



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 under the Sexual Assault Forensic Training Development, Delivery, and Evaluation Program. This program furthers the Department's mission by supporting the development, delivery, and evaluation of training related to the identification, collection, preservation, analysis, and use of DNA evidence to medical personnel, victim service providers, forensic science practitioners, and other professionals involved in treating victims of sexual assault and sexual assault examination programs, including SANE (Sexual Assault Nurse Examiner), SAFE (Sexual Assault Forensic Examiner), and SART (Sexual Assault Response Team) programs.

## **Solicitation: Development, Delivery, and Evaluation of Sexual Assault Forensic Training Programs**

### **Eligibility**

(See "Eligibility," page 3.)

### **Deadline**

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by **11:59 p.m. eastern time on June 21, 2010.**

(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, seven days a week, except for Federal holidays.

For assistance with any other requirement of this solicitation related to sexual assault forensic science training, development, and delivery proposals, contact Brigid O'Brien, Program Manager, at 202-305-1983 or by e-mail to [brigid.obrien@usdoj.gov](mailto:brigid.obrien@usdoj.gov).

For assistance with any other requirement of this solicitation related to sexual assault forensic science training delivery and evaluation proposals, contact Karen Bachar, Social Science Analyst at 202-514-4403 or by e-mail to [karen.bachar@usdoj.gov](mailto:karen.bachar@usdoj.gov).

Funding Opportunity Number: **NIJ-2010-2408**

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# Development, Delivery, and Evaluation of Sexual Assault Forensic Training Programs

## CFDA No. 16.560

### Overview

NIJ is seeking applications for the development and delivery of sexual assault examination training programs related to the identification, collection, preservation, analysis, and use of DNA evidence with the goal of increasing the availability of educational opportunities provided at no direct cost to medical personnel, victim service providers, forensic science practitioners, and other professionals involved in treating victims of sexual assault.

NIJ is also interested in seeking applications for the delivery and evaluation of existing sexual assault examination training programs related to the identification, collection, preservation, analysis, and use of DNA evidence with the goal of determining how currently available training programs affect criminal justice case processing and victim participation in the criminal justice system.

**Authorizing Legislation:** DNA Sexual Assault Justice Act of 2004

### Deadlines: Registration and Application

Registration is required prior to submission. The Office of Justice Programs (OJP) strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is **11:59 p.m. eastern time on June 21, 2010**. Please see the “How to Apply” section, page 8, for more details.

### Eligibility

As stated above, this program is authorized by the DNA Sexual Assault Justice Act of 2004 (“the Act”). For the purposes of the Act, as amended (42 U.S.C. 14136a(b)), eligible entities include—

- (1) States.
- (2) Units of local government.
- (3) Sexual assault examination programs, including—
  - (A) Sexual assault nurse examiner (SANE) programs.
  - (B) Sexual assault forensic examiner (SAFE) programs.
  - (C) Sexual assault response team (SART) programs.
  - (D) State sexual assault coalitions.

(E) Medical personnel, including doctors, medical examiners, coroners, and nurses, involved in treating victims of sexual assault.

(F) Victim service providers involved in treating victims of sexual assault.

NIJ will consider applications from entities not listed above (e.g., nonprofit and profit organizations (including tribal nonprofit and profit organizations) or institutions of higher education (including tribal institutions of higher education)), See below for program specifics. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

## **Specific Information—Development, Delivery, and Evaluation of Sexual Assault Forensic Training Programs**

### **I. Development and Delivery of New or Existing Sexual Assault Forensic Training Programs**

NIJ is seeking proposals to: (a) develop and deliver new sexual assault forensic training curricula, or (b) leverage existing sexual assault forensic training curricula to deliver content through cost-effective mechanisms. Curricula must be focused on the identification, collection, preservation, analysis, and use of DNA evidence relating to sexual assault. Proposals may employ methods such as computer-based, Web-based, or blended learning approaches.

NIJ is particularly interested in novel delivery mechanisms that provide sexual assault forensic training that is transferred through interactive audiovisual media for the purpose of real-time consultation between specialists and those service providers who do not have access to local expertise (*i.e.*, rural and/or tribal populations).

The training to be delivered must be provided at no charge to the participants; costs associated with travel and lodging for the participants must be included in the budget.

