

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



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## Forensic Technology Center of Excellence, Fiscal Year 2021

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), National Institute of Justice ([NIJ](#)), is seeking applications for funding for a Forensic Technology Center of Excellence (FTCOE). The FTCOE will provide testing, evaluation, technology transition assistance, and other services with regard to technologies intended for use by crime laboratories, medical examiner/coroner offices, law enforcement and other criminal justice agencies, and forensic science service providers to combat crime. This project furthers the Department's mission by advancing the implementation of forensic research products to provide evidence-based knowledge and tools to meet the challenges of criminal justice and provide better access to this technology for law enforcement and other criminal justice agencies, particularly at the state and local levels.

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Independent school districts, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, Small businesses, State governments, Other

### Other

For purposes of this solicitation, the term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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

NIJ will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including conducting and leading the FTCOE program, administering the funding, and managing all program projects. If successful, the applicant will be responsible for monitoring and appropriately

managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

NIJ may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

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

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

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

## Submission Information

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

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

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

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

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

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# Program Description

## Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

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

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

## Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2021. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2021.

## Specific Information

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

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

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

Note: For the purposes of this solicitation, higher education institutions are defined as colleges and universities recognized as accredited by the U.S. Department of Education (<https://www.ed.gov/accreditation>). Proposals will be strengthened by collaborations with institutions that have additionally obtained accreditation from the Forensic Science Education Programs Accreditation Commission (FEPAC) (<https://www.fepac-edu.org/>) or other institutions with a forensic science component<sup>[1]</sup>.

As part of the program proposal, an applicant should designate a Center Director who has the knowledge, skills, experience, and vision to lead the FTCOE; and should outline an internal management structure capable of supporting the research, development, evaluation, education, technology transition, and outreach missions of the FTCOE.

## Goals, Objectives, Deliverables, and Timeline

The goal of establishing an FTCOE is to support the dissemination and technology transition of the products of NIJ's forensic science RDT&E programs. The FTCOE and its partners will use their capabilities to advance forensic science practice through, but not limited to, the following objectives and activities:

**Providing scientific and technical support to NIJ's forensic science research, development, and technology transition efforts.** The FTCOE will assist NIJ by identifying evidence-based knowledge and tools to meet the challenges of criminal justice. The FTCOE, in close coordination with NIJ program managers, will review the outcomes of NIJ forensic science R&D projects and facilitate the technology transition and implementation of these research products to operational environments. The FTCOE is expected to assist NIJ program managers in implementing NIJ R&D program

objectives and assessing ongoing and completed R&D project outcomes. The FTCOE will identify and facilitate collaborations between NIJ-funded researchers, forensic practitioners, and technology developers. It will participate in national and regional groups, conferences, and symposia that support the adoption of technology, and will provide general logistical support for those meetings, as needed.

- **Facilitating demonstration, testing, evaluation, transfer, and adoption of appropriate technology into practice by crime laboratories, medical examiner/coroner offices, law enforcement, and other criminal justice agencies and forensic science service providers.** The FTCOE will facilitate the effective transfer into practice of new tools and technologies, including those funded by NIJ and others. In supporting these efforts, the FTCOE will, in close coordination with the relevant NIJ program managers, identify evidence-based technologies ready for transition, and identify key agencies, professional organizations, and individual researchers and practitioners that should participate. Efforts are to include introducing new tools and technologies to practitioners, introducing practitioner requirements to developers, and assisting developers in the commercialization of their products. Demonstrations and pilot projects must be designed to determine whether a technology meets all of the assessment criteria for a technology need area and develop guidelines for the adoption of the technology by other practitioners through increased coordination with stakeholders. To the greatest extent feasible, demonstrations should also be designed to assess implementation strategies and feasibility through evaluation research in collaboration with NIJ staff (from both the Office of Investigative and Forensic Sciences and the Office of Research, Evaluation, and Technology). Findings (including strategic implementation plans) will be disseminated through reports and scholarly articles, conferences, best practices, and technology assistance activities.

The FTCOE will facilitate and support NIJ working group activities (such as the Forensic Laboratory Needs Technology Working Group<sup>[2]</sup>) and other efforts for the forensic science community and their stakeholders. These activities will focus on assessing current and future technology and technology transition needs and develop advice, guidance, and strategies to enhance the policy and practice and improve the reliability of forensic science to meet the increasing demands generated by the criminal justice system. These efforts may include participation from crime laboratories, medical examiner/coroner offices, researchers, law enforcement, forensic science service providers (supporting criminal justice applications), and other criminal justice agencies and relevant stakeholders. In supporting these efforts, the FTCOE will provide administrative and logistical support for meetings.

- **Providing technology transition assistance, knowledge transfer, and support to forensic science researchers and practitioners.** The FTCOE is expected to provide high-quality, specialized technology transition assistance. These efforts may include providing support to assist first-adopter law enforcement, crime laboratories, forensic science service providers and other criminal justice agencies with the use of new technologies or the adaptation of existing technologies to enhance their effectiveness, efficiency, and safety. The FTCOE will provide national expertise for the criminal justice community's ongoing efforts to continuously improve operations through the adoption of new tools and methods. The FTCOE will support related knowledge transfer activities and support the implementation of related policy and practice.

(**Note:** The FTCOE will not fund or provide assistance to agencies that are adopting technologies that are already widely established in practice.)

Appropriate assistance will be provided to all facets of the criminal justice community, including small, rural, and tribal law enforcement, corrections, forensic service providers, school resource officers, or other state and local practitioner communities.

