

NIJ Research and Evaluation on Drugs and Crime, Fiscal Year 2020

CFDA No. 16.560

A. Program Description

Overview

NIJ's Drugs and Crime Research Program supports rigorous applied research on evidence-based tools, protocols, and policies for state, tribal, and local law enforcement and other criminal justice agencies that address drug trafficking, drug markets, and drug-related violence. The program furthers DOJ's mission to combat opioid and other drug abuse, support prosecutors in their efforts, and reduce violent and other drug-related crime. Research projects promote cost-efficient law enforcement, court, and corrections responses to illegal drug markets (including diversion of licit drugs). The focus of this research solicitation is narcotics-related criminal investigation, prosecution, drug intelligence, and community surveillance relevant to law enforcement and/or medicolegal death investigation. DOJ has identified the FY 2020 solicitation drug priorities as methamphetamine and other stimulants, including diverted pharmaceuticals, illicit drugs, and their analogues.

Methamphetamine is a Schedule II¹ stimulant drug that is widely available in high purity and potency, and at low prices across the U.S. The 2018 National Survey on Drug Use and Health estimates approximately 1.9 million people aged 12 or older used methamphetamine in the past year.² Methamphetamine continues to dominate West and Midwest drug markets (especially in rural and tribal communities), and is now expanding to other regions.³ Methamphetamine and other psychostimulant overdose deaths increased annually by 25 percent or more between 2015 and 2018;⁴ they exceed opioid-related fatal overdoses in some states, and the largest increase in death rates are observed in Appalachian states.⁵ With no naloxone equivalent to reverse overdoses, and no standard medication-assisted treatment to address addiction, supply reduction to prevent and reduce stimulant drug access is imperative. The potential danger in failing to address this long-standing and now growing problem is a crossover in the Nation's drug crisis from opioids to stimulants.

Methamphetamine is reemerging as a national problem aggravated by drug-related violence due to increased production by Mexican drug trafficking organizations (DTOs). Border and other field office seizures have risen steadily since FY 2012;⁶ and in 2018, methamphetamine was the

¹ The U.S. Drug Enforcement Administration (DEA) defines Schedule II drugs as having a high potential for abuse, with use potentially leading to severe psychological or physical dependence; examples include cocaine and fentanyl (<https://www.dea.gov/drug-scheduling>).

² Key substance use and mental health indicators in the United States: Results from the 2018 National Survey on Drug Use and Health, <https://www.samhsa.gov/data/report/2018-nsduh-annual-national-report>.

³ 2020 Gulf Coast HIDTA Drug Threat Assessment, http://arc-associates.net/yahoo_site_admin/assets/docs/2020_GC_HIDTA_Drug_Threat_Assessment.17165012.pdf.

⁴ Centers for Disease Control and Prevention (CDC) Provisional Drug Overdose Death Counts, Overdose Death Counts, <https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm>.

⁵ Drug Overdose Deaths Involving Cocaine and Psychostimulants with Abuse Potential — United States, 2003–2017, https://www.cdc.gov/mmwr/volumes/68/wr/mm6817a3.htm?s_cid=mm6817a3_e.

⁶ Customs and Border Protection (CBP) Enforcement Statistics FY 2019, <https://www.cbp.gov/newsroom/stats/cbp-enforcement-statistics>.

- Each research team member (staff, contractor, consultant, agency partner, etc.) must be identified, with a clearly specified role and projected level of effort, regardless of compensation.
- Any potential conflict of interest must be addressed if any research team member may benefit financially from, or is/was involved in the development of, what is being researched. (Also see [Research and Evaluation Independence and Integrity](#).)
- The research proposed must result in knowledge and tools that have potential value to other jurisdictions for a national impact.
- Applications for research that leverage projects actively supported by federal, private, or other entities must clarify the proposed value added; how information collected and other resources funded by NIJ will remain separate; and plans for dissemination, including public archive of work products.

Goals, Objectives, Deliverables, and Expected Scholarly Products

The goal of this program is to support DOJ's mission to combat opioid and other drug abuse, support prosecutors in their efforts, and reduce violent and other drug-related crime through research that promotes cost-efficient law enforcement, court, and corrections responses to illegal drug markets (including diversion of legal drugs), and violent and other criminal behavior. The objective of this solicitation is to support applied research that examines the feasibility, impact, and cost efficiency of evidence-based tools, protocols, and policies for state, tribal, and local law enforcement and other criminal justice agencies that address drug trafficking, drug markets, and drug-related violence. The research focus is narcotics-related criminal investigation, prosecution, drug intelligence, and community surveillance relevant to law enforcement and/or medicolegal death investigations. The FY 2020 solicitation drug priorities are methamphetamine or other stimulants including diverted pharmaceuticals, illicit drugs, and their analogues.

NIJ encourages researchers to seek guidance from, or partner with, various stakeholder groups. Key partners in law enforcement and prosecution efforts to combat drug-related crime are public safety and public health stakeholders, such as medical examiner and coroner offices, forensic science laboratories, emergency health services, and poison control centers, among others. Their multidisciplinary expertise and pooled resources can support effective information collection and analysis, as well as criminal investigation case building for successful prosecutions.

Such associations foster a greater understanding of the issues unique to their respective fields, and may strengthen the scope of the proposed research plan. Proposed projects should investigate novel approaches to common problems, demonstrate methods to generate actionable information, promote innovative partnerships between stakeholders, and add value to resources that can be sustained long-term and replicated by other jurisdictions for a national scale impact. Collaborative efforts can expand understanding of drug trafficking, drug markets, and drug-related violence for targeted interdiction; further the identification of drug deterrent and interdiction opportunities; examine non-fatal and fatal overdoses; and support strategies to pursue organized crime targets.

Expected Deliverables

Draft Research Report Outline. An annotated outline including preliminary findings with draft tables, figures, and other relevant graphics is required approximately sixty (60) days prior to the grant end date for NIJ to review.

Briefing. An NIJ briefing to be delivered in Washington, D.C. is required approximately thirty (30) days prior to the grant end date. Presentation materials, including a handout and PowerPoint slides, that summarize research methods and findings are due in draft form no later than ten (10) business days in advance of the briefing for NIJ to review.

Final Research Report. Any recipient of an award under this solicitation will be expected to submit a final research report. Additional information on the final research report requirement for the solicitation is posted on the [Research, Development, and Evaluation Grant Award Requirements](#). The Final Research Report will undergo review for public archive on the [National Criminal Justice Reference Service](#) (NCJRS).

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

Technology Prototype. An exemplar of any algorithm, method, software development kit, and training data set resulting from research and development activities funded under this solicitation will be delivered to NIJ at the end of the award for third-party evaluation, along with detailed implementation instructions. Documentation must include descriptions of algorithmic development and approaches to data collection.

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

NIJ expects that there will be an equal effort to make the research findings accessible to practitioner and policymaker audiences through articles in trade publications, the development of training manuals, policy briefs, conferences, webinars, and articles for newspapers or magazines.

The Goals, Objectives, Deliverables, and Expected Scholarly Products are directly related to the performance measures that demonstrate the results of the work completed.

Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see ["General Information about Post-](#)

- Funds may not be used to support biomedical or behavior control experimentation on individuals or any research involving such experimentation, especially involving juvenile populations.

Cost Sharing or Matching Requirement

See “Cofunding” paragraph under item 4 (“Budget Information and Associated Documentation”) under [“What an Application Should Include”](#) in [Section D. Application and Submission Information](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [“What an Application Should Include”](#) in [Section D. Application and Submission Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet (including Budget Narrative), and resumes/curriculum vitae of key personnel. (For purposes of this solicitation, “key personnel” means the principal investigator, and any and all co-principal investigators.)

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

and responsibilities in carrying out the proposed project. If the application identifies any specific entities or organizations (other than the applicant) that will or may work (or advise or consult) on the proposed project, without also naming any associated individuals, the name of each such organization also should be included on this list.

Applicants should use the "[Proposed Project Staff, Affiliation, and Roles](#)" form available on the NIJ webpage to prepare this list.

If the application (including the budget) identifies any proposed non-competitive agreements that are or may be considered procurement "contracts" (rather than subawards) for purposes of federal grants administrative requirements the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled "Proposed non-competitive procurement contracts."

For information on distinctions — for purposes of federal grants administrative requirements — between subawards and procurement contracts under awards, see "Budget Information and Associated Documentation," below.

- Proposed project timeline and expected milestones.
- Human Subjects Protection paperwork (documentation and forms related to Institutional Review Board [IRB] review). See <https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>. **Note:** Final IRB approval is not required at the time an application is submitted.
- Privacy Certificate (for further guidance go to <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/model-privacy-certificate>).
- List of any previous and current NIJ awards to the applicant and investigator(s), including the NIJ-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the NIJ award(s). (See "[Goals, Objectives, Deliverables, and Expected Scholarly Products](#)" under "Program-Specific Information," above, for definition of "scholarly products.")
- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).
- Applicants proposing to use incentives or stipends payments as part of their research project design, must submit an incentive or stipend approval request, as a separate document, according to the requirements set forth at <https://nij.ojp.gov/funding/participant-support-costs-and-incentives-social-science-research>.
- Data archiving plan. Applicants should anticipate that NIJ will require (through special award conditions, that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the NACJD. See <https://nij.ojp.gov/funding/data-archiving-plans-nij-funding-applicants>.

Applications should include as an appendix a brief plan — labeled “Data Archiving Plan” — to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.

- Letters of commitment, letters of support, or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.

The following paragraph (on “Cofunding”) expressly modifies the “Cost Sharing or Matching Requirement” provisions in the OJP Grant Application Resource Guide. The applicant is to follow the guidance in the following paragraph instead of the guidance stated under the “Cost Sharing or Matching Requirement” heading in the [OJP Grant Application Resource Guide](#).

Cofunding: An award 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.

If a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)

8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)²⁷ (if applicable)
11. [Research and Evaluation Independence and Integrity](#)
12. **Additional Attachments**

- a. **Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP may, as appropriate, give priority consideration in award decisions to applications that propose projects that will generate information about enhancing public safety in the specified QOZs. Each applicant proposing a project it anticipates will generate information about enhancing public safety in the specified QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that information generated under its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

- b. **Documentation of Rural Challenges (if applicable)**

As is mentioned above, OJP may give priority consideration in award decisions to applications that address the specific public safety challenges that rural communities face. Each applicant proposing a project under the rural priority, should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific public safety challenges in rural communities. The narrative must be included as an attachment that is clearly labeled as addressing rural challenges.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

²⁷ A "DOJ High-Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- Assistance Listing 16.560, National Institute of Justice Research, Evaluation, and Development Project Grants.
- Funding Opportunity Number NIJ-2020-17275.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Statement of the Problem and Research Questions (Understanding of the problem, research questions, and their importance) – 25%

1. Demonstrated understanding of the problem.
2. Demonstrated importance of research questions, goals and objectives, including alignment with the aims of the solicitation.
3. Demonstrated awareness of the state of current research.
4. Demonstrated awareness of relevant tools, protocols, practices, and/or policies.
5. Rationale for proposed topic, jurisdiction(s), and research proposed based on trends and other background information.
6. Potential relevance of findings to small, rural, tribal, and/or border jurisdictions.
7. Potential research to result in knowledge and tools that have value to other jurisdictions for a national impact.

Project Design and Implementation (Quality and technical merit) – 50%

1. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
2. Feasibility of proposed project.
3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
4. Feasibility of completing the deliverables noted in the solicitation.
5. Cultural competence in addressing regional, racial/ethnic, language, and other diversity issues in proposed research protocol, as relevant.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 25%

1. Qualifications and experience of proposed project staff (that is, the principal investigator, any and all co-principal investigators, and all other individuals (and organizations) identified in the application (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposed project).
2. Demonstrated ability of the applicant organization to implement the proposed strategies and manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope and strategies of the proposed project.
4. Necessary information, staff, and other resource access documented by a letter of commitment for each partnering agency.
5. Clearly specified role and projected level of effort for each research team member (staff, contractor, consultant, agency partner, etc.) regardless of compensation.
6. Potential conflict of interest clearly addressed if any research team member may benefit financially from, or is/was involved in the development of, what is being researched.

Plan for Dissemination to Broader Audiences (if applicable to the proposed project)

Peer reviewers may comment — in the context of scientific and technical merit — on strength and feasibility the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

Budget

In addition, peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.
4. Alignment of the proposed budget with proposed project activities.

Review Process

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

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.
- The application, if submitted by an applicant that is a DOJ High Risk Grantee,²⁸ or is designated “high risk” by a federal grant-making agency outside of DOJ, must not have been determined by the Director to pose a substantial risk of program implementation failure, based on 1) the applicant’s lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee (or non-DOJ high risk) designation, 2) the nature and severity of the issues leading to or accompanying the DOJ High Risk Grantee (or non-DOJ high risk) designation, and/or 3) the applicant’s expected ability to manage grant funds and achieve grant goals and objectives.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see [“What an Application Should Include”](#) under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. NIJ may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, but are considered carefully.

Other important considerations for NIJ include geographic diversity, strategic priorities (specifically including, but not limited to, addressing public safety challenges that rural communities face and/or demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, the planned scholarly products, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately

²⁸ See “Applicant Disclosure and Justification – DOJ High-Risk Grantees” under “What an Application Should Include,” above, for a definition of “DOJ High-Risk Grantee.”

explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information above the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance Integrity Information System, FAPIIS).

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

All final award decisions will be made by Director of the National Institute of Justice, who may take into account not only peer review ratings and NIJ recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Federal Award Notices](#)
- [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

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

- [Information Technology \(IT\) Security Clauses](#)
- **General Information about** [Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

G. Federal Awarding Agency Contact(s)

For questions directed to the Federal Awarding Agency, see NCJRS contact information on page 2.

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

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)
- [Provide Feedback to OJP](#)

Application Checklist

NIJ Research and Evaluation on Drugs and Crime FY 2020

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 18)
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact NIJ regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

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

Eligibility Requirement: See cover page.

What an Application Should Include:

The following items are critical application elements required to pass basic minimum requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 18)
 - Budget Detail Worksheet (including Budget Narrative)
(see [OJP Grant Application Resource Guide](#))
 - Resumes/curriculum vitae of key personnel (see page 20)
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- Application for Federal Assistance (SF-424) (see page 18)
 - Project Abstract (see page 18)
 - Program Narrative (see page 18)
 - Budget Detail Worksheet (including Narrative)
(see [OJP Grant Application Resource Guide](#))
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire
(see [OJP Grant Application Resource Guide](#))
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)
(see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Research and Evaluation Independence and Integrity
(see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))
- Documentation of Anticipated Benefit to federally designated
Qualified Opportunity Zones (if applicable) (see page 23)
- Documentation of rural challenges (if applicable) (see page 23)