

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



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## **NIJ FY24 Invited to Apply - Forensic Technology Center of Excellence (FTCOE)**

**Assistance Listing Number:** 16.560

**Grants.gov Opportunity Number:** O-NIJ-2024-172240

**Solicitation Release Date:** September 04, 2024

**Step 1: Application Grants.gov Deadline:** 11:59 p.m. Eastern Time on September 11, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on September 18, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, NIJ seeks proposals from qualified applicants to establish and operate a Forensic Technology Center of Excellence (FTCOE) to support NIJ's research, development, testing, and evaluation (RDT&E) process and technology transition activities in all areas of forensic science. The FTCOE should focus on specific efforts to include, but not be limited to:

- Providing scientific and technical support to NIJ's forensic science research, development, and technology transition efforts.
- Facilitating demonstration, testing, evaluation, transfer, and adoption of appropriate technology into practice by crime laboratories, medical examiner/coroner offices, law enforcement, and other criminal justice agencies and forensic science service providers.
- Providing technology transition assistance, knowledge transfer, and support to forensic science researchers and practitioners.
- Developing and providing access to resources for research dissemination, education, and evidence-based best practices in the forensic science and criminal justice communities.
- Working closely with NIJ program managers to assess and communicate the impact of forensic science RDT&E, evidence-based best practices, and systems-based approaches for the criminal justice system.
- Develop national forensic science library services to identify, curate, and make available scholarly literature relevant to the forensic science research and practitioner community.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Eligibility

- Other - Only the applicant that received an official invitation letter from NIJ is able and eligible to apply. Please refer to that letter for the eligibility requirements. (Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.)

## Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Frances Scott, Physical Scientist, at (202) 598-5746 or [frances.scott@usdoj.gov](mailto:frances.scott@usdoj.gov)

## Application Submission Information

### Registration

Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#).

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

With this solicitation, NIJ seeks proposals from qualified applicants to establish and operate a Forensic Technology Center of Excellence (FTCOE) to support NIJ's research, development, testing, and evaluation (RDT&E) process and technology transition activities in all areas of forensic science.

## Statutory Authority

Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); the Homeland Security Act of 2002 (sections 231-233, 235); and 28 U.S.C. 530C.

## Specific Information

The FTCOE will provide testing, evaluation, technology assistance, and other transition and dissemination services regarding technologies intended for use by crime laboratories, forensic science service providers (supporting criminal justice applications), law enforcement, and other criminal justice agencies to combat crime. The FTCOE focuses on specific efforts to include, but not limited to:

1. Providing scientific and technical support to NIJ's forensic science research, development, and technology transition efforts.
2. Facilitating demonstration, testing, evaluation, transfer, and adoption of appropriate technology into practice by crime laboratories, medical examiner/coroner offices, law enforcement, and other criminal justice agencies and forensic science service providers.
3. Providing technology transition assistance, knowledge transfer, and support to forensic science researchers and practitioners.
4. Developing and providing access to resources for research dissemination, education, and evidence-based best practices in the forensic science and criminal justice communities.
5. Working closely with NIJ program managers to assess and communicate the impact of forensic science RDT&E, evidence-based best practices, and systems-based approaches for the criminal justice system.
6. Develop national forensic science library services to identify, curate, and make available scholarly literature relevant to the forensic science research and practitioner community.

NIJ is the federal government's lead agency for forensic science research, development, and evaluation. The mission of NIJ's Office of Investigative and Forensic Sciences (OIFS) is to improve the quality and practice of forensic science through innovative solutions that support research and development, testing and evaluation, technology, information exchange, and the development of resources for the criminal justice community.

Forensic science is a multidisciplinary field that incorporates the investigation, analysis, and prosecution of crime (including violent crime). It includes methods and tools for collecting, preserving, and examining evidence, as well as related resources to build capacity and quality practices for implementing forensic practice in a timely, cost-effective, and efficient manner. The FTCOE will coordinate and facilitate the transition of forensic technology, particularly the current and emerging products from NIJ's research and development portfolios to state and local criminal justice agencies. Through these efforts, the FTCOE will increase the capabilities of these agencies to effectively and efficiently serve the public in matters involving forensic science.

Although Federal agencies are part of its constituency, NIJ's primary focus is on the needs and activities of state and local agencies.

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

## Solicitation Goals and Objectives

### Goals and Objectives

Through established collaborations with partners such as institutions of higher learning, agencies performing forensic science research, and public and private forensic science laboratories, the FTCOE shall create avenues for the transition of technologies from development to application and support NIJ with assessing the impact of its programs. These avenues may include, but not limited to, field-wide surveys of novel technologies, written guides for implementation of novel technologies, training webinars, podcasts, development of virtual application tools, and interactive reference websites. Specific objectives include:

- **Providing scientific and technical support to NIJ's forensic science research, development, and technology transition efforts.** The FTCOE will assist NIJ by identifying evidence-based knowledge and tools to meet the challenges of criminal justice. The FTCOE, in close coordination with NIJ program managers, will review the outcomes of NIJ forensic science R&D projects and facilitate the technology transition and implementation of these research products to operational environments. The FTCOE is expected to assist NIJ program managers in implementing NIJ R&D program objectives and assessing ongoing and completed R&D project outcomes. The FTCOE will identify and facilitate collaborations between NIJ-funded researchers, forensic practitioners, and technology developers. It will participate in national and regional groups, conferences, and symposia that support the adoption of technology, and will provide general logistical support for those meetings, as needed.
- **Facilitating demonstration, testing, evaluation, transfer, and adoption of appropriate technology into practice by crime laboratories, medical examiner/coroner offices, law enforcement, and other criminal justice agencies and forensic science service providers.** The FTCOE will facilitate the effective transfer into practice of new tools and technologies, including those funded by NIJ and others. In supporting these efforts, the FTCOE will, in close coordination with the relevant NIJ program managers, identify evidence-based technologies ready

for transition, and identify key agencies, professional organizations, and individual researchers and practitioners that should participate. Efforts are to include introducing new tools and technologies to practitioners, introducing practitioner requirements to developers, and assisting developers in the commercialization of their products. Demonstrations and pilot projects must be designed to determine whether a technology meets all of the assessment criteria for a technology need area and develop guidelines for the adoption of the technology by other practitioners through increased coordination with stakeholders. To the greatest extent feasible, demonstrations should also be designed to assess implementation strategies and feasibility through evaluation research in collaboration with NIJ staff (from both the Office of Investigative and Forensic Sciences and the Office of Research, Evaluation, and Technology). Findings (including strategic implementation plans) will be disseminated through reports and scholarly articles, conferences, best practices, and technology assistance activities.

- The FTCOE will facilitate and support NIJ working group activities and other efforts for the forensic science community and their stakeholders. These activities will focus on assessing current and future technology and technology transition needs and develop advice, guidance, and strategies to enhance the policy and practice and improve the reliability of forensic science to meet the increasing demands generated by the criminal justice system. These efforts may include participation from crime laboratories, medical examiner/coroner offices, researchers, law enforcement, forensic science service providers (supporting criminal justice applications), and other criminal justice agencies and relevant stakeholders. In supporting these efforts, the FTCOE will provide administrative and logistical support for meetings. Specific focus should be given to support NIJ's congressionally mandated report on the projected workload, backlog, personnel, workforce, resources, necessary turnaround times for law enforcement officers and officers of the court, and equipment needs of forensic science providers and forensic medical service providers.
- **Providing technology transition assistance, knowledge transfer, and support to forensic science researchers and practitioners.** The FTCOE is expected to provide high-quality, specialized technology transition assistance. These efforts may include providing support to assist first-adopter law enforcement, crime laboratories, forensic science service providers, and other criminal justice agencies with the use of new technologies or the adaptation of existing technologies to enhance their effectiveness, efficiency, and safety. The FTCOE will provide national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods. The FTCOE will support related knowledge transfer activities and support the implementation of related policy and practice.
  - **(Note:** The FTCOE will not fund or aid agencies that are adopting technologies that are already widely established in practice.) Appropriate assistance will be provided to all facets of the criminal justice community, including small, rural, and tribal law enforcement, corrections, forensic science service providers, school resource officers, or other state and local practitioner communities.

- **Developing and providing access to resources for research dissemination, education, and evidence-based best practices in the forensic science and criminal justice communities.** FTCOE efforts should include the development of evidence-based guides or best practices for crime laboratories, forensic science practitioners, law enforcement, and other appropriate criminal justice practitioners based on sound research and development and science. Topics for guides may be discussed with NIJ and initiated with its approval. FTCOE should also engage with forensic science academic programs, academic professional organizations, and professional accreditation and certification bodies to ensure that FTCOE resources, including information on new forensic innovations, emerging technologies, and operational approaches, are disseminated to develop current and future forensic science practitioners. In developing FTCOE electronic products as part of its dissemination activities (and consonant with [Section 508](#)), the recipient should seek to ensure accessibility to people with disabilities.
- **Working closely with NIJ program managers to assess and communicate the impact of forensic science RDT&E, evidence-based best practices, and systems-based approaches for the criminal justice system.** NIJ has made significant investments in social science research on forensic science, as well as research and evaluation for the testing and interpretation of physical evidence in publicly funded forensic laboratories. The DOJ NIJ Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices recommends that systems-based approaches be adopted to address workload challenges – “where law enforcement, laboratory personnel, medical examiners/coroners, and prosecutors collaborate on cases, are properly educated and trained in the science, and work together to serve justice in a timely and efficient manner.” (2019, p44)” NIJ is interested in assessing the impact of past research (both NIJ-funded and non-NIJ-funded) on the criminal justice system and the development of recommendations for improving the impact of such research. NIJ is also interested in the implementation of evidence-based best practices and systems-based approaches and disseminating such information in peer-reviewed, scholarly literature.

  - There have been studies by NIJ and others that look at the costs and efficiencies of various forensic analytical procedures applied to physical evidence and issues related to the cost-effectiveness of forensic evidence in criminal investigations. NIJ is interested in cataloging, synthesizing, and conducting meta-analyses of cost-benefit analyses related to forensic science, as cost/benefit analyses provide valuable and practical information for practitioners and policymakers that aids decision-making. Also, the FTCOE will be asked to assist in the facilitation of knowledge transfer from forensic science-related social science, operational and managerial research, and evaluation to crime laboratories and other criminal justice agencies.
- **Develop national forensic science library services to identify, curate, and make available scholarly literature relevant to the forensic science research and practitioner community.** Forensic science practitioners often find it challenging find and gain access to scientific research literature. In order to enhance access and promote the dissemination of forensic science research, the FTCOE will develop and facilitate an online library infrastructure to support the identification and management of research publications, citations, databases, foundational literature, reference materials, and other primary or secondary source materials. The FTCOE



will identify and implement ways to proliferate research findings and best practices and to promulgate access of forensic science and other scientific literature to forensic science practitioners, particularly at the state and local levels. The FTCOE may also conduct literature reviews as part of these efforts. The FTCOE will seek ways to coordinate with the National Criminal Justice Reference Service ([NCJRS](#)) and other appropriate services to avoid any duplicative efforts and develop strategies to provide open access for forensic science research within applicable copyright protections.

## **Deliverables**

Final Progress Report. Any recipient of an award under this solicitation will be expected to submit a final progress report.

Required Data Sets and Associated Files and Documentation. Any recipient of an award under this solicitation will be expected to submit to the National Archive of Criminal Justice Data (NACJD) all data sets that result in whole or in part from the work funded by the award, along with associated files and any documentation necessary for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.

In addition to these deliverables (and the required reports and data on performance measures), NIJ expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables please see the [How To Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

## **Federal Award Information**

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

Anticipated Number of Awards: 2

Anticipated Maximum Dollar Amount per Award: One award will be \$350,000 and one award will be for \$2,250,000.

Period of Performance Start Date: 03/01/2025

Period of Performance Duration (Months): 12

Anticipated Total Amount to Be Awarded Under Solicitation: \$2,600,000

Additional Information: Grantees must clear all required award special conditions before incurring expenses barring spending pre-approval, and, if applicable, confirm NIJ approval of new or modified IRB and privacy certificate documents before beginning research activities.

## **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

## **Type of Award**

NIJ expects to make awards under this funding opportunity as cooperative agreements, which provide for NIJ to have substantial involvement in carrying out award activities. See the [“Administrative, National Policy, and Other Legal Requirements”](#) section of the [Application Resource Guide](#) for additional information.

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

## **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants as soon as possible. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore,

applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

## Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 pm ET on September 11, 2024.

The **full application** must be submitted in JustGrants by 8:59 pm ET on September 18, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

## Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).

- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) OR Frances Scott at [frances.scott@usdpj.gov](mailto:frances.scott@usdpj.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) OR [frances.scott@usdoj.gov](mailto:frances.scott@usdoj.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## Application and Submission Information

### Content of the SF-424 in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

## Content of the JustGrants Application Submission

### *Entity and User Verification (First Time Applicant)*

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### *Standard Applicant Information*

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### *Proposal Abstract*

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### *Data Requested With Application*

The following application elements should be submitted in the web-based forms in JustGrants.

#### [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

## **Proposal Narrative**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should not exceed 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, NIJ may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

1. Title Page (not counted against the program narrative page limit) The title page should include:
  - Project title.
  - Submission date.
  - Funding opportunity number.
  - Principal Investigator (and any co-principal investigators).
  - Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID), if available. Key words, including forensic science focus areas.
  - Contact information (that is, name, address, telephone number, and e-mail address) for both the applicant and the principal investigator.
2. Table of Contents (not counted against the program narrative page limit)
3. Tables, Charts, Graphs, and other Figures (not counted against the program narrative page limit)
4. Main Body

Within this section, the narrative should address:

- Purpose, goals, and objectives. Review of relevant literature.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.
- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences – such as criminal/juvenile justice practitioners or policymakers. Applicants are expected to address Section 508 compliance in the Plan for Dissemination to ensure that FTCOE electronic products are accessible to people with disabilities.

This section should include:

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

The description should address the need for activities in this area. Applicants should discuss current gaps in data, knowledge, and technology transition and implementation, including those for particular forensic science disciplines and justice sectors, and to answer questions relevant to current policy and practice needs and public interests. It is not uncommon for multiple problems to exist simultaneously (for example, there may be a criminal justice problem affecting

public safety, a current technical challenge/need identified by forensic practitioners, as well as a scientific/technology gap between the current state of the art and a desired solution) and applicants should discuss each of these clearly and justify the importance of the separate issues. As part of this discussion, applicants should present a review of previous literature and discuss previous efforts or activities related to these problems.

b. Project Design and Implementation

Applicants should provide a detailed description of the strategies to implement the activities associated with this project. Design elements should follow directly from the project's goals and objectives and address the program-specific information noted in the solicitation. Applicants should describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project and address the feasibility of the proposed project activities.

Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed activities. Applicants should consider ways to measure the effectiveness or impact of adopting technologies, relevant cost/benefit analyses, and potential challenges or problems in carrying out the activities. Applicants should include how information will be collected, analyzed, evaluated and interpreted as well as the data archiving plan as appropriate.

c. Capabilities and Competencies

This section should describe the experience and capabilities of the applicant organization, key staff, and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this project, its objectives, and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. Applicants should address:

- Experience and capacity to support RDT&E processes and technology transition activities in the conduct of similar efforts.
- Experience and capacity to design and implement strategies to achieve program-specific goals and objectives.

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

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 project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance reports as part of each award's reporting requirements.



OJP will require each award recipient to submit regular performance reports that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

NIJ will require award recipients to submit performance reports in JustGrants. NIJ will provide further guidance on the post-award submission process, if the applicant is selected for award.

### ***Application Goals, Objectives, Deliverables, and Timeline Web-Based Form***

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

### ***Deliverables Expected by Award Recipients***

Applicants will submit outcomes of projects (or a description of outcomes and impact of activities) determined through the cooperative agreement with NIJ (reports, best practices, white papers, podcasts, webinars, technology adoption, and dissemination outcomes) for Forensic Technology Center of Excellence using the JustGrants Web-based form.

### ***Budget and Associated Documentation***

#### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

## 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 for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

## Budget/Financial Attachments

### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

### Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a

rate that exceeds 110 percent 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. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

#### Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [Application Resource Guide](#) for information.

### ***Additional Application Components***

The applicant will attach the additional requested documentation in JustGrants.

#### Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

#### Research and Evaluation Independence and Integrity Statement (if applicable)

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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### Human Subjects Protection

Human Subjects Protection paperwork as a separate attachment (documentation and forms related to Institutional Review Board [IRB] review). See <https://nij.ojp.gov/funding/human-subjects-protection>. **Note:** Final IRB approval is not required at the time an application is submitted.

#### Privacy Certificate

Privacy Certificate as a separate file (for further guidance go to <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/privacy-certificate-guidance#model-privacy-certificate>).

### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

#### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

## Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

## DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

## DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

## Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Application Review Information

### Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and 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.gov.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only NIJ recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

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

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 the 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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

### **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. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

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

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

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data. Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

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

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

## **Other Information**

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

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

### **Provide Feedback to OJP**

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

## Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
<p>1) Providing scientific and technical support to NIJ's research and development and technology transition efforts.</p>	<p>Review of forensic science research, development, evaluation projects (and their outcomes) for transition into practice.</p>	<p>Number of research, development, and evaluation projects reviewed for transition into practice.</p> <p>Provide assessment metrics for project/outcome reviews.</p>
	<p>Identify projects for transition and develop project plans to facilitate transition.</p>	<p>Number of projects identified for transition.</p> <p>Number of project plans developed to facilitate transition.</p>
	<p>Identify and facilitate collaborations.</p>	<p>Number and types of collaborations between NIJ-funded researchers, forensic practitioners, and technology developers.</p>
	<p>Percent of deliverables completed on time.</p> <p>Percent of deliverables completed that meet expectations.</p>	<p>Provide scholarly products such as public reports that reflect findings and information about FTCOE projects, to include but not limited to best practices, landscape reports to assess technology, proceedings from workshops, etc.</p> <p>If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.</p>
	<p>Participation in national and regional groups, conferences, and symposia that support the adoption of technology.</p> <p>Provide general logistical support for those meetings, as needed.</p> <p>Number of events supported or participated.</p>	<p>Number and types of participation in those events, including number of FTCOE staff participating.</p> <p>Number of presentations provided by FTCOE staff and types of events where presented.</p> <p>Number and types of general logistical support for those meetings, including number of FTCOE staff participating.</p>
<p>2) Facilitating demonstration, testing, evaluation, transfer, and adoption of appropriate technology into practice by crime laboratories, medical examiner/coroner offices, law enforcement, and other criminal justice agencies and forensic science service providers.</p>	<p>Facilitate the effective transfer into practice of new tools and technologies. Identify evidence-based technologies ready for transition.</p> <p>Identify key agencies, professional organizations, and individual researchers and practitioners that should participate</p> <p>Introduce new tools and technologies to practitioners, introduce practitioner requirements to developers, and assist developers in the commercialization of their products.</p>	<p>Number and description of type of technologies identified for transition.</p> <p>Number and description of the types of tools and technologies transferred into practice.</p> <p>Number and types of organizations, practitioners, researchers, and developers assisted.</p>



	<p>Design and implement demonstrations and pilot projects.</p> <p>Assess implementation strategies and feasibility using evaluation studies.</p> <p>Disseminate findings (including strategic implementation plans) through reports and scholarly articles, conferences, best practices, and technology assistance activities.</p> <p>Increase stakeholder coordination.</p>	<p>Number and types of demonstration, pilot projects, and evaluations. Description of all products and projects evaluated.</p> <p>Number of agencies/organizations participating in these demonstration or pilot technology transition activities.</p> <p>Number and types of dissemination activities, including published products and other materials disseminated.</p>
	<p>Facilitate and support NIJ working group and associated activities that assess current and future technology and technology transition needs and develop advice, guidance, and strategies to enhance the policy and practice and improve the reliability of forensic science.</p>	<p>Number of working group events, published products, and related activities.</p> <p>Provide needs and assessment metrics for working group activities, studies, and other efforts focused on the needs of the forensic sciences.</p> <p>Number of agencies/organizations represented at the working group meetings.</p>
3) Providing technology transition assistance, knowledge transfer, and support to forensic science researchers and practitioners.	<p>Provide high-quality, specialized technology transition assistance, knowledge transfer, and support events/activities.</p>	<p>Number of those events/activities conducted.</p> <p>Number and types of agencies, organizations, researchers, practitioners, and other individuals or relevant stakeholder groups participating in those events or activities.</p> <p>Number and type of technology transition assistance, knowledge transfer, and support requests received.</p> <p>Number and type of technology transition assistance, knowledge transfer, and support provided.</p>
	<p>Support to assist first-adopter law enforcement, crime laboratories, forensic science service providers and other criminal justice agencies with the use of new technologies or the adaptation of existing technologies to enhance their effectiveness, efficiency, and safety.</p> <p>Provide national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods.</p> <p>Support knowledge transfer activities. Support the implementation of policy and practice.</p>	<p>Number and types of recipients supported. Number and types of technologies adopted by those recipients.</p> <p>Number and types of dissemination activities, including published products and other materials disseminated.</p> <p>Number and type of knowledge transfer activities, and policy and practices implemented.</p>

