

**Notices regarding the solicitation “NIJ FY 2021 Invited to Apply - National Missing and Unidentified Persons System (NamUs)”**

January 22, 2021: The Application JustGrants Deadline has changed from January 22, 2021, to January 27, 2021.

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The original solicitation document begins on the next page.

U.S. Department of Justice  
Office of Justice Programs  
National Institute of Justice



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## NIJ FY 2021 Invited to Apply - National Missing and Unidentified Persons System (NamUs)

Assistance Listing Number #	16.560
Grants.gov Opportunity Number:	O-NIJ-2021-54001
Solicitation Release Date:	January 14, 2021 2:30 PM
Version:	2
Grants.gov Deadline:	January 21, 2021 11:59 PM
Application JustGrants Deadline:	January 27, 2021 11:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), National Institute of Justice ([NIJ](#)), is seeking applications for funding for *supporting forensic and case/investigative support services for NamUs*. This program furthers the Department's mission by providing police officers, medical examiners and coroners, and other criminal justice professionals with investigative and scientific tools needed to find missing persons, identify decedents and victims of crime, resolve criminal cases, and reduce violent crime and human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

## Other

The University of North Texas Health Science Center.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

NIJ will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) and or 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the NIJ contact identified in the OJP Invitation Letter **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Natasha Parrish, Grant Management Specialist, by telephone at 202-514-8036, or by email at [Natasha.Parrish@usdoj.gov](mailto:Natasha.Parrish@usdoj.gov).

## Submission Information

In FY 2021, applications will be submitted to DOJ in a NEW two-step process.

Step 1: Applicants will submit an SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the full application including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

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# Program Description

## Overview

Currently in the United States, thousands of people are searching for those who are missing. NamUs was developed to provide national assistance in this search, for those living and deceased, in hopes of resolving these cases. Many of the nation's unidentified persons fell victim to foul play. Identifying a victim is the first step in a criminal investigation. NamUs assists law enforcement agencies, as well as medical examiners and coroners, in meeting their missions in support of public health and public safety. NIJ seeks proposals from eligible candidates to partner with NIJ to manage the day-to-day operations of NamUs; support ongoing NamUs programs; continue national outreach efforts; provide and manage free forensic services (DNA, dental, fingerprint and anthropology); provide national technical assistance; and collaborate with NIJ scientists to evaluate the impact of NamUs to aid medicolegal investigative efforts.

## Specific Information

Please review Program section of the original solicitation posted at <https://nij.ojp.gov/funding/opportunities/nij-2016-9079>.

## Goals, Objectives, Deliverables, and Timeline

You may refer to the OJP Invitation Letter January 14, 2021 for information on the goals, objectives, and deliverables that OJP expects the applicant's proposed project to address. The OJP Invitation Letter also provides important information on associated performance measures and the data that will be required for those performance measures. Also, see the goals, objectives and deliverables stated in the original solicitation posted at <https://nij.ojp.gov/funding/opportunities/nij-2016-9079> as well as below.

### Goals

1. Provide free forensic services to eligible stakeholders, including but not limited to acquisition and analysis of DNA (i.e., STR, Y-STR, and mtDNA), coordination/collection/testing of family reference samples, anthropological assessments, odontological review, evaluation, and coding and fingerprint examinations and coding from December 21, 2020, through September 30, 2021. All relevant and appropriate case information must be entered into NamUs. UNTHSC must ensure all allowable and appropriate DNA profiles are entered into the FBI's National DNA Index System using the Combined DNA Index System (CODIS) version 8.0.

The grantee would perform forensic testing services on all missing person casework received by UNTHSC for the NamUs program between December 21, 2020, and September 30, 2021.

2. Provide 7 programmatic “Regional Program Specialists” (RPS) positions that will be strategically located throughout the country and 2 Case Analyst positions. RPS positions provide day-to-day support to the NamUs customers, ensure the quality and integrity of the NamUs data, travel throughout their assigned regions to develop relationships with NamUs customers and provide outreach and training as needed. These 7 RPS and 2 Case Analyst positions are in addition to the 2 RPS and 1 Case Analyst positions funded under the previously accepted supplemental award on December 8, 2020.