Applicants should propose teams of strategic partners that have demonstrated experience and success in the development and delivery of sexual assault forensic training to medical personnel, victim service providers, forensic science practitioners, and other professionals involved in treating victims of sexual assault. The proposal must clearly describe the strategic partnership and the allocation of effort between or among partners. Applicants that propose the development and delivery of training programs are expected to determine curricula, create a training agenda, identify appropriate instructors/speakers, as well as provide and describe the training delivery mechanism.

Applicants should recognize that any learning management, learning content, content management system, browser or computer-based training must be standards-based, meeting accessibility requirements consistent with section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794d, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (“EIT”) Accessibility Standards (36 CFR Part 1194). Systems also must support content interoperability specifications and standards, such as Sharable Content Object Reference Model. Any procurement of learning management, learning content management, or content management systems used by applicants must be commercial-off-the-shelf (COTS) or open-source software. Procurement of proprietary systems

will not be funded under this program, and functional customization of COTS products is discouraged.

NIJ intends to make one or more awards under this section of the solicitation.

**Deliverables:** For courses developed with NIJ funds, the final report must include all hard and electronic copies of all training materials. For electronic-based courses (browser, computer, and video-based training), this includes a master copy, all source codes, and supporting files and documentation.

## **II. Delivery and Evaluation of Existing Sexual Assault Forensic Training Programs**

In this section NIJ seeks proposals to deliver and evaluate demonstration programs of existing SANE (Sexual Assault Nurse Examiner), SAFE (Sexual Assault Forensic Examiner), or SART (Sexual Assault Response Team) training curricula. Specifically, NIJ seeks applications that include a rigorous assessment of the identified training program(s). Applicants under this section of the solicitation are expected to propose teams of strategic partners who will work collaboratively to deliver and evaluate existing training materials. Applications will be considered from either evaluation or training entities; however, applications from evaluation entities that do not include training delivery (using existing curricula) as the primary project activity will not be considered. The proposal must clearly describe the allocation of effort between or among partners.

The successful applicant will conduct an implementation assessment and outcome/impact evaluation to determine: (1) how sites deliver training, provide technical assistance, and disseminate information related to the identification, collection, preservation, analysis, and use of DNA samples and DNA evidence to medical personnel and other professionals involved in treating victims of sexual assault and (2); how the training curriculum affects sexual assault case progression through the criminal justice system and sexual assault victim participation in the criminal justice process.

NIJ expects to make one or more awards under this section of the solicitation. The successful applicant(s) will develop partnerships (evidenced by Memoranda of Understanding (MOUs) or letters of intent to establish MOUs) with programs serving urban, rural, and/or tribal populations that are using, or plan to use, existing training materials. The successful applicant may also develop partnerships with programs that are not using, and have no immediate plans to use, these training materials to establish comparison groups.

Successful applicants will, at a minimum, evaluate the training in terms of:

- The content of the identified curricula and the process of training.
- The challenges associated with implementing and operating sexual assault forensic training programs.
- The immediate and longer-term outcomes for trainees, such as knowledge retention, changes in awareness and attitudes, skill development, or intended and actual changes in behavior as a result of the training.
- The broader impacts of training program participation, including organizational changes that occur at the trainee's home agency or organization related to DNA samples and

evidence use, criminal justice case processing, and victim participation in the criminal justice process.

Successful applicants will also provide recommendations for strategies that policymakers, practitioners, and researchers might consider in designing approaches to improve the efficacy of sexual assault forensic training programs at the conclusion of the project.

Costs associated with both the delivery and evaluation of training programs will be funded under this section of the solicitation. Applications proposing the development of new (*i.e.*, not currently existing) training curricula as part of a training delivery and evaluation proposal will not be considered.

NIJ is particularly interested in evaluations of curricula developed through the Office of Justice Programs (including the Office for Victims of Crime) and the Office on Violence Against Women.

**Evaluation Research:** For applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures like Propensity Score Matching and Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that policies, programs, and technologies are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are actually implemented and services are delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Proposed evaluation research designs with multiple units of analysis and multiple measurements will also be given priority. Design aspects that contribute to the validity of results are necessary to effectively address issues of generalizability and representativeness of findings.

Finally, applications that include cost/benefit analysis will be given priority. NIJ views cost/benefit analysis as an effective way to communicate and disseminate findings from evaluation research.

**Amount and length of awards:** NIJ anticipates that up to a total of \$5 million may become available for multiple awards made through this solicitation. A single award rarely exceeds \$1 million. 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.**

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."

