfolio, such as Biometrics. Each portfolio has a TWG, which identifies criminal justice technology needs within that portfolio. TWGs are hosted by the relevant Center of Excellence.

TWG members participate in the peer-review panels that evaluate potential solutions to address practitioner needs. Agencies from which TWG members are drawn are routinely involved in testing and evaluating the resulting solutions. The TWGs, and through them

the criminal justice practitioner community, are embedded in the NIJ RDT&E process from beginning to end.

TWGs normally meet twice a year. A three-day meeting, exclusive of travel time, is representative. Venues will vary, but sites in the Washington, DC area are preferred.

In supporting these TWGs, the FTCOE will, in close coordination with the relevant NIJ program manager(s):

- Identify the key agencies, professional organizations, and individual practitioners that should participate in a particular TWG.
- Schedule TWG meetings.
- Develop meeting agendas.
- Secure a venue and required logistic services, including audiovisual support.
- Pay the travel and per diem expenses, but not the salaries, of the non-Federal participants.
- Moderate the meetings.
- Record and publish the proceedings.

The FTCOE will also be expected to conduct relevant, focused studies to support program development, and participate in relevant technical conferences and symposia. The FTCOE will provide general logistics in support of its TWG. The FTCOE is expected to capture and disseminate technology needs, including assessment metrics for each identified gap.

- **Supporting NIJ's research and development programs.** The FTCOE is expected to help NIJ program managers define program objectives, assess ongoing research and development projects, find relevant technology efforts for NIJ collaboration, and participate in national and regional groups that support the adoption of technology as needed.
- **Testing, evaluating, and demonstrating technologies.** The FTCOE will be expected to focus its efforts primarily on the demonstration of new technologies in field environments. Demonstrations must be designed to determine whether a technology meets all of the assessment criteria for a technology need area and develop guidelines for the adoption of the technology by other practitioners. To the greatest extent feasible, demonstrations should also be designed to determine criminal justice outcomes through evaluation research in collaboration with the NIJ program manager and with NIJ's Office of Research and Evaluation. Technology demonstrations may range from 2 hours to 12 months. Findings will be disseminated through reports, conferences, standards, and technology assistance activities.
- **Supporting the adoption of new technology.** The FTCOE's efforts will focus on facilitating the effective transfer into practice of new tools and technologies, including those funded by NIJ and others. Efforts are to include introducing new tools and technologies to the practitioner, introducing practitioner requirements to developers, and assisting developers in the commercialization of their products. Commercialization activities are to include providing feedback to technology developers in the criminal justice marketplace; describing criminal justice requirements and practices; providing opportunities for the demonstration of technologies; and presenting strategies for the

commercialization of developers' technologies. In this assistance to commercialization, the FTCOE is expected to play a vital role in providing practitioner agencies access to new technologies and improved capabilities. NIJ will not provide direct financial assistance to companies to commercialize products. NIJ may support pilot programs for first adopters of new technology, particularly for those that evaluate the effectiveness of a technology or develop best practices for the use of a technology.

- **Developing and/or updating technology guidelines.** The FTCOE's efforts will include the development of comprehensive guides for crime laboratories, forensic service practitioners, law enforcement, and other appropriate criminal justice practitioners that describe how to plan for, select, and implement technology solutions based on actual experience with application of the technology in practice as well as sound research and development and science. Topics for guides may be discussed with NIJ and initiated with its approval.
- **Providing technology assistance and support to criminal justice agencies on a national basis.** The FTCOE is expected to provide specialized technology assistance within its particular technology areas of responsibility. These efforts will focus on providing science and support to assist first-adopter law enforcement, crime laboratory, forensic service provider, corrections, and other criminal justice agencies with the use of new technologies or the adaptation of existing technologies to enhance their effectiveness, efficiency, and safety. The FTCOE will be expected to provide national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods. (**Note:** The FTCOE will not fund or provide assistance to agencies that are adopting technologies that are well established in practice.) Appropriate assistance will be provided to all facets of the criminal justice community, including small and rural law enforcement, corrections, forensic service providers, school resource officers, or other State and local practitioner communities.

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

Amount and length of awards: NIJ anticipates that up to a total of \$6,200,000 may become available for one (1) award made through this solicitation. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make one award for FY 2011, depending on funds available, the number of high-quality applications, and other pertinent factors. Subject to the availability of future funds, between \$6 million and \$9 million may be made available on an annual basis for a 12-month supplement to an award made from this solicitation. NIJ cannot

guarantee, however, that any such supplements will be funded. Such additional funding depends on, among other things, NIJ resources, strategic priorities, and satisfactory completion of each phase, stage, or task.

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

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 www.ojp.usdoj.gov/funding/other_requirements.htm.

What will not be funded:

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General of the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

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 being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement: See “Cofunding” paragraph under “What an Application Should Include” (below).

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>To facilitate the adoption of new forensic tools and technologies into practice by appropriate criminal justice agencies through testing, evaluation, and the provision of technology assistance</p>	<ol style="list-style-type: none"> 1. Quality of the research/work performed as assessed by a peer review process involving relevant technical and practitioner experts and the appropriate NIJ program manager(s). 2. Quality of the management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 3. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published. 4. If applicable, number of evaluated technologies. 	<ol style="list-style-type: none"> 1. Individual project reports responding to the requirements of a specific project detailing the FTCOE’s activities including; the number of research, testing, and evaluation, and demonstration activities conducted; the number of technologies successfully adopted into service; the number of technology guides published; and the number of calls for assistance responded to. 2. Quarterly financial reports, semi-annual progress reports, and a final technical progress report providing a comprehensive overview of the FTCOE’s activities during the period of performance. 3. If applicable, citation to report(s)/document(s) 4. If applicable, description of evaluated technologies

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their applications their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of Federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. 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," and the funding opportunity number is NIJ-2011-2807.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact NIJ staff **within 24 hours after the deadline** and request approval to submit its application. At that time, NIJ staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, and resumes/curriculum vitae of key personnel will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of

applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

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

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Program Narrative Guidelines:

a. Title Page

b. **Project Abstract** (not counted against the 25-page program narrative limit and not to exceed 600 words).

c. **Table of Contents and Figures** (not counted against the 25-page program narrative limit).

d. **Main body.** The main body of the program narrative should describe the project in depth. The following sections should be included as part of the program narrative:

- Statement of the Problem.
- Project/Program Design and Implementation.
- Capabilities/Competencies.
- Impact/Outcomes and Evaluation.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures. **Note:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to NIJ as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- Dissemination Strategy.

Note: Within the above six sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.

f. **Appendices** (not counted against the 25-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the projects.

- Curriculum vitae, resumes or biographical sketches of key personnel.
- Project timelines and calendar with expected milestones.
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see www.ojp.gov/nij/funding/humansubjects/human-subjects.htm).
- Privacy Certificate (for further guidance go to www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm).
- List of previous and current NIJ awards to applicant organization.
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ

is the cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

6. Additional Attachments

Please provide the following:

- Provide an organizational chart of the FTCOE and all proposed partners.
- Provide a narrative supporting each organizational chart.
- Provide two short (3 to 4 pages each) Technology Transition Workshop proposals demonstrating the knowledge base of the applicant.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds).
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

Statement of the Problem (Understanding of the problem and its importance)—5%

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

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

Note: Strong proposals will clearly explain how each of the solicitations goals/objectives will be accomplished by the applicant.

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

1. Qualifications and experience of proposed staff with regard to specific project objectives.
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—20%

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

Impact/Outcomes and Evaluation (Relevance to policy and practice)—20%

1. Potential for significant advances/impact in scientific or technical understanding of the problem.
2. Potential for significant advances/impact in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed 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.

Relevance of the project for policy and practice in the United States

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. The application may include letters showing support from practitioners, but they carry less weight than clear evidence of the applicant's understanding of how policymakers and practitioners can best use and benefit from the

proposed work. While a partnership may affect State or local activities, it should also have broader implications for other communities nationwide.

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 that NIJ should consider developing for practitioners and policymakers.
3. 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).
4. Perceived potential for commercialization and/or implementation of a new technology (when applicable).

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information

pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- 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
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

If the proposal is funded, the award recipient 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.

Application Checklist

Forensic Science Technology Center of Excellence

This application checklist has been created to assist in developing an application.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Narrative (see page 12)
- _____ Appendices to the Program Narrative: (see page 12)
 - _____ Bibliography/references
 - _____ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the projects
 - _____ Curriculum vitae, resumes or biographical sketches of key personnel
 - _____ Project timelines and calendar with expected milestones
 - _____ Human Subjects Protection Paperwork
 - _____ Privacy Certificate
 - _____ List of previous and current NIJ awards to applicant organization.
 - _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
 - _____ List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)

- _____ Budget Detail Worksheet (see page 13)
- _____ Budget Narrative (see page 13)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 13)
- _____ Tribal Authorizing Resolution (if applicable) (see page 14)
- _____ Program Narrative/Abstract Format: (see page 12)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 25 pages or less
- _____ Additional Attachments (see page 14)
 - _____ Organizational chart of the FTCOE and all proposed partners.
 - _____ Narrative supporting each organizational chart.
 - _____ Two short (3 to 4 pages each) Technology Transition Workshop proposals demonstrating the knowledge base of the applicant.
- _____ Other Standard Forms as applicable (see page 14), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)