



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 support applied research and development projects that will: increase knowledge and understanding necessary to guide forensic science policy and practice or result in the production of useful materials, devices, systems, or methods that have the potential for forensic application. 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 criminal justice, particularly at the State and local levels.

Applied Research and Development in Forensic Science for Criminal Justice Purposes

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 or 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. NIJ may also enter into interagency agreements with Federal entities in appropriate cases. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

NIJ may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 11.) All applications are due by 11:59 p.m. eastern time on April 20, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 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 additional assistance with requirements, e-mail NIJ at forensic.research@ojp.usdoj.gov. Additional information can be found at www.nij.gov/nij/funding/welcome.htm, and frequently asked questions that may assist with applying are posted at www.nij.gov/funding/faqs.htm.

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Applied Research and Development in Forensic Science for Criminal Justice Purposes (CFDA No. 16.560)

Overview

With this solicitation, NIJ seeks proposals for applied research and development projects that will: (1) increase knowledge or understanding necessary to guide forensic science policy and practice or (2) result in the production of useful materials, devices, systems, or methods that have the potential for forensic application. The intent of the Applied Research and Development in Forensic Science for Criminal Justice Purposes Program is to direct the findings of basic scientific research, research and development in broader scientific fields applicable to forensic science, and ongoing forensic science research toward the development of highly discriminating, accurate, reliable, cost-effective, and rapid methods for the identification, analysis, and interpretation of physical evidence for criminal justice purposes.

Authorizing Legislation: Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act (section 232); Department of Justice Appropriations Act, 2012.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 20, 2012. See the "How to Apply" section on page 11 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

This solicitation seeks applications for funding to support applied research and development of forensic science projects. For the purposes of this solicitation, the following definitions apply:

- **Forensic**—Of, relating to, or used in legal proceedings or argumentation.¹
- **Science**—The observation, identification, description, experimental investigations, and theoretical explanation of natural phenomena.²
- **Basic research**—A systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind. Basic research may include activities with broad

¹ The definition of *forensic* is taken from *Webster's II New Riverside University Dictionary*.

² The definition of *science* is taken from *Webster's II New Riverside University Dictionary*.

applications in mind.³ (For the purposes of the planned FY 2012 solicitation, “Basic Scientific Research to Support Forensic Science for Criminal Justice Purposes,” basic research must include activities with broad application to forensic sciences related to the criminal justice system.)

- **Applied research**—A systematic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met.⁴ (For the purposes of this solicitation, the specific need(s) being met must relate to the improvement of forensic science services for criminal justice purposes.)
- **Development**—The systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements.⁵ (For the purposes of this solicitation, the development of forensic technologies and methods should assist in answering questions posed in criminal investigations or increase crime laboratory capacity to meet the demand for forensic science services.)

Proposals are expected to identify the forensic science discipline(s) intended to benefit from the project. Some of the forensic science disciplines are listed below (where available, links have also been provided to sites containing additional information). However, projects that propose to address a forensic science need outside of the disciplines listed may be considered for award.

- DNA and forensic biology (www.dna.gov, www.cstl.nist.gov/strbase/).
- Forensic crime scene analysis (www.swgstain.org).
- Forensic anthropology and forensic odontology (www.swganth.org).
- Controlled substances (www.swgdrug.org).
- Fire debris analysis and arson scene investigations (www.ncfs.ucf.edu/twgfex).
- Firearms and toolmark identification (www.swggun.org).
- Latent prints (www.swgfast.org).
- Shoeprint/tire tread examination (www.swgtread.org).
- Questioned documents (www.swgdoc.org).
- Trace evidence (www.swgmat.org).
- Forensic toxicology (www.swgtox.org).
- Medico-legal death investigations, including forensic pathology (www.swgmdi.org).

Note: Applied Research and Development in Forensic Science for Criminal Justice Purposes and Basic Scientific Research to Support Forensic Science for Criminal Justice Purposes are the two primary solicitations that will fund NIJ research and development projects relating to forensic science in FY 2012. Research and development solicitations for specific forensic science disciplines will not be issued in FY 2012.

Goals, Objectives, and Deliverables

NIJ’s Applied Research and Development in Forensic Science for Criminal Justice Purposes program is intended to meet the following goals and objectives. Proposals should address at least one of these goals. Proposed projects that intend to meet both goals should be separated into discrete phases that are clearly associated with each goal (additional information regarding

³ Definition is taken from Office of Management and Budget Circular A–11, *Preparation, Submission, and Execution of the Budget, Section 84—Character Classification* (Schedule C).

⁴ Ibid.

⁵ Ibid.

the phasing of proposals can be found in the “Amount and Length of Awards” section on page 8).

- **Applied Research Goal:** Increase knowledge or understanding necessary to guide criminal justice policy and practice related to the forensic sciences. To achieve this goal, projects should meet at least one of the following objectives:
 - Perform applied research to increase knowledge of physical evidence and/or its behavior. Examples include, but are not limited to, the study of fluid transfer and fluid dynamics of certain biological fluids (e.g., blood) to increase understanding of patterns deposited at crime scenes; the examination of mechanical properties of materials (fracture mechanics) for the purpose of physical match analysis of evidence; the examination of chemical properties of evidence for the purpose of identifying source materials; studies of the behavior of chemical compounds of forensic interest in biological systems; research to better understand aged, degraded, limited, damaged, inhibited, or otherwise compromised physical evidence (e.g., studies on the effect of environmental factors on physical evidence; studies to increase the overall understanding of the processes and mechanisms that result in the inability to obtain analytical results from evidence).
 - Perform evaluation studies of existing technologies that are expected to have application to forensic sciences in criminal justice settings. The purpose of an evaluation must be to test a new, modified, or previously untested technology to determine whether it is effective for forensic science application. Proposals for evaluation studies will only be accepted if they will systematically use scientific methods to measure efficiency, implementation, and utility of the technology being evaluated. The primary intent of a proposed evaluation study must be to generate new knowledge or contribute to the knowledge in the forensic scientific literature. Furthermore, knowledge gained from an evaluation study should be applicable to sites other than the one(s) being evaluated. An evaluation study should result in a report suitable for publication and dissemination to guide criminal justice policy and/or practice related to the forensic sciences. The results of an evaluation project should contribute to generalizable knowledge that can be applied beyond a particular program/geography and can inform other researchers, practitioners, and/or policymakers.
 - Expected work products:
 - A final technical report that includes results of the studies performed.
 - Where applicable, a report suitable for dissemination to forensic science practitioners that includes recommendations for best practices and/or protocols for criminal justice purposes.
 - Scientific data supporting any reported conclusions or recommendations.
- **Development Goal:** Produce novel and useful materials, devices, systems, or methods that have the potential for forensic application for criminal justice purposes. Priority consideration will be given to projects that demonstrate potential for increased quality of result and/or decreased time/cost for forensic analyses as compared with current standard practices. In order to achieve this goal, projects should meet at least one of the following objectives:

- Improve the “front end” of the forensic analysis processes. Examples include, but are not limited to, the development of improved methods for detection and identification of evidence at crime scenes, the development of improved screening methods to help assess the probative value of physical evidence (i.e., onsite presumptive and/or confirmatory analysis of evidence), the development of improved means to remotely detect forensic evidence at a crime scene to overcome scene hazards and prevent evidence contamination, the development of nondestructive or minimally destructive methods for evidentiary sample identification and/or collection, and the development of improved tools or methods for evidence preservation and/or storage.
- Develop instrumental systems to improve analysis throughput and the reliability, reproducibility, selectivity, and/or sensitivity of current methods used in crime laboratories for forensic analysis.
- Develop tools or methods that can separate the various components of a mixture. The separation method must be successful on typical forensic samples (limited in yield, etc.) and must not reduce the efficiency of downstream forensic methods. Examples of mixtures include, but are not limited to, cells from different sources (e.g., sperm cells from female epithelial cells, epithelial cells from different sources), products of DNA processes (e.g., polymerase chain reaction [PCR] products in mixtures from two or more individuals), and trace materials.
- Develop improved tools for examining aged, degraded, limited, damaged, inhibited, or otherwise compromised physical evidence. Examples include, but are not limited to, the development of tools to determine the condition of the evidence to assist crime laboratory analysts in selecting the appropriate analytical approach, the development of methods to repair damaged evidence (without compromising sample integrity) to increase the likelihood of obtaining an analytical result, improvements to the methods for detection and/or removal or remediation of substances that inhibit the success of analysis, or other methods that will maximize the success rate of the analysis of compromised evidence.
- Develop novel approaches for forensic science methods for analysis and interpretation. Examples include streamlined, portable, high-throughput, more informative, more sensitive, less susceptible to inhibition, and other novel methods for analysis of physical evidence for criminal justice purposes.
- Develop novel approaches and/or enhance current approaches to interpret forensic data derived from physical evidence, including an assessment of the significance of association. This may include development of databases (comprehensive, searchable, easily accessible, secure databases for use in determining the statistical strength of analytical results obtained from evidence found at crime scenes) and/or analyses that provide quantitative measures and statistical evaluation of forensic evidence.
- Expected work products include:
 - A final technical report that includes results of the studies performed.
 - Where applicable, a report suitable for dissemination to forensic science practitioners that includes recommendations for best practices and/or protocols

for criminal justice purposes and an evaluation of the proposed technology (which should also include the technology's limitations).

- Scientific data supporting any reported conclusions or recommendations.
- If applicable, prototype(s) of devices and/or software.

Some projects may be chosen for Technology Evaluation or Technology Transition Workshop(s). Examples of previous evaluations and workshops can be found through the link: www.ojp.usdoj.gov/nij/topics/forensics/welcome.htm.

Applicants under this solicitation should demonstrate an appreciation of and general familiarity with the forensic science techniques currently used for analyzing physical evidence. Applicants should also have an appreciation of the costs and the training required to implement and maintain a proposed technology. NIJ strongly encourages researchers to seek guidance from or partner with appropriate State or local crime laboratories. Such associations foster a greater understanding of the issues unique to the field of forensic science and may strengthen the scope of the proposed research plan.

Information on NIJ's forensic science research and development programs (including previously funded projects) can be found at: www.ojp.usdoj.gov/nij/topics/forensics/welcome.htm.

The following resources may provide additional information to prospective applicants about forensic sciences:

- *Fundamentals of Forensic DNA Typing*, by J. Butler (San Diego, CA: Academic Press, 2009) ISBN 0-12-374999-4.
- *Advanced Topics in Forensic DNA Typing: Methodology*, by J. Butler (San Diego, CA: Academic Press, 2011) ISBN 978-0-12-374513-2.
- *Techniques of Crime Scene Investigation (7th ed.)*, by B.J. Fisher (Boca Raton, FL: CRC Press, 2004) ISBN 0-8493-1691-X.
- *Criminalistics: An Introduction to Forensic Science (7th ed.)*, by R. Saferstein (Upper Saddle River, NJ: Prentice Hall, 1998) ISBN 0-13-592940-7.
- *Forensic Science Handbook (Vol. I, 2nd ed.)*, ed. by R. Saferstein (Englewood Cliffs, NJ: Prentice Hall, 2002) ISBN 0-13-091058-9.
- *Forensic Science Handbook (Vol. II, 2nd ed.)*, ed. by R. Saferstein (Englewood Cliffs, NJ: Prentice Hall, 2005) ISBN 0-13-112434-X.
- *Forensic Science Handbook (Vol. III)*, ed. by R. Saferstein (Englewood Cliffs, NJ: Prentice Hall, 1993) ISBN 0-13-325390-2.
- *Fundamentals of Forensic Science*, by Houck, M., and J. Siegel (Burlington, MA: Elsevier Academic Press, 2006) ISBN 0-12-356762-9.
- *Forensic Chemistry*, by Bell, S. (Upper Saddle River, NJ: Pearson Prentice Hall, 2006) ISBN 0-13-147835-4.
- *Forensic Pathology, Practical Aspects of Criminal & Forensic Investigations (2nd ed.)*, by Di Maio, D., and V. Di Maio (Boca Raton, FL: CRC Press, 2001) ISBN 0-84-930072-X.
- *Scientific Examination of Questioned Documents (rev. ed.)*, by O. Hilton (Boca Raton, FL: CRC Press, Inc., 1993) ISBN 0-8493-95-10-0.
- *Clarke's Analysis of Drugs and Poisons (3rd ed.)*, ed. by A. Mofatt, M. Osselton, and B. Widdop (London, UK: Pharmaceutical Press, 2004) ISBN 0-85369-473-1.
- *Principles of Forensic Toxicology: Revised and Updated (2nd ed.)*, by B. Levine (Washington, DC: American Association for Clinical Chemistry, Inc., 2006) ISBN 1-59-425053-7.

- *Spitz and Fisher's Medicolegal Investigation of Death: Guidelines for the Application of Pathology to Crime Investigation*, by W. Spitz, D. Spitz, and R. Fisher (Springfield, IL: Charles C Thomas Publisher, 2006) ISBN 0-398-07544-1.
- *Quantitative-Qualitative Friction Ridge Analysis: An Introduction to Basic and Advanced Ridgeology*, by D. Ashbaugh (Boca Raton, FL: CRC Press, 1999) ISBN 0-8493-7007-8.
- *Handbook of Digital Forensics and Investigation*, by E. Casey (London: Elsevier Academic Press, 2010) ISBN 0-12-374267-4.
- *Digital Image Processing: An Algorithmic Introduction Using Java*, by W. Burger, and M.J. Burge (New York: Springer Science+Business Media, LLC, 2008) ISBN 1-84628-379-6.
- "Forensic Science," by T.A. Brettell, J.M. Butler, and J.R. Almirall, *Journal of Analytical Chemistry* 81 (2009): 4695-4711.
- "Confirmation Bias: A Ubiquitous Phenomenon in Many Guises," by R.S. Nickerson, *Review of General Psychology* 2 (1998): 175-220.
- "The Vision in 'Blind' Justice: Expert Perception, Judgment and Visual Cognition in Forensic Pattern Recognition," by I.E. Dror and S. Cole, *Psychonomic Bulletin and Review* 17(2) (2010): 161-167.
- National Institute of Justice Firearm Examiner Training:
www.ojp.usdoj.gov/nij/training/firearms-training/index.htm.

Amount and Length of Awards

Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** In fiscal year 2011, NIJ provided over \$17 million in grants to fund research and development projects related to forensic science, including DNA. NIJ funding for an individual research or development project rarely exceeds \$500,000 annually, although total funding for projects requiring multiple years to complete has exceeded \$1 million in some cases. In FY 2011, the average forensic science research and development award size was approximately \$223,000 per year, and the average project period was 2 years. If feasible, NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in a measurable deliverable. Applicants should try to structure the phases so that the funding required in any fiscal year will not exceed \$500,000. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work incrementally, depending on, among other things, the quality of the deliverable at the end of each phase, strategic priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. Note: Deliverables (e.g., technical reports, prototypes, software, recommendations for best practices and/or protocols, etc.) will be required at the end of each phase to enable NIJ to assess the progress of the work and to assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work.

Applicants should be aware that the total period for an award ordinarily will not exceed 3 years. FY 2012 award announcements are expected to be made by September 30, 2012. Applicants may wish to consider proposing project period start dates commencing on January 1, 2013.

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. Provision of training or direct service.
2. 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. Proposals that include equipment purchases should include a discussion of how federally funded equipment is proposed to be used after the funded work has been completed and/or the project period has ended. Note that OJP may issue specific equipment disposition instructions in appropriate circumstances.)
3. Work that will be funded under another specific solicitation.
4. Proposals that do not contain a research component or do not respond to the specific goals of this solicitation.
5. Proposals addressing basic scientific research in the physical, life, and cognitive sciences that are designed to increase the knowledge underlying forensic science disciplines. Applicants proposing such studies may consider submitting applications to the planned FY 2012 solicitation entitled "Basic Scientific Research to Support Forensic Science for Criminal Justice Purposes."
6. Proposals addressing both a basic research and an applied research or development component. Applicants should submit the applied research and/or development component only.
7. Proposals that do not clearly address criminal justice concerns in the United States.
8. Applications that involve nonhuman biological components that do not directly tie to human criminal justice concerns in the United States.