**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. Requests from individuals or agencies seeking funding support in order to attend or otherwise obtain sexual assault forensic training.
2. Requests by Federal agencies to develop training.
3. Proposals primarily to purchase equipment, materials, or supplies. An applicant's budget and narrative must include a justification that any such items are necessary to develop or deliver the sexual assault forensic training.
4. Proposals that fall within the scope of one of NIJ's targeted solicitations. Applicants should review the current funding opportunities section of NIJ's Web site to ensure that a proposal is not better suited for another open solicitation. **The same proposal will not be considered under more than one solicitation.**
5. Proposals to fund casework; please note that this solicitation seeks proposals to support only training development, delivery, and evaluation.
6. Applications proposing the development of new (*i.e.*, not currently existing) training curricula as part of a training delivery and evaluation proposal.
7. Proposals that seek to evaluate training efforts without including funding for delivery of training.

**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 Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request 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 14 for additional information on applicant responsibilities for collecting and reporting data. Applicants who receive funding under this solicitation are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are:

Objective	Performance Measures	Data Grantee Provides
<p>I. To increase the availability of educational opportunities that relate to the identification, collection, preservation, analysis, and use of DNA evidence provided at no direct cost to medical personnel, victim service providers, forensic science practitioners, and other professionals involved in treating victims of sexual assault.</p> <p>II. Develop and analyze information and data related to how currently available sexual assault forensic training programs effect criminal justice case processing and victim participation in the criminal justice system.</p>	<ol style="list-style-type: none"> <li>1. The number of practitioners who successfully complete the training courses developed and delivered under this solicitation.</li> <li>2. Quality of the delivered training courses as measured by students, subject-matter experts, and possible evaluation by NIJ.</li> <li>3. Quality of the research as assessed by peer reviewers, if applicable.</li> <li>4. Quality of management measured by successfully meeting significant interim project milestones, final deadlines, and costs that are within the approved limits.</li> <li>5. 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. A description and dates of the relevant training provided to the practitioner group and its effectiveness.</li> <li>2. The number of practitioners who successfully complete the developed/delivered training.</li> <li>3. The number of practitioners who felt the training was relevant to their needs.</li> <li>4. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>5. For courses developed with NIJ funds, the final report must include all hard and electronic copies of all training materials. For electronic-based courses (browser, computer, and video-based training), this includes a master copy, all source codes, and supporting files and documentation.</li> <li>6. For awards with an evaluation component, a final report providing a comprehensive overview of the training 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> </ol>

## 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 grants 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](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, seven days a week, except for 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 application deadline specified.

All applicants are required to complete the following steps.

- 1. Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. 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 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 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.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration 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 an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire Authorization for Your AOR From the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
- 5. Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is NIJ-2010-2408.
- 6. Submit an Application Consistent With This Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

## **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that 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 Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk 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 Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov 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**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

### **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

The Program Narrative includes:

- a. Cover page (Please note if you are applying to Section I or II of the solicitation)
- b. Abstract (not to exceed 600 words).
- c. Table of contents.
- d. Main body, which includes:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc., if applicable.
  - Research independence and integrity (see “Selection Criteria,” below), if applicable.
  - Implications for criminal justice policy and practice in the United States.
  - Management plan and organization.
  - Dissemination strategy.
- e. Additional requirements for applications related to the development and delivery of sexual assault forensic training programs. Applicants must outline the following:

### **Specific practitioner group to be targeted by proposed training**

The applicant should describe the specific practitioner group and the need for the proposed training to be developed for and/or delivered to this audience.

### **Mechanism for delivery**

The applicant should describe either (1) how the training content or materials, or both, will be delivered, or (2) the anticipated mechanism for delivery once the training is developed. Examples include Web-based curriculum that is designed for distance learning, traditional classroom lecture, and hands-on laboratory activities.

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

The applicant should describe the location(s) of the training and how the location(s) will help ensure cost effectiveness and access to a geographically diverse group of practitioners. If proposing Web-based learning activities, the applicant should detail the delivery platform, where the material will be housed on the Internet (if applicable), and how it will be available to practitioners.

### **New and innovative solutions being employed**

The applicant should describe any new or innovative approach to the development or delivery of the specific training and how it will enhance the training. For example, the applicant could provide Web-based training materials as a precursor to a hands-on laboratory class to ensure all

training participants have the same basic level of comprehension before attending the laboratory course.

**Quality assurance plan**

The applicant should describe how the course materials will be reviewed by subject matter and education experts prior to the delivery of the training course.

