



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding under the Forensic Science Training Development and Delivery Program. This program furthers the Department's mission by supporting the development and delivery of training to State and local forensic science practitioners and other relevant State and local criminal justice practitioners in the area of forensic science.

Solicitation: Forensic Science Training Development and Delivery Program

Eligibility

(See eligibility, page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by **11:45 p.m. eastern time on May 17, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

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

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

For assistance with any other requirement of this solicitation for general forensic science training proposals, contact Brigid O'Brien, Program Manager, at 202-305-1983 or by e-mail to brigid.obrien@usdoj.gov. For assistance with any other requirement of this solicitation for forensic digital evidence training proposals, contact Martin Novak, Program Manager, at 202-616-0630 or by e-mail to martin.novak@usdoj.gov.

SL# 000907

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Forensic Science Training Development and Delivery Program

CFDA No. 16.560

Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

With this solicitation, NIJ seeks proposals for the development and delivery of forensic science training. The goal is to increase the number of no-cost educational opportunities for State and local practitioners in forensic science disciplines, as well as to provide forensic science training to other relevant State and local criminal justice partners. This solicitation also seeks proposals for the development and delivery of forensic digital evidence training to State and local law enforcement.

Authorizing Legislation: Department of Justice Appropriations Act, 2010 (Public Law 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on May 17, 2010**, and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on May 17, 2010**. Please see the "How to Apply" section, page 8, for more details.

Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Federal agencies with the necessary legal authority are eligible to apply for funding under this solicitation. If an award is made to a Federal agency, it will be through an Interagency Agreement (IAA) with the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice.

Specific Information—Forensic Science Training Development and Delivery Program

Both the DNA Initiative, *Advancing Justice Through DNA Technology*, and the recent National Academy of Sciences report, *Strengthening Forensic Science in the United States: A Path Forward*, emphasize the critical need to train forensic science practitioners and other criminal justice partners. This solicitation is intended to address this need by providing funding for the development and the delivery of training to State and local practitioners in the forensic sciences and in forensic digital evidence.

I. Forensic Science Training

NIJ is seeking applications to: a) develop and deliver new forensic science training curricula, or b) leverage existing forensic science training curricula to deliver content through multiple cost-effective delivery mechanisms. Proposed curricula content must be in accordance with the appropriate Scientific Working Group (SWG), and/or discipline-specific national training guidelines or certification tests/competency exams, if applicable. Proposals may employ traditional classroom, hands-on laboratory-based, computer-based, Web-based, or other mechanisms for training delivery, depending on the objectives of the training program. Training must be provided at no charge to the participants; costs associated with travel and lodging for the participants must be included in the budget.

Applicants should have demonstrated experience and success in the development and/or delivery of forensic-science training for forensic science practitioners and other criminal justice partners. Applicants that propose the delivery of training are expected to develop curricula, create an agenda, identify instructors/speakers, select training sites, provide logistical support, and execute each training event. Applicants also should have the ability to develop and execute forensic science trainings in collaboration with NIJ.

Applicants should recognize that any learning management, learning content, content management systems, browser or computer-based training must be standards-based, meeting Section 508 accessibility requirements of the Rehabilitation Act of 1973, 29 U.S.C. 794d, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR Part 1194). Systems also must support content interoperability specifications and standards, such as Sharable Content Object Reference Model (SCORM). Any procurement of learning management, learning content management, or content management systems used by applicants must be commercial-off-the-shelf (COTS) or open-source software (OSS). Procurement of proprietary systems will not be funded under this program and functional customization of COTS products is discouraged.

A. Development and Delivery of Forensic Science Training

NIJ is seeking applications to develop and deliver new forensic science training curricula at no cost to State and local practitioners in forensic science disciplines and other State and local criminal justice partners. Proposed training should contain the following elements:

1. Emphasis on scientific principles, precision, objectivity, critical thinking, careful observation and practice, repeatability, and uncertainty management.
2. Topics that lay the foundation for entry into professional practice for new hires, such as standards of conduct, policy, legal and communication, if applicable.