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 requesting a waiver should 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 to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

See "Cofunding" paragraph under "What an Application Should Include" (below).

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>The production of novel and useful knowledge, materials, devices, systems, or methods that have the potential for forensic science application in criminal justice settings and/or the ability to guide criminal justice policy and practice related to forensic sciences.</p>	<ol style="list-style-type: none"> 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. 2. Quality of the research as assessed by peer reviewers. 3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published. 5. If applicable, number of fielded technologies. 	<ol style="list-style-type: none"> 1. 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. 2. Quarterly financial reports, semiannual progress reports, and a final progress report. 3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project. 4. If applicable, citation to report(s)/document(s). 5. If applicable, description of fielded technologies.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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. A DUNS number is usually received within 1-2 business days.
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 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. 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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** 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-2012-3097.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **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.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, NIJ will review the most recent version submitted.

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 send an email to the NIJ email address in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by NIJ.** 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.

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, including firewalls.

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

What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by NIJ to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: program narrative, budget detail worksheet and budget narrative, and resumes/curriculum vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative section of the application should not exceed 18 single-spaced pages in 12-point font with 1-inch margins, of which a minimum of 9 pages should be dedicated to the description of the project/program design and implementation. If tables, charts, figures, and other illustrations are included in the main body of the program narrative, they will count toward the 18-page limit for the narrative section. Abstract, table of contents, appendices, and government forms do not count toward the 18-page limit for the narrative section.

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** (not counted against the 18-page program narrative limit).
The title page should include the title of the project, submission date, funding opportunity number, the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address), and a list of key words/phrases relevant to the proposed subject matter.
- b. **Project Abstract** (not counted against the 18-page program narrative limit).
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It

should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices.

c. **Resubmit Response** (if applicable) (not counted against the 18-page program narrative limit). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal. This document should be inserted after the abstract.

d. **Table of Contents** (not counted against the 18-page program narrative limit).

e. **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 (this section should account for a minimum of 9 pages of the main body of the narrative).
- Capabilities/Competencies.
- Impact/Outcomes, Evaluation, and Dissemination.

Within these sections, the narrative should address:

- Purpose, goals, and objectives. (See “Goals, Objectives, and Deliverables” on page 4.)
- Review of relevant literature.
- Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.

f. **Appendices** (not counted against the 18-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study that are supplemental to such items included in the main body of the narrative. (Tables, charts, graphs, or other relevant illustrations that are essential for comprehension of the project/program design should be included in the main body of the narrative.)
- Supporting data—This should include any preliminary data to support the investigator’s ability to perform the work and/or proof of principle for the proposed technology.
- Curriculum vitae, resumes, or biographical sketches of key personnel. (Curriculum vitae, resumes, or biographical sketches should be limited to no more than 2 pages per person.)
- Project timeline and research calendar with expected milestones.
- Research independence and integrity (see “Selection Criteria,” below).

- 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).
- Other funding:
 - List of previous and current NIJ awards to applicant organization and investigator(s).
 - List of current and pending non-NIJ support for each investigator collaborating on this proposal.
 - List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, memoranda of understanding (MOUs), or letters of intent to establish MOUs (if applicable).
- Other materials specified by the solicitation.
- Data archiving plan (See descriptive paragraph below.)

Data Archiving Plan: Applications should include a description of the proposed data management and archiving process. The submission of data has not been a requirement of the forensic science research and development program; however, data may be requested on a case-by-case basis.

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, 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. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. 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

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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.

If a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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/funding/pdfs/indirect_costs.pdf.