4) Developing and providing access to resources for research dissemination, education, and evidence-based best practices in the forensic science and criminal justice communities	Develop evidence-based guides or best practices for crime laboratories, forensic science practitioners, law enforcement, and other appropriate criminal justice practitioners	Number of reports published, workshops, webinars, or publication of other scholarly products.  Number of agencies/organizations receiving and sharing information.
	Engagement with forensic science academic programs, academic professional organizations, and professional accreditation and certification bodies to ensure that FTCOE resources, including information on new forensic innovations, emerging technologies, and operational approaches, are disseminated to develop current and future forensic science practitioners.	Number and types of engagement activities and dissemination efforts.
5) Working closely with NIJ program managers to assess and communicate the impact of forensic science RDT&E, evidence-based best practices, and systems-based approaches for the criminal justice system	Assess the impact of forensic science research on the criminal justice system.	Number and descriptions of project and program impact assessments and/or evaluations conducted.
	Develop recommendations for improving the impact of forensic science research.	Number and types of dissemination activities, including published products and other materials disseminated.
	Disseminate information on evidence-based best practices and systems-based approaches.	Number and types of those knowledge transfer activities.
	Facilitate knowledge transfer from forensic science-related social science, operational and managerial research and evaluation.	
	Catalog, synthesize, and conduct meta-analyses of cost-benefit analyses related to forensic science.	Number of materials developed, including cost-benefit analyses.
6) Developing national forensic science library services to identify, curate, and make available scholarly literature relevant to the forensic science research and practitioner community.	Develop and facilitate an online library infrastructure to support the identification and management of research publications, citations, databases, and other primary or secondary source materials.	Number and types of library services provided.  Number and types of materials managed.
	Proliferate research findings and best practices.	Assessment metrics associated with requests for literature access and participation in library services.
	Promulgate access of forensic science and other scientific literature to forensic science practitioners, particularly at the State and local levels.	Number and types of requests for services. Number and types of support provided.
	Conduct literature reviews.	Number of literature reviews conducted.
	Develop strategies to provide open access for forensic science research.	Description of strategies developed and coordination activities.
	Coordinate with appropriate services.	

7) Overall program objectives.	<p>Quality of the management as measured by whether significant interim project milestones were achieved, final deadlines were met and costs remained within approved limits.</p> <p>Relevance to the needs of the field as measured by whether the project's substantive scope, or any subsequent agency-approved modifications to the scope, did not deviate from and supported the funded proposal.</p>	<p>Individual project reports detailing the FTCOE's activities including the activities conducted.</p> <p>Semi-annual progress reports highlighting all activities conducted in the previous 6 month period, planned activity for the future, status of all planned projects, whether or not the objectives are being met, and a comprehensive listing of all work products such as scholarly products, evaluations, and fielded technologies.</p> <p>Quarterly financial reports, semi-annual and final progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements of the work performed under the NIJ award.</p>
	<p>Percent of deliverables completed on time.</p> <p>Percent of deliverables completed that meet expectations.</p>	<p>Provide scholarly products such as public reports that reflect findings and information about FTCOE projects, to include but not limited to best practices, landscape reports to assess technology, proceedings from workshops, etc.</p> <p>If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.</p>
	<p>Percent of technical assistance requests completed.</p>	<p>Number of technical assistance requests completed.</p> <p>Number of technical assistance requests received.</p>

## Application Checklist

### NIJ FY24 Invited to Apply - Forensic Technology Center of Excellence (FTCOE)

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Pre-Application

##### *Before Registering in Grants.gov*

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

##### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s).

##### *Review Eligibility Requirement*

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact NIJ or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### **Application Components**

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested With the Application
- Proposal Narrative Attachment
- Proposal Narrative: Application Goals, Objectives, Deliverables, and Timeline web-based form

### **Budget and Associated Documentation**

- Budget Detail and Narrative web-based form
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### **Additional Application Components**

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Human Subjects Protections.
- Privacy Certificate.

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))

- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.