### **Objectives**

Maintain the capacity of the forensic testing and investigative services NamUs provides while reducing the backlog of cases in both areas. An increased demand for NamUs forensic testing services and national program support has occurred during the life of the program and these services are deemed to be essential to address outstanding needs.

### **Deliverables**

As stated on page 10, quarterly financial reports and semi-annual progress reports are required. In addition to the performance measures (Appendix A) required in the FY2020 Guidance for Invited Applications previously sent with the deadline of July 13, 2020, NIJ may also ask for monthly or other periodic reports for data including, but not limited to, number of cases submitted for forensic services, number of cases completed in forensic services, number of missing persons, unidentified persons and unclaimed persons cases submitted and validated, number of missing persons cases, unidentified, or unclaimed persons cases resolved during a specific period, and number of cases backlogged in forensic services or awaiting validation by RPS staff.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## **Information Regarding Potential Evaluation of Programs and Activities**



OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## **Federal Award Information**

### **General Guidance for Federal Award**

Total number of awards NIJ expects to make: 1

Maximum dollar amount for each award: \$3,341,165

Total amount to be awarded under solicitation: \$3,341,165

Period of performance start date: February 1, 2021

Period of performance duration: February 1<sup>st</sup>, 2021-September 30, 2021. 8-months.

### **Awards, Amounts and Durations**

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$3,341,165.00

### **Types of Awards**

The OJP Invitation Letter specifies the type of award (grant or cooperative agreement) OJP expects to make in response to the invited application.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## **Cost Sharing or Matching Requirement**

**Voluntary Match:** An award made by NIJ 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 generally identify any such contributions that the applicant expects to make, and the proposed budget should indicate in detail which items, if any, will be supported with non-federal contributions. If an application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of [Pre-agreement Costs \(also known as Pre-award Costs\)](#).

## **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of [Award Funds for Employee Compensation: Waiver](#).

## **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of [Prior Approval, Planning and Reporting of Conference/Meeting/Training Costs](#).

See the [OJP Grant Application Resource Guide](#) information on Limitation on [Use of Costs Associated with Language Assistance \(if application\)](#).

## Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see [Federal Award Information](#).

## Application and Submission Information

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

## Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application are pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

## **Proposal Abstract**

A project abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

## **Proposal Narrative**

The program narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 10pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, NIJ may negatively consider such noncompliance in final award decisions.

The following sections must be included as part of the program narrative:

a. Description of the Issue OR Statement of the problem if research is involved

Describe why this project/ these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

b. Project Design and Implementation

Describe the strategy to address the tasks identified in the Invitation Letter dated January 14, 2021. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the

program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Example guidance to applicant - Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: applicants are not required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Applicants will submit the program's goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget and Associated Documentation Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional information](#).

### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional information](#).

### **Additional Application Components Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a

description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## **Disclosures and Assurances**

Applications will complete the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Pending Applications form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit as an attachment in JustGrants See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control

deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

## How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

## Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 p.m. eastern time on January 21, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by 11:59 p.m. eastern time on January 27, 2021. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Application Review Information.

## Application Review Information

### Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the



Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions Future

awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov and JustGrants, see page 2.

## **Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## **Application Checklist**

### **NIJ FY 2021 Invited to Apply - National Missing and Unidentified Persons System (NamUs)**

This application checklist has been created as an aid in developing an application.

#### **What an Applicant Must Do:**

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

**Overview of Post-Award Legal Requirements:**

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$3,341,165.

**Eligibility Requirement:**

- Other

University of North Texas Health Science Center

- Submit **SF-424** and **SF-LLL** in Grants.gov

*After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov,

- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov) and the OJP staff member identified in the OJP Invitation Letter regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424)
- Standard Applicant Information (SF-424 into from Grants.gov)
- Project Abstract
- Program Narrative

### **Budget and Associated Documentation**

- Budget Worksheet and Budget Narrative
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))

[Application Resource Guide](#))

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- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties