



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding to support forensic science education projects that will: (1) increase the number of no-cost educational opportunities for public crime laboratory personnel and practitioners in forensic science disciplines and provide forensic science training to other relevant criminal justice partners and professionals involved in treating victims of sexual assault, and (2) support targeted research of formal and informal forensic science training programs employed by the forensic science community at the State and local levels. This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

Solicitation: Forensic Science Training Delivery and Research Program Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 10.)

All applications are due by 11:59 p.m. eastern time on April 11, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

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

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Brigid O'Brien, Program Manager, at 202-305-1983 or by e-mail to Brigid.O'Brien@usdoj.gov.

Grants.gov number assigned to announcement: NIJ-2011-2812

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Forensic Science Training Delivery and Research Program

CFDA 16.560

Overview

With this solicitation, NIJ seeks proposals for forensic science education projects that will: (1) increase the number of no-cost educational opportunities for public crime laboratory personnel and practitioners in forensic science disciplines and provide forensic science training to other relevant criminal justice partners and professionals involved in treating victims of sexual assault, and (2) support targeted research of formal and informal forensic science training programs employed by the forensic science community at the State and local levels.

Authorizing Legislation: Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act of 2002 (section 232).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 11, 2011. Please see the “How to Apply” section, page 10, for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Program-Specific Information—Forensic Science Training Delivery and Research Program

Providing high-quality educational opportunities for forensic science practitioners continues to be a critical challenge. In order to increase the number of forensic science training opportunities available to the forensic science, law enforcement, medical, and legal communities, NIJ invested approximately \$12 million in FY 2010. This funding supported the development and delivery of forensic science training projects and programs.

NIJ's Forensic Science Training Delivery and Research Program supports proposals in two major tracks: “Delivery of Training” and “Targeted Research on Forensic Science Training Programs.” Proposals in both tracks should demonstrate awareness of previous NIJ awards, research on effective science education and workforce training, and contemporary scientific and training developments in forensic science disciplines. Applicants should review the selection criteria found on page 16 used in the evaluation of submitted proposals.

This solicitation seeks to accomplish two goals.

Track Number 1: To increase the number of no-cost educational opportunities for public crime laboratory personnel and practitioners in forensic science disciplines and provide forensic science training to other relevant criminal justice partners and professionals involved in treating victims of sexual assault.

NIJ seeks to fund the delivery of (1) courses leveraging existing forensic science training curricula or (2) courses developed under a previous NIJ award. Forensic disciplines supported by the program include, DNA, pattern evidence, trace evidence, digital evidence, and medicolegal death investigation. NIJ is particularly interested in trainings related to:

- a. The identification, collection, preservation, and analysis of DNA evidence for law enforcement, forensic science professionals, correctional personnel, and court officers.
- b. The identification, collection, preservation, analysis, and use of DNA evidence for medical personnel, victim service providers, forensic science practitioners, and other professionals involved in treating victims of sexual assault and sexual assault examination programs, including SANE (Sexual Assault Nurse Examiner), SAFE (Sexual Assault Forensic Examiner), and SART (Sexual Assault Response Team) programs.

All 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 have either a national or regional training focus, but not a purely local or State one.

Projects should make clear the learning domain that will be explored (e.g., content, subject matter, topics, skills, practices) and make a research-based case for the potential success of the particular technological innovation or teaching methodology for promoting learning in this domain. Proposals should outline training deliverables and provide a detailed project timeline that describes various milestones throughout the award period. Data should be collected and analyzed to produce evidence of learning outcomes. The data collection strategy should be described.

Proposals should not include costs associated with further curricula development or modification. The budget should reflect low administrative costs. Training must be provided at no charge to participants. Costs associated with travel and lodging for the participants must be included in the budget. Proposals should also describe the cost of the training per student, which should be calculated by including all budget line items with the exception of student travel and expenses associated with certification exams or continuing education credits. Proposals 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 forensic science practitioners.

Information on NIJ's Forensic Science Training Programs (including previously funded projects) can be found at:

- <http://www.dna.gov/training/>.
- <http://www.ojp.usdoj.gov/nij/training/welcome.htm>.
- <http://www.ojp.usdoj.gov/nij/awards/welcome.htm>.

Track Number 2: To support targeted research on formal and informal forensic science training programs employed by the forensic science community at the State and local levels.

NIJ seeks to fund targeted research on forensic science training programs employed by the forensic science community at the State and local levels and other topics that advance the knowledge base needed to make forensic science or SANE/SAFE/SART training programs more effective and more forward-looking.

Project proposals should pose a research question or outline of a topic of broad interest and importance to the forensic science or SANE/SAFE/SART community. Forensic science training content and context employed by the practitioner group (not degree-track academic programs) should be a central factor of any projects proposed. The project should describe how it builds upon previous research and scholarship on the issue. The application should describe the theoretical model and research methodology that will be used when conducting the research, gathering and analyzing data, and developing conclusions. The applicant should demonstrate in the proposal that the research methodology is appropriate to the topic and the research protocols are being followed. The application should describe how the results can inform practices in forensic science training at the State and local levels and how the community will learn about the results.

Some research initiatives may target specific forensic science practitioner groups and/or disciplines, while others may focus on crime laboratory, crime scene investigation, sexual assault forensic examination, and external training programs. NIJ is particularly interested in research focused on training and educating forensic science practitioners and professionals involved in treating victims of sexual assault. This training and education should be related to the identification, collection, preservation, and analysis of DNA evidence.

Proposals may include a wide range of training design features (e.g., apprenticeship model, innovative delivery mechanisms) and goals (e.g., standardized training, competency and proficiency, certification) that exist within and across specific forensic science disciplines, crime laboratory, and SANE/SAFE/SART workforce training initiatives. These examples are presented to illustrate that the solicitation permits a broad range of entry points, issues, and settings. NIJ encourages the field to engage these issues creatively in preparing proposals.

Projects must represent a true collaboration—reflected in the activities, the leadership, and the budget—between well-qualified researchers and crime laboratories. When appropriate, these collaborations may also include participants from universities, forensic science training providers, and other non-profit organizations. Proposals should make the roles of all team members (principal investigators, supporting investigators, advisors, and others) clear, state why the proposed team is an appropriate one, and describe what expertise each team member contributes. Teams should include members who have experience with the practitioners and environments being targeted and should note the experts within the forensic science disciplines. The applicant should describe the challenges associated with assessment and evaluation of training programs and the robustness and broader usability that they anticipate, and the application should note which team members will help with which assignments.

Additional examples of studies that NIJ is also particularly interested in include, but are not limited to, the following:

- Which training strategies have proven most effective in improving practitioner learning within the forensic science or SANE/SAFE/SART community? What impacts have strategies, such as on-site training, external training, conference workshops, and symposia, had on the effectiveness of forensic analysis, case/sample throughput, courtroom testimony, and/or case progression? What are the reasons for these impacts? What are the barriers for their success?
- Which components of training programs work (or don't work), with whom do they work, why, and under what circumstances?
- How is cyber learning (online training platforms and simulation training environments) employed by State and local forensic science practitioners? How do the practitioners learn? Is this an effective learning tool for the forensic science or SANE/SAFE/SART community? What are the barriers for its success?
- What new approaches may help determine the impact and usefulness of evaluations of forensic science training programs? Is there a way to adapt or apply evaluation methods used in other fields (e.g., organizational theory, public health, economics) to forensic science practitioner training and learning settings?
- What are the economic influences that affect training strategies for newly hired forensic scientists? Is there a way to measure and compare the economic impact of various training strategies (academies vs. mentor-in-lab models)?

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. Please note that award announcements are typically made by October 1, 2011.** In FY 2010, approximately 13 percent of applications to NIJ's annual Forensic Science Training solicitation were funded. NIJ funding for an individual research or development project rarely exceeds \$500,000 annually, though total funding for projects requiring multiple years to complete has exceeded \$1 million in some cases. If feasible, NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in the delivery of a measurable deliverable. Applicants should try to structure the phases so that the funding required in any fiscal year will not exceed \$500,000. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work incrementally, depending on, among other things, the quality of the deliverable at the end of each phase, strategic priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. Note: Deliverables (e.g., technical reports, proof-of-concept demonstrations, prototypes, etc.) will be required at the end of each phase to enable NIJ to assess the progress of the work and assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work.

Applicants should be aware that the total period for an award ordinarily will not exceed 3 years.

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

Evaluation research (Track 2 proposals only): Within applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures such as Propensity Score Matching or Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

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

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

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

What will not be funded:

1. Work that will be funded under another specific solicitation.
2. Proposals without a national or regional training focus.
3. Federal agency requests to develop training for Federal employees.
4. Proposals that request funding for:
 - Equipment or instrumentation that is not primarily for use in the project.
 - Replacement equipment or instrumentation that does not significantly improve instructional capability.
 - Vehicles, laboratory furnishings, or general utility items such as office equipment (including word-processing equipment), benches, tables, desks, chairs, storage cases, and routine supplies.
 - Maintenance equipment and maintenance or service contracts.
 - Modifying, constructing, or furnishing laboratories or other buildings.
 - Installing equipment or instrumentation.
5. Proposals to conduct casework.
6. Proposals that do not respond to the specific goals of this solicitation.
7. Evaluation proposals that do not contain a research component. Please review “Note on project evaluations” found on page 9.

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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) or OJP. 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 the applicant to adjust and resubmit its budget.

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

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>1) To increase the number of no-cost training opportunities to forensic science and criminal justice practitioners.</p> <p>2) To support targeted research of formal and informal forensic science training programs employed by the forensic science community at the State and local levels.</p>	<ol style="list-style-type: none"> 1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope. 2. Quality of the training or research as assessed by peer reviewers. 3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published. 	<ol style="list-style-type: none"> 1. Track 1: A description of the relevant training provided to the forensic community and its effectiveness. The number of forensic science personnel successfully completing the developed/delivered training. The number of participants who felt the training was relevant to their needs. Track 2: A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States. 2. Quarterly financial reports, semi-annual progress reports, and a final progress report. 3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project. 4. If applicable, citation to report(s)/document(s)

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their applications their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or

service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of Federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://www.Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for Federal funds include a DUNS (Data Universal Numbering System)

number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is NIJ-2011-2812.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact NIJ staff **within 24 hours after the deadline** and request approval to submit its application. At that time, NIJ staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

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

What an Application Should Include

This section describes what an application should 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 be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, and resumes/curriculum vitae of key personnel will neither proceed to peer review nor 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.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative section of the application should not exceed 15 single-spaced pages in 12-point standard font with 1-inch margins. If included in the main body of the

program narrative, then tables, charts, figures, and other illustrations do count toward the 15-page limit for the narrative section. Abstract, table of contents, appendices, and government forms do not count toward the 15-page limit for the narrative section. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Program Narrative Guidelines:

- a. **Title Page** (should indicate if applying to Track 1 “Delivery of Training” or Track 2 “Targeted Research on Forensic Science Training Programs”).
 - b. **Project Abstract** (not counted against the 15-page program narrative limit and not to exceed 600 words).
 - c. **Table of Contents and Figures** (not counted against the 15-page program narrative limit).
 - d. **Main body.** The main body of the program narrative should describe the project in depth. The following sections should be included as part of the program narrative:
 - Statement of the Problem.
 - Project/Program Design and Implementation.
 - Capabilities/Competencies.
 - Impact/Outcomes, Evaluation, and Dissemination.
 - Plan for Collecting the Data Required for This Solicitation’s Performance Measures. **Note:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to NIJ as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- Note:** Within the above five sections, 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.
- f. **Appendices** (not counted against the 15-page program narrative limit) include:
 - Bibliography/references.
 - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.
 - Curriculum vitae, resumes or biographical sketches of key personnel (Curriculum vitae, resumes or biographical sketches should be limited to no more than 2 pages per key personnel).
 - Project timeline and research calendar with expected milestones.
 - Research independence and integrity (see “Selection Criteria,” below).

- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see www.ojp.gov/nij/funding/humansubjects/human-subjects.htm).
- Privacy Certificate (for further guidance go to www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm).
- Other funding:
 - List of previous and current NIJ awards to applicant organization and investigator(s).
 - List of current and pending non-NIJ support for each investigator collaborating on this proposal
- Letters of cooperation/support, administrative agreements from organizations collaborating in the project, Memoranda of Understanding (MOUs) or letters of intent to establish MOUs (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.
- For Track 2 projects, Data Archiving Strategy (see descriptive paragraph below).

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

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

The data archiving strategy should be submitted as an appendix to the application and will not count toward the 15-page limit. Please label this appendix “Data Archiving Strategy.”

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

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

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds).
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

Applications that are complete and responsive to this solicitation will be evaluated for scientific and technical merit by an appropriate peer review group convened by the National Institute of Justice and in accordance with Office of Justice Programs peer review procedures, using the following review criteria:

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

1. Clarity of the description of the problem.
2. Demonstrated understanding of the training issues/gaps that exist in an identified forensic science field/discipline.
3. Strength of citations and other appropriate information to support the understanding of the problem and the expected contribution of the proposed training or research to the identified field of forensic science.
4. For Track 1 proposals, a list of existing training opportunities that are similar in scope to the proposed training.

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

1. Awareness of the state of current training programs, research on effective science education and workforce training, and contemporary scientific and training developments in forensic science disciplines.
2. Soundness of methods and analytic and technical approach. (The overall strategy, methodology, and analyses should be well-reasoned and appropriate to accomplish the specific aims of the project.)
3. Feasibility of proposed project and awareness of pitfalls.
4. Reality of the proposed timeline relative to the project design. (Are the timeline and milestones logical and realistic? Are milestones adequately developed and quantitative? Can they serve as effective guidance for assessment of progress by the investigators and the National Institute of Justice?)
5. Innovation and creativity (when appropriate). (Innovative projects are those that challenge and seek to shift training practices or current research by utilizing novel theoretical concepts, approaches or methodologies.)

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

1. Qualifications and experience of proposed staff. Principal Investigators (PIs) should demonstrate an ongoing record of accomplishments in education, training, and forensic science. If the project is collaborative or multi-PI, investigators should have complementary and integrated expertise. For Track 1 projects, has the applicant identified the instructors for the training and are they qualified to deliver the material?
2. Experience and demonstrated ability of proposed staff and organization to manage all efforts related to the training (e.g., curricula delivery, travel logistics, administrative activities).
3. Has the applicant clearly explained the roles of **all** team members (PIs, instructors, support staff, contractors, advisors, and others)? Why is the proposed team an appropriate one? What expertise does each team member bring? Is each member's level of effort appropriate?
4. Does the team possess expertise in the forensic science discipline being targeted? What is the proposed learning environment (e.g., web-based training)? Which technologies are being investigated (e.g., web-based learning management system)? How will the team engage in data collection and analysis?

Budget—15%

1. Total cost of the project relative to the project's perceived benefit. (Track 1: Cost per student compared to the number of hours of training).
2. Appropriateness of the budget relative to the level of staffing and proposed deliverables.
3. Use of existing resources to conserve costs.
4. Consistency between the budget narrative and budget detail worksheet for budget line items and all proposed activities.

Impact/Outcomes, Evaluation and Dissemination (Relevance to policy and practice)—25%

1. Potential for significant advances in educational understanding of the problem. (How will successful completion of the aims change the training methods, strategies, or technologies employed by the forensic science field? How will a successful project address the identified problem or a critical barrier to progress in the field?)
2. Potential for significant advances in the field. (If the aims of the project are achieved, how will technical capability and/or forensic science practice be improved? What is the likelihood for the project to exert a sustained, powerful influence on the forensic science field(s) involved?)
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Inclusion of a well-defined plan for the grant recipient to disseminate results to appropriate audiences, including practitioners, researchers, and policymakers. (The dissemination strategy should be consistent with the goals of the solicitation and proposed project. Additionally for Track 2, a strong dissemination plan will be detailed and will go beyond a basic confirmation that the findings will be presented at national/regional forensic science meetings or through NIJ work products. Does the proposal include a clear description of how final research data will be shared, or explain why data-sharing is not possible? Does the dissemination strategy include suggestions for print and electronic products NIJ might develop for practitioners and policymakers?)

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

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. The application may include letters showing support from practitioners, but they carry less weight than clear evidence of the applicant's understanding of how policymakers and practitioners can best use and benefit from the proposed work. While a partnership may affect State or local activities, it should also have broader implications for other communities nationwide.

Research Independence and Integrity (Track 2 proposals only)

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

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

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

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

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the 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 to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

Final award decisions, which may be made by the Assistant Attorney General (AAG) or the Director of the National Institute of Justice, may also involve the consideration of factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, as award decisions are made.

Additional Requirements

Applicants selected for awards should agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

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

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

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

Final reports:

Track 1: The recipient shall submit a final report no later than 90 days following the close of the original award period (or the expiration of any extension periods) documenting all relevant project activities during the entire period of support under the award. At a minimum, the report shall include: (1) a summary and assessment of the program carried out with the funds made available under the award, and (2) a description of the relevant training provided to the forensic community, the number of forensic science personnel successfully completing the developed/delivered training, and the number of forensic science personnel who reported that the training was relevant to their needs. The recipient shall ensure that all data and information necessary for the report is collected throughout the award period.

Track 2: The final technical report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings, placed in the context of existing literature; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in electronic format.

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

Data sets: For Track 2 projects, NIH requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Strategy section of the proposal.

Application Checklist

Forensic Science Training Delivery and Research Program

This application checklist has been created to assist in developing an application.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Program Narrative (see page 12)
- Appendices to the Program Narrative: (see page 13)
 - Bibliography/references
 - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study
 - Curriculum vitae, resumes or biographical sketches of key personnel
 - Project timeline and research calendar with expected milestones
 - Research independence and integrity
 - Human Subjects Protection Paperwork
 - Privacy Certificate
 - Other funding
 - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
 - List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)
 - Data Archiving Strategy
- Budget Detail Worksheet (see page 14)
- Budget Narrative (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Program Narrative/Abstract Format (see page 12)
 - Single-spaced
 - 12-point standard font
 - 1" standard margins
 - Narrative is 15 pages or less
- Other Standard Forms as applicable (see page 15), including:
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)