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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

6. Additional Attachments

List of Entities Involved in the Project

The application should include a stand-alone attachment entitled "List of Entities" that lists the names of all entities that will be involved in the work. This list should include, but is not limited to: the organizations at which the investigators are employed; academic institutions at which grant-funded researchers are employed or enrolled; organizations that may receive subawards or contracts; and any organization(s) named in letters of cooperation/support, administrative agreements from organizations collaborating in the project, MOUs, or letters of intent to establish MOUs.

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. Note in particular the following forms.

- a. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- 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 submitted).

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Depending on the number of applications received, applications may be categorized by scientific discipline into discrete groups for purposes of peer review and/or selection for award.

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

1. Clarity of the description of the problem.
2. Demonstrated understanding of the problem that exists in an identified forensic science field/discipline or area of criminal justice.
3. Awareness of the state of the art of tools available for the stated problem (if applicable, this should include tools that are currently in development).
4. Strength of citations and other appropriate information to support the understanding of the problem and the expected contribution of the proposed research/development to the identified field of forensic science or area of criminal justice.

Project/Program Design and Implementation (Quality and technical merit)—50%

1. Awareness of the state of current research. (What are the existing technology gaps? How will the proposed effort resolve the problem stated?)
2. Soundness of methods and analytic and technical approach. (The overall strategy, methodology, and analyses should be well-reasoned and appropriate to accomplish the specific aims of the project.)
3. Feasibility of proposed project and the strength of supporting data. (The proof of principle of the proposed technology or methodology should be established and supported by preliminary data presented in or referenced in the proposal. More innovative plans and/or plans with a higher potential for failure should be counterbalanced to manage the inherent risk; e.g., by firm theoretical basis, reasonable preliminary data (depending on the mechanism), the track record of the lead investigator(s), and an outstanding scientific and management plan).
4. Relationship between the proposed timeline and the project design. (Are the timeline and milestones logical and realistic? Are milestones adequately developed and quantitative, so they can serve as effective guidance for assessment of progress by the investigators and NIJ?)

5. Awareness of pitfalls and feasibility of proposed actions to minimize and/or mitigate them. (Are key technical barriers and dependencies identified?)
6. Innovation and creativity (when appropriate). (Innovative projects include those that challenge and seek to shift current research or practice paradigms by using novel theoretical concepts, instrumentation, approaches, or methodologies. These concepts, instrumentation, approaches, or methodologies may be novel to one field of forensic science or novel in a broad sense. The refinement, improvement, or new application of theoretical concepts, instrumentation, approaches, or methodologies may also be proposed.)

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants)—15%

1. Qualifications and experience of proposed staff.
The principal investigator (PI) should demonstrate an ongoing record of accomplishments that have advanced the field(s). If the project is collaborative or has more than one PI, investigators should have complementary and integrated expertise.
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. Strength of strategic collaborations. (Does the proposed project connect technical expertise with criminal justice policy and practice? Does the project propose teams of strategic partners (e.g., researchers, technologists, practitioners, and/or policymakers) that have demonstrated experience and success in the relevant science/technology and practical forensic science disciplines? Do the proposed partnerships add value to the core competencies of the applicant, and are the benefits of each partnership clearly explained? Proposals that involve strategic collaborations should include letters of cooperation/support from partners and may be further strengthened with the inclusion of memoranda of understanding (MOUs) or letters of intent to establish MOUs.)
5. Strength of the scientific environment (e.g., institutional support, equipment and other physical resources, or collaborative arrangements) in which the work will be done and its contribution to the probability of success.

Impact/Outcomes, Evaluation, and Dissemination (Relevance to policy and practice)—30%

1. Potential for significant advances in scientific or technical understanding of the problem. (How will successful completion change the concepts, methods, technologies, treatments, or services that drive the forensic science field as it relates to criminal justice? How will a successful project address the identified criminal justice or forensic science problem and associated critical barriers to progress?)
2. Potential for significant advances in the field. (If the goals of the project are achieved, how will scientific knowledge, technical capability, and/or forensic science practice in the criminal justice system be improved? What is the likelihood that the project will exert a sustained, powerful influence on the forensic science field(s) related to criminal justice?)
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. (Higher quality applications clearly explain the practical implications of the project.)
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 for use by forensic science practitioners in the criminal justice system (when applicable).

