



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 to operate the Criminal Justice Electronic Crime Technology Center of Excellence within the National Law Enforcement and Corrections Technology Center System (the "NLECTC System"). This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## **Solicitation: Criminal Justice Electronic Crime 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), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 9.)

All applications are due by **11:45 p.m. eastern time on April 19, 2010.**  
(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Michael Bottner, Solicitation Coordinator, at 202-514-0686 or by e-mail to [michael.bottner@usdoj.gov](mailto:michael.bottner@usdoj.gov).

**SL# 000902**

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# **Criminal Justice Electronic Crime Technology Center of Excellence 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 seeks qualified applicants to operate the Criminal Justice Electronic Crime Technology Center of Excellence (“the Center”) within the NLECTC System. The Center provides scientific and technical support to NIJ’s research and development efforts; supports the demonstration, transfer, and adoption of appropriate technology into practice by law enforcement and corrections agencies, courts, and public crime laboratories; assists in the development and dissemination of technology guidelines and standards; and provides technology assistance, information, and support to law enforcement and other criminal justice agencies.

The Center was first established within the NLECTC System in 2009 through a competitive award to Electronic Crime Partnership Initiative, LLC.

**Authorizing Legislation:** 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. The deadline to register in GMS is **11:45 p.m. eastern time on April 19, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on April 19, 2010**. Please see the “How to Apply” section, page 9, for more details.

## **Eligibility**

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

## **Specific Information—Criminal Justice Electronic Crime Technology Center of Excellence**

NIJ, through its Office of Science and Technology (OST), is the national focal point for work on criminal justice technology, including technology for law enforcement, corrections, investigative, and forensic applications, as well as judicial process-related applications. OST administers programs to improve the safety and effectiveness of criminal justice technologies. NIJ’s Science and Technology (S&T) program currently consists of 19 technology investment portfolios, including an electronic crime technology portfolio, which includes both electronic crime and digital evidence related technologies.

The NLECTC System is an integral part of NIJ's S&T program. It provides scientific and technical support to NIJ's research and development efforts; supports the demonstration, transfer, and adoption of technology into practice by law enforcement and corrections agencies, courts, and crime laboratories; assists in the development and dissemination of technology guidelines and standards; and provides technology assistance, information, and support to law enforcement and corrections agencies, courts, and crime laboratories.

Centers of Excellence work with the NLECTC National and Regional Technology Centers and the Office of Law Enforcement Standards (OLES) at the National Institute of Standards and Technology as part of an integrated NLECTC System. The National Center serves as the clearinghouse for technology information and executes NIJ's compliance testing program. The Regional Centers serve as the initial point of entry for law enforcement practitioners to the NLECTC System and provide generalized technology assistance to law enforcement and corrections agencies, public crime laboratories, and judicial agencies in their regions. They also forward requests for specialized assistance to the appropriate Center of Excellence, and, as necessary, coordinate technology demonstrations and evaluations sponsored by a Center of Excellence with agencies within their regions.

The Centers of Excellence are the authoritative resource within the NLECTC System for both practitioners and developers in their technology area(s) of focus. The primary role of the Centers of Excellence is to assist in the transition of law enforcement technology from the laboratory into practice by first adopters. To that end, successful applicants must be highly knowledgeable of both practitioner requirements and their operational context and potential technology solutions.

Specific tasks that the Center will be expected to perform include:

**Identifying technology and operational requirements.** The Center will accomplish this principally by hosting and supporting relevant Technology Working Group (TWG) activities. The Center will also be expected to conduct relevant, focused studies as described below to support program development, and participate in relevant technical conferences and symposia.

The Center will host and support an electronic crime TWG. TWGs consist of roughly 20 knowledgeable practitioners in the operational employment of the technology addressed in a particular portfolio. They assist NIJ in identifying technology gaps in a portfolio area in terms of operational requirements and desired outcomes. They also assist NIJ in reviewing ongoing technology projects and potential new projects. TWGs facilitate outreach and assist in facilitating technology demonstrations and evaluations. The Center is expected to have the knowledge to identify the key agencies and practitioners that should participate in the TWG.

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 the TWG, the Center will, in close coordination with the relevant NIJ program manager:

- Identify the key agencies, professional organizations, and individual practitioners that should participate in the 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; and
- Record and publish the proceedings.