3. Topics such as the history of the discipline, relevant literature, methodologies and validation studies, instrumentation, statistics, knowledge of related fields, and testimony, if applicable.
4. Effective and/or innovative teaching methodologies.
5. Applications should clearly state learning objectives and instructor qualifications.

NIJ will consider proposals for the following priority content areas for new training development and delivery. NIJ may also consider proposals for areas outside of these priority content areas:

- Statistics and probabilities courses related to forensics for forensic science professionals and officers of the courts
- Trace evidence
- Firearms
- Forensic pathology
- Forensic toxicology workshops
- Forensic science courses for allied State and local professionals (e.g. law enforcement, judges, prosecutors, public defenders, and sexual assault forensic examiners).

B. Delivery of Existing Forensic Science Training Curricula

NIJ is seeking to fund the delivery of courses that leverage, through multiple cost-effective delivery mechanisms, existing forensic science training curricula or courses previously developed under a NIJ award. Applications must clearly demonstrate the successful execution of the previously delivered courses and describe measures of impact of these training programs within the forensic science community. Proposals should not include costs associated with further course development and the budget should reflect low administrative costs.

NIJ will consider proposals for the following priority content areas for delivery of existing training curricula. NIJ may also consider proposals for areas outside of these priority content areas:

- DNA
- Medicolegal death investigation
- Forensic microscopy
- Trace evidence
- Pattern evidence
- Firearms and toolmarks
- Forensic pathology fellowship training programs

II. Forensic Digital Evidence Training for State and Local Law Enforcement

NIJ will consider proposals to develop and deliver forensic digital evidence training curricula in the following priority content areas; however, NIJ may consider proposals for content outside these areas:

- **Training to assist State and local law enforcement in the recovery and forensic examination of damaged hard drives.**

State and local law enforcement are, at an increasing rate, encountering the failure of hard drives seized as digital evidence. Although the data on these on these drives is generally unaffected, it is inaccessible because the hard drive will not operate; this precludes recovery of the data or digital evidence. Hard drives that have been stored as evidence with archives of completed forensic examinations pending adjudication are also susceptible to failure. State and local law enforcement need training to overcome the obstacles presented by failed hard drives.

- **Training to assist State and local law enforcement in the forensic analysis of Macintosh computer systems.**

Macintosh/Apple computers are becoming more common, gaining an increasingly larger computer market share. State and local law enforcement are seizing Macintosh/Apple computers and devices as digital evidence in investigations more frequently, but many are unfamiliar with these types of computers, the operating system and the directory structures, and, thus, are unprepared to acquire the data from these devices and conduct forensic examinations on them. State and local law enforcement need training to acquire and analyze data from Macintosh/Apple computer systems.

- **Training to assist State and local law enforcement in performing forensic analysis of seized digital media.**

State and local law enforcement need training in computer forensic analysis, including how and where to manually locate data on digital media storage devices, and how automated computer forensic tools locate, identify, and report information of evidentiary value. This training course should provide attendees with the skills, knowledge, and tools to: (1) locate and identify specific information in formats such as hexadecimal or binary within data sets, (2) carve information from the data set in a forensically sound manner, and (3) articulate the findings.

- **Development and delivery of a guide and corresponding training course in cell phone seizure for State and local law enforcement.**

NIJ is seeking proposals to develop and deliver a course to teach State and local law enforcement forensic response teams and computer forensic examiners proper seizure techniques that maintain the evidentiary integrity of seized cell phones.

Deliverables: For courses developed with NIJ funds, the final report must be accompanied by hard and electronic copies of all training materials. For electronic-based courses (browser, computer, and video-based training), this includes a master copy, all source codes, and supporting files and documentation. Note: DOJ will, among other rights, reserve a non-exclusive, royalty-free, irrevocable right to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes, any work subject to copyright that is developed under an award (or subaward) under this solicitation.