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6. Well-defined plan for the grant recipient to disseminate results to appropriate audiences (including researchers) and, in line with NIJ's mission, forensic science researchers, practitioners, and policymakers in the criminal justice system. (The dissemination strategy should be consistent with the goals of the solicitation and proposed project. A strong dissemination plan will be detailed and will go beyond a basic confirmation that the findings will be presented at national/regional forensic science meetings or through NIJ work products. Does the proposal include a clear description of how final research data will be shared, or, if applicable, explain why data sharing is not possible? Does the dissemination strategy include suggestions for print and electronic products that NIJ might develop for criminal justice practitioners and policymakers? If applicable, does the strategy include suggestions for training materials or workshops; e.g., technology transition workshops for forensic science practitioners in the criminal justice system?)

Budget

Reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

1. Total cost of the project relative to the perceived benefit (cost-effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs. (Does the applicant leverage the existing scientific environment to conserve cost?)
4. Consistency of budget with all proposed activities (e.g., dissemination strategy).

The budget criteria will also be considered by the program office.

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.

For purposes of this solicitation, research independence and integrity pertains only to ensuring that the design, conduct, or reporting of research funded by NIJ grants, cooperative agreements, or contracts will not be biased by any financial interest on the part of the investigators responsible for the research or on the part of the applicant.

In the appendix dealing with research independence and integrity, the applicant must explain the process and procedures that the applicant has put in place to identify and manage potential financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It must also identify any potential organizational financial conflicts of interest on the part of the applicant with regard to the proposed research. If the applicant believes that there are no potential organizational financial conflicts of interest, the applicant must provide a brief narrative explanation of why it believes that to be the case.

Where potential organizational financial conflicts of interest exist, in the appendix the applicant must identify the safeguards the applicant has put in place to address those conflicts of interest.

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,

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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 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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.

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. 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 a proposal is funded, the award recipient will be required to submit several reports and other materials, including:

Final technical 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, placed in the context of existing literature; 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 principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in electronic format.

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. Grantees should anticipate that semiannual progress reports will be required to follow the nonbudgetary components of the Research Performance Progress Report template/format. Future awards and fund drawdowns may be withheld if reports are delinquent.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

Applied Research and Development in Forensic Science for Criminal Justice Purposes

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 14)
- _____ Program Narrative (see page 14)
- _____ Appendices to the Program Narrative (see page 15)
 - _____ Bibliography/references
 - _____ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study that supplement those in the narrative
 - _____ Supporting Data—This should include any preliminary data to support the investigator’s ability to perform the work and/or proof of principle for the proposed research
 - _____ Curriculum vitae, resumes, or biographical sketches of key personnel
 - _____ Project timeline and research calendar with expected milestones
 - _____ Research independence and integrity
 - _____ Human Subjects Protection Paperwork
 - _____ Privacy Certificate
 - _____ Other funding:
 - _____ List of previous and current NIJ awards to applicant organization and investigator(s)
 - _____ List of current and pending non-NIJ support for each investigator collaborating on this proposal
 - _____ List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)
 - _____ Letters of cooperation/support, administrative agreements from organizations collaborating in the project, memorandums of understanding (MOUs), or letters of intent to establish MOUs (if applicable)
 - _____ Data Archiving Plan
- _____ Budget Detail Worksheet (see page 16)
- _____ Budget Narrative (see page 16)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 13)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Program Narrative/Abstract Format: (see page 15)
 - _____ Single spaced
 - _____ 12-point standard font
 - _____ 1-inch standard margins
 - _____ Narrative is 18 pages or less
 - _____ Project/Program Design and Implementation (at least 9 pages of the main body of the narrative)
- _____ Additional Attachments (see page 17)
- _____ List of Entities Involved in the Project
- _____ Other Standard Forms as applicable (see pages 17–18), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)