**Supporting NIJ's research and development programs.** The Center's scientists and engineers are expected to assist the NIJ program manager to define program objectives; assess ongoing research and development projects; recommend relevant technology efforts for NIJ collaboration; and participate in national and regional groups that develop and support the adoption of technology. The Center will assist the NIJ program manager in identifying expert practitioners and knowledgeable technologists to participate in peer review of work products and research grant applications. The Center, working with other relevant centers of excellence and regional centers, will also assist the NIJ program manager in implementing operational evaluations of NIJ-sponsored and other relevant technologies with criminal justice agencies. Two specific activities that the Center will be expected to carry out in supporting NIJ's research and development programs are:

- Conducting and publishing a study based on empirical data to comprehensively identify the impact of electronic crime and digital evidence on State and local law enforcement and to help identify and prioritize the electronic crime and digital evidence needs of State and local law enforcement agencies.
  - The last NIJ Research Report on the Electronic Crime Needs Assessment for State and Local Law Enforcement was published in March, 1999. Since that research report, technology has evolved at an ever increasing rate. An updated needs assessment is critical to clearly assess the impact of electronic crime and digital evidence on State and local law enforcement and provide NIJ with information to help guide future research and development project funding decisions.
- Conducting and publishing a study based on empirical data on the total number of cell phones in use which may become evidence in an investigation and developing a corresponding acquisition and analysis solution set for each cell phone.
  - In order to effectively focus research and development in this area, a clear understanding of the number of cell phones in use, the number and type of service provider communication technologies in use and the capabilities of existing cell phone acquisition and analysis tools and technologies in use is necessary to ensure that future research and development efforts target the gaps in the existing cell phone acquisition, analysis and reporting technologies.

**Testing, evaluating, and demonstrating technologies.** The Center will be expected to be able to conduct comparative testing in controlled laboratory or field environments, and operational evaluation and demonstration of technology with practitioner agencies. Technology demonstrations may range from 2 hours to 24 months or longer. Findings will be disseminated through reports, conferences, standards, and technology assistance activities. The Center is expected to focus its efforts primarily on the evaluation of new technologies in field environments. Evaluations must be designed to determine whether a technology meets all of the required assessment criteria. To the greatest extent feasible, demonstrations will 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 areas of interest include:

- Very large scale data warehouse solutions for digital evidence.
- Counter forensic tools.
- Random access memory acquisition and analysis tools.
- GPS, mobile phone, and personal digital assistant forensic tools.

NIJ also anticipates that it will begin evaluation of technologies resulting from its investments in mobile phone and home gaming console digital evidence collection tools.

**Supporting the adoption of new technology.** The Center's efforts will focus on facilitating the effective transfer into practice of new tools and technologies, including those funded by NIJ and others. Efforts may 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 may include providing practitioner feedback to technology developers in the criminal justice marketplace; describing criminal justice requirements and practices, based upon practitioner input; providing opportunities for demonstration of technologies; and presenting strategies for the commercialization of developers' technologies. The Center will 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, however, support operational evaluation or pilot programs for first adopters of new technology, particularly those that evaluate a technology or develop best practices for the use of a technology. NIJ also encourages support for existing electronic crime or digital evidence technology assessment working groups and the establishment of new working groups. The Center would be responsible for management and coordination of working groups composed of subject matter experts with relevant expertise to evaluate state-of-the-art commercially available electronic crime or digital evidence technologies that can be transferred to the criminal justice community.

**Developing technology guidelines.** The Center's efforts include the development of comprehensive guides for 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. Examples of existing guides include: *A Guide for Applying Information Technology for Law Enforcement*, *Guide for the Selection of Commercial Explosives Detection Systems for Law Enforcement Applications*, and *Understanding Wireless Communications in Public Safety*.

**Providing technology assistance and support to criminal justice agencies on a national basis.** The Center is expected to provide specialized technology assistance within its particular technology areas of responsibility. These efforts will focus on providing science and engineering advice and support to assist first adopter law enforcement, 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 Center will be expected to provide, in its specialty area, national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods. (**Note:** The Center will not be funded or expected to provide assistance to agencies that are adopting technologies that are well established in practice.) Appropriate assistance is to be provided to all facets of the criminal justice community, including small and rural law enforcement, corrections, school resource officers, or other tribal, State, and local practitioner communities. As part of these efforts, NIJ is interested in having the Center implement a web-based resource center.

This would include management and coordination of a Criminal Justice Electronic Crime Technology Resource Center, a password-protected Web forum that makes information available on current and emerging technologies, and practitioner information. This Web-based resource will be maintained on the NLECTC System's Justice Information Network ([JUSTNET](#)) or linked to [JUSTNET](#).

While the Center will, to a certain extent, perform ongoing work related to responding to calls for assistance forwarded from the Regional Technology Centers, the Center 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 and direction of effort may vary significantly during the project period (or from year to year, should supplemental funding be made available). Successful applicants therefore must demonstrate the ability to readily add or reduce capacity in relevant areas under the guidance of the NIJ program manager without adversely affecting the ability to provide services or incurring unacceptable additional costs. In this connection, NIJ is very interested in considering applications that propose to leverage existing programs, facilities, and personnel.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

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

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.
4. Applications that do not demonstrate the capability to perform the work proposed.
5. Applications that propose to develop technology.
6. 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.

**Amount and length of awards:** This solicitation is expected to result in one award, and total funding for this solicitation in FY 2010 is anticipated to be up to \$2 million. Supplements to that award, if any, over the balance of the three year period are expected to be between \$2 million and \$4 million per year. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.**

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years. A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

## **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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 Director of the National Institute of Justice. 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 that the applicant 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.