Amount and length of awards: Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Approximately 25 percent of applications to NIJ's FY 2008 and FY 2009 Forensic Science Training Development and Delivery Program solicitations were funded. The average award was approximately \$500,000. A single award rarely exceeds \$1 million.

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

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

What will *not* be funded:

1. Requests by State and local law enforcement agencies to attend or receive forensic science training.
2. Requests by Federal agencies to develop training for Federal employees.
3. Proposals primarily to purchase equipment, materials, or supplies. An applicant's budget and narrative must include a justification that any such items are necessary to develop or deliver the forensic science training.
4. Proposals that fall within the scope of one of NIJ's targeted solicitations. Applicants should review the current funding opportunities section of NIJ's Web site to ensure that a proposal is not better suited for another open solicitation. **The same proposal will not be considered under more than one solicitation.**
5. Proposals to conduct research or casework; please note that this solicitation seeks proposals only to support training development and/or delivery.
6. Proposals that otherwise are not responsive to this solicitation.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and

justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include," page 10, for additional information on applicant responsibilities for collecting and reporting data. Applicants who receive funding under this solicitation are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are:

Objective	Performance Measures	Data Grantee Provides
<p>To increase the number of no-cost training opportunities for State and local forensic science practitioners and State and local criminal justice partners.</p>	<ol style="list-style-type: none"> 1. The number of State and local forensic science (and other State and local criminal justice) personnel who successfully complete the training courses developed and delivered under this solicitation. 2. The percentage of State and local forensic science (and other State and local criminal justice) personnel participating in the training who felt the training was relevant to their needs. 3. Quality of the delivered training courses as measured by students, subject matter experts, and possible evaluation by NIJ. 4. Quality of management measured by successfully meeting significant interim project milestones, final deadlines, and costs that are within the approved limits. 	<ol style="list-style-type: none"> 1. A description and dates of the relevant training provided to the forensic community and its effectiveness. 2. The number of State and local forensic science (and other State and local criminal justice) personnel who successfully complete the developed/delivered training. 3. The number of State and local participants who felt the training was relevant to their needs. 4. Quarterly financial reports, semi-annual progress reports, and a final progress report. 5. For courses developed with NIJ funds, the final report must be accompanied by hard and electronic copies of all training materials. For electronic-based courses (browser, computer, and video-based training), this includes a master copy, all source codes, and supporting files and documentation.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the

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

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 Forensic Science Training Development and Delivery Program."
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent With This Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating

your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit

entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).
- c. Table of contents.
- d. Main body, which includes:
 - Purpose, goals, and objectives.
 - Review of relevant literature.
 - Implications for criminal justice policy and practice in the United States.
 - Management plan and organization.
 - Dissemination strategy.
- e. Additional requirements. Applicants must address the following:

Specific State and local forensic science or criminal justice practitioner group to be targeted by proposed training

The applicant should describe the specific forensic science discipline and the need for the proposed training to be developed or delivered, or both, to this audience.

Mechanism for delivery

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

Defined timeline, milestones, and deliverables

The applicant should use a detailed timeline to describe various milestones throughout the project period as well as the deliverables.

Location of training and number of practitioners that can be accommodated

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

New and innovative solutions being employed

The applicant should describe any new or innovative approach to the development or delivery of the specific training and how it will enhance the training. An example would be providing Web-based training materials as a precursor to a hands-on laboratory class to ensure all training participants have the same basic level of comprehension before attending the laboratory course.

Quality assurance plan

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

Strategic partnerships developed

The applicant should describe all strategic partnerships that enhance the development or delivery of the forensic science training activities. These partnerships should add value to the core competencies of the applicant, and the benefits of each partnership should be explained. An example would be for a forensic science training provider to partner with a logistics coordinator for all logistic needs of a training event. Letters of cooperation/support from partners should be included.