**Strategic partnerships developed**

The applicant should describe all strategic partnerships that enhance the development or delivery of the training activities. These partnerships should add value to the core competencies of the applicant, and the benefits of each partnership should be explained. Letters of cooperation/support from partners should be included.

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

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

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

The applicant should describe how the training program will be sustained after the Federal investment ends. An example would be providing the training materials free of charge on a Web site.

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

The applicant should describe how the program will be developed or delivered (or both) in such a manner that it could be replicated by others.

**Clear and specific outcomes**

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

**Demonstrated success in developing or delivering (or both) sexual assault forensic training**

The applicant should describe previous successes in developing or delivering (or both) sexual assault forensic training to practitioners. If the applicant is proposing to leverage existing curricula to deliver training, the following items should be addressed:

- Description of the training.
- Course syllabus.

- Hyperlinks to Web-based/computer-based training products previously developed, if applicable.
- Description of the training and curriculum development.
- Name and affiliation of individuals that developed or reviewed, or both, the course.

f. Appendices (not counted against program narrative page limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (if applicable).
- Curriculum vitae, resumes or biographical sketches of all key personnel.
- Project timeline and research calendar (if applicable) with expected milestones.
- 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 previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials specified by the solicitation.
- Data Archiving Strategy, if applicable (see descriptive paragraph below).

**Data Archiving Strategy:** NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applications for NIJ research grants must include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there are no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore must briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will not count toward the 25-page limit. Please label this appendix "Data Archiving Strategy."

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.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

### **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 in connection with an award 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 to be submitted in GMS prior to the receipt of any award funds)
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 to be submitted in GMS prior to the receipt of any award funds)

**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.

## Selection Criteria

### **Statement of the Problem** (Understanding of the problem and its importance)—10%

Applicants should include appropriate citations to relevant literature and other source materials and other information to demonstrate an understanding of the problem, awareness of current training resources available to the community, and the expected outcome of the training(s).

### **Project/Program Design and Implementation** (Quality and technical merit)—40%

1. Course design.
2. Effectiveness of teaching methodology and approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).
5. Quality assurance plan.
6. Strategy for learning management, learning content, content management systems, browser or computer-based training (if applicable).
7. Awareness of the state of current research or technology (if applicable).
8. Soundness of methodology and analytic and technical approach (if applicable).

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

1. Qualifications and experience of proposed staff, including subject matter experts, course developers, educators, and researchers.
2. Demonstrated ability of proposed staff and organization to manage and execute the training/evaluation.
3. Demonstrated ability to create web-based and/or computer-based training programs (if applicable).
4. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
5. Successful past performance on NIJ grants and contracts (if applicable).

### **Budget**—10%

1. Total cost of the project relative to the perceived benefit (e.g., Comparing the number of practitioners trained and the level of experience they receive with respect to the funding invested).
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)—20%

1. Potential for significant advances in sexual assault forensic training.
2. Impact/outcome of training on policy and practice within criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
3. Affordability and cost-effectiveness of training (e.g., sustainability and life-cycle of the program).
4. Well-defined plan for measuring effectiveness and impact of training.
5. Plan for collecting performance measure data.

## **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 to promote and advertise the training course to appropriate practitioners (geographically diverse) and State and local criminal justice partners.
2. Suggestions for print and electronic products NIJ might develop for practitioners.
3. Recommendations for replicating this program as a successful model.

### **Research Independence and Integrity (if applicable)**

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 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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
- Research and the Protection of Human Subjects
- 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 report:** For courses developed with NIJ funds, the final report must include all hard and electronic copies of all training materials. For electronic-based courses (browser, computer, and video-based training), this includes a master copy, all source codes, and supporting files and documentation.

**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

## Development, Delivery, and Evaluation of Sexual Assault Forensic Training Programs

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

### Eligibility Requirement:

Tribal authorizing resolution (if applicable)

### Application Components:

- Program Narrative (see pages 10-12 and "Selection Criteria," pages 15-16)
- Appendices to the Program Narrative
  - Bibliography/references
  - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (if applicable)
  - Curriculum vitae, resumes, or biographical sketches of all key personnel
  - List of previous and current NIJ awards to applicant organization and investigators
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - Project timeline and research calendar (if applicable) with expected milestones
  - 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)
- Data Archiving Strategy
- 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:

- Standard Form 424
- DUNS number
- Other standard forms as applicable (see page 15), including
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)