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include," page 11, for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:



Objective	Performance Measure(s)	Data Grantee Provides
<p>To facilitate the adoption of new tools and technologies into practice by criminal justice agencies through testing, evaluation, and the provision of technology assistance.</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> <li>4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. Individual project reports responding to the requirements of a specific project detailing the Center'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; the number of calls for assistance responded to.</li> <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 in the United States.</li> <li>3. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>4. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>5. If applicable, citation to report(s)/document(s).</li> </ol>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov), or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an 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 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 Criminal Justice Electronic Crime Technology Center of Excellence."
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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 GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues

you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your 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 GMS 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 GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Must Include

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 required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

### Standard Form 424

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the "Type of Applicant" data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### Program Narrative

Applicants should structure their narrative around a core program addressing both the ongoing technology assistance activities and the following anticipated projects for a twelve-month project period commencing October 1, 2010. The program narrative should also address the applicant's ability to scale during the project period to provide services in the six areas identified under "Specific Information," above (e.g., identifying technology requirements, supporting NIJ's research and development program).

Applicants should include in their narrative:

- Demonstration of expertise in technological and operational evaluations in a lab and/or operational setting, including but not limited to:
  - appropriate research design(s) and methodology;
  - statistical techniques and analysis; and
  - implications for policy and practice in law enforcement settings.
- Demonstration of a proven track record with testing and evaluation of electronic crime or digital evidence technologies in a lab and operational environment.
- A management plan for an electronic crime or digital evidence technologies test and evaluation program.
  - Given the availability of funds, the applicant will develop an appropriate template for outcome-based operational evaluations and implement at least one such evaluation, with guidance from the NIJ Electronic Crime Technology portfolio manager.

Applicants proposing to operate the Criminal Justice Electronic Crime Technology Center of Excellence must demonstrate ability to leverage expertise in the technology portfolios they seek to support, including knowledge of the NIJ program and related efforts in the scientific research community and commercial market, as needed to provide the testing and evaluation functions described in the Specific Information section.

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).
- c. Table of contents.
- d. Main body, which includes:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Approach to achieving goals and objectives (program design and implementation).
  - Research independence and integrity (see “Selection Criteria,” below).
  - Implications for criminal justice policy and practice in the United States.
  - Management plan and organization.
  - Dissemination strategy.
- e. Appendices (not counted against program narrative page limit) include:
  - Bibliography/References (if applicable).
  - List of key personnel (required).
  - Resumes of key personnel (required).
  - List of previous and current NIJ awards to applicant organization and investigator(s) (required).
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
  - Chart for timeline, research calendar, or milestones (required).
  - Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
  - Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
  - List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
  - Other materials required by the solicitation.

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

### **Budget Detail Worksheet and Budget Narrative**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

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

**Indirect Cost Rate Agreement (if applicable)**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

**Plan for collecting the data required for performance measures. (See "Performance Measures," above.)**

The Data Collection Plan is a description of the applicant's plan for collecting the data required for performance measures. Applicants must discuss this plan in their applications. The plan must describe how the performance measures data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review 3 years post award, as required. The data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal funds provided.

**Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by 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 residents must 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 must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has

submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Standard Forms**

Additional forms that may be required are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other Requirements.

## **Selection Criteria**

### **Statement of the Problem** (Understanding of the problem and its importance)—15%

Applications must reflect an understanding of the unique challenges of the wide variety of different criminal justice practitioners throughout the nation, including large and small departments in urban, suburban, and rural settings.

### **Project/Program Design and Implementation** (Quality and technical merit)—30%

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

### **Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget—15%**

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

**Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures**

(Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States 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).
6. Plan for collecting data for performance measures.

**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. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

**Dissemination Strategy—5%**

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

**Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.



## 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 basic minimum program or legislative requirements as stated in the solicitation including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation.

Peer reviewers will be reviewing 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 and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the Director of the National Institute of Justice, who also may 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. 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/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements



- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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

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

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the grantee with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

# Application Checklist

## Criminal Justice Electronic Crime Technology Center of Excellence

The application checklist has been created to aid you in developing your application.

### Eligibility

Tribal authorizing resolution (if applicable)

### Application Components:

- Program Narrative (see pages 11–12 and “Selection Criteria,” pages 14–15)
- Appendices to the Program Narrative
  - Bibliography/References (if applicable)
  - List of key personnel (required)
  - Resumes of key personnel (required)
  - List of previous and current NIJ awards to applicant organization and investigators (required)
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - Chart for timeline, research calendar, or milestones (required)
  - Human Subjects Protection Paperwork
  - Privacy Certificate
  - List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
- Budget Narrative
- Budget Detail Worksheet
- Indirect Cost Rate Agreement (if applicable)
- Plan for Collecting Data for Performance Measures

### Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1” standard margins
- Narrative is 25 pages or less

### Other Requirements:

- Standard Form 424
- DUNS number
- Other standard forms as applicable (see page 14), including
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)