Resources being leveraged to provide the best value

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

Provisions for sustaining this program after Federal funding ends

The applicant should describe how the training program will be sustained after the Federal investment ends. An example would be providing the training materials free of charge on a Web site or educating laboratory managers on how to deliver the training in their own laboratories.

Recommendations for replicating the program

The applicant should describe how the program will be developed or delivered (or both) in such a manner that it could be replicated by other agencies or individual forensic science laboratories.

Clear and specific outcomes

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

Demonstrated success in developing or delivering (or both) forensic science training

The applicant should describe previous successes in developing or delivering (or both) large-scale forensic science focused training to forensic science or other criminal justice practitioners. If the applicant is proposing to leverage existing forensic science curricula to deliver training, the following items should be addressed:

- Description of the training
- Course syllabus

- Hyperlinks to Web-based/computer-based training products previously developed, if applicable
- Description of the training and curriculum development
- Details on any SWG or national training guidelines the training follows, if applicable
- Name and affiliation of individuals that developed or reviewed, or both, the course
- Brief summary of any evaluations obtained from the trainings and a description of the impact the training programs have had within the forensic science community

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

- Bibliography/References (if applicable).
- List of key personnel.
- Resumes of key personnel.
- List of previous and current OJP awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- Chart for timeline, training calendar, or milestones.
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials specified by the solicitation.

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

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

Budget Detail Worksheet and Budget Narrative

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

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

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose

and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

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

Indirect Cost Rate Agreement (if applicable)

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

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," above.)

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

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

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

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

Other Standard Forms

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

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

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

Selection Criteria

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

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

Project/Program Design and Implementation (Quality and technical merit)—35%

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

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

1. Qualifications and experience of proposed staff, including subject matter experts, course developers, and educators.
2. Demonstrated ability of proposed staff and organization to manage and execute the training.

3. Demonstrated ability to create web-based and/or computer-based training programs, if applicable.
4. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
5. Successful past performance on NIJ grants and contracts, if applicable.

Budget—15%

1. Total cost of the project relative to the perceived benefit (e.g., comparing the number of practitioners trained and the level of experience they receive with respect to the funding invested).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation/ Plan for Collecting Data for Performance Measures (Relevance to policy and practice)—15%

1. Potential for significant advances in forensic science training.
2. Potential for significant advances in the field.
3. Impact/outcome of training on policy and practice within State and local crime laboratories and the criminal justice system.
4. Affordability and cost-effectiveness of training (e.g., sustainability and life-cycle of the program).
5. Well-defined plan for measuring effectiveness and impact of training and for collecting data for performance measures.

Relevance of the project for policy and practice in the United States

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

Dissemination Strategy—10%

1. Well-defined plan to promote and advertise the training course to appropriate State and local forensic science practitioners (geographically diverse) and State and local criminal justice partners.
2. Suggestions for print and electronic products NIJ might develop for practitioners.
3. Recommendations for replicating the program.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a

current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

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

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

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

Application Checklist

Forensic Science Training Development and Delivery Program

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

Eligibility:

_____ Tribal authorizing resolution (if applicable)

Application Components:

_____ Program Narrative (see pages 10-12 and "Selection Criteria," pages 15-16)

_____ Appendices to the Program Narrative

_____ Bibliography/References (if applicable)

_____ List of key personnel

_____ Resumes of key personnel

_____ List of previous and current NIJ awards to applicant organization and investigators (required)

_____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)

_____ Chart for timeline, training calendar, or milestones

_____ Human Subjects Protection Paperwork

_____ Privacy Certificate

_____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

_____ Budget Narrative

_____ Budget Detail Worksheet

_____ Indirect Cost Rate Agreement (if applicable)

_____ Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:

_____ Double-spaced

_____ 12-point standard font

_____ 1" standard margins

_____ Narrative is 25 pages or less

Other:

_____ Standard Form 424

_____ DUNS number

_____ Other standard forms as applicable (see page 14), including

_____ Disclosure of Lobbying Activities (if applicable)

_____ Accounting System and Financial Capability Questionnaire (if applicable)