- **Developing and providing access to resources for research dissemination, education, and evidence-based best practices in the forensic science and criminal justice communities.** FTCOE efforts should include the development of evidence-based guides or best practices for crime laboratories, forensic science practitioners, law enforcement, and other appropriate criminal justice practitioners based on sound research and development and science. Topics for guides may be discussed with NIJ and initiated with its approval. FTCOE should also engage with forensic science academic programs, academic professional organizations, and professional accreditation and certification bodies to ensure that FTCOE resources, including information on new forensic innovations, emerging technologies, and operational approaches, are disseminated to develop current and future forensic science practitioners. In developing FTCOE electronic products as part of its dissemination activities (and consonant with Section 508), the recipient should seek to ensure accessibility to people with disabilities.<sup>[3]</sup>
- **Working closely with NIJ program managers to assess and communicate the impact of forensic science RDT&E, evidence-based best practices, and systems-based approaches for the criminal justice system.** NIJ has made significant investments in social science research on forensic science, as well as research and evaluation for the testing and interpretation of physical evidence in publicly funded forensic laboratories. The Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices recommends that systems-based approaches be adopted to address workload challenges – “where law enforcement, laboratory personnel, medical examiners/coroners, and prosecutors collaborate on cases, are properly educated and trained in the science, and work together to serve justice in a timely and efficient manner.”<sup>[4]</sup> NIJ is interested in assessing the impact of past research (both NIJ-funded and non-NIJ-funded) on the criminal justice system and the development of recommendations for improving the impact of such research. NIJ is also interested in the implementation of evidence-based best practices and systems-based approaches and disseminating such information in peer-reviewed, scholarly literature.

There have been studies by NIJ and others that look at the costs and efficiencies of various forensic analytical procedures applied to physical evidence and issues related to the cost-effectiveness of forensic evidence in criminal investigations. NIJ is interested in cataloging, synthesizing, and conducting meta-analyses of cost-benefit analyses related to forensic science, as cost/benefit analyses provide valuable and practical information for practitioners and policymakers that aids decision-making. Also, the FTCOE will be asked to assist in the facilitation of knowledge transfer from forensic science-related social science, operational and managerial research, and evaluation to crime laboratories and other criminal justice agencies.

- **Develop national forensic science library services to identify, curate, and make available scholarly literature relevant to the forensic science research and practitioner community.** Forensic science practitioners often find it challenging find and gain access to scientific research literature.<sup>[5]</sup> In order to enhance access and promote the dissemination of forensic science research, the FTCOE will develop and facilitate an online library infrastructure to support the identification and management of research publications, citations, databases, foundational literature, reference materials, and other primary or secondary source materials. The FTCOE will identify and implement ways to proliferate research findings and best practices and to promulgate access of forensic science and other scientific literature to forensic science practitioners, particularly at the state and local levels. The FTCOE may also conduct literature reviews as part of these efforts. The FTCOE should seek ways to coordinate with the National Criminal Justice Reference Service (NCJRS)<sup>[6]</sup> and other appropriate services to avoid any duplicative efforts and develop strategies to provide open access for forensic science research within applicable copyright protections.

The FTCOE should expect that the majority of its work will be on projects specifically defined by NIJ in support of specific technology investment portfolio areas. For this reason and others (such as the possibility of establishment, modification, or elimination of particular technology investment portfolios by NIJ; changes in the availability of funds; or the desire to capitalize on technology opportunities), applicants should expect that the level of effort may vary significantly during the project period (or from year-to-year, should supplemental funding be made available). The successful applicant therefore must demonstrate the ability to add or reduce capacity in relevant areas without adversely affecting the ability to provide services or incurring unacceptable additional costs. In this connection, NIJ is very interested in entertaining applications that propose to leverage existing programs, facilities, and personnel.

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

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

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

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

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

1

#### Anticipated Maximum Dollar Amount of Awards

\$4,500,000.00

#### Period of Performance Start Date

1/1/22 12:00 AM

#### Period of Performance Duration (Months)

24

#### Anticipated Total Amount to be Awarded Under Solicitation

\$4,500,000.00

### Additional Information

Applicants are encouraged to propose budgets that match the project activities proposed. Period of performance duration: To be determined by the period of performance of awarded applications. Successful applicants will be expected to complete the work proposed within a period of performance of up to 24 months.

### Continuation Funding Intent

NIJ expects that it may provide additional funding to awards made under this solicitation, through continuation awards between \$2 million and \$5 million on an annual basis for up to four years. NIJ cannot guarantee, however, that any such supplements will be funded. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, NIJ's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and NIJ's assessment of the progress of the work funded under the award. NIJ will consider, among other factors, NIJ's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation-award decisions.



## Availability of Funds

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

## Types of Awards

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

## Financial Management and System of Internal Controls

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

## Budget Information

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application — specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative — to clearly define each phase. (This is particularly the case if the applicant proposes a project that will exceed — in cost or the length of the period of performance — the amount or length of time anticipated for an individual award (or awards) under this solicitation.) Given limitations on the availability to NIJ of funds for awards for research, development, and evaluation, this information will assist NIJ in considering whether partial funding of applications would be productive. (If, in FY 2021, NIJ elects to fund only certain phases of a proposed project, the expected scholarly products from the partial-funding award may, in some cases, vary from those described above.)

NIJ may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

What will not be funded:

- Applications primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct development, demonstration, evaluation, or analysis.)
- Applications that are not responsive to the purposes of this specific solicitation.
- Applications that do not demonstrate the capability to perform the work proposed.
- Applications that propose the execution of research and development.<sup>[7]</sup>

## Cost Sharing or Matching Requirement

See “Cofunding” paragraph under item 5 (“Budget and Associated Documentation”) under “Content of Application Submission” in Application and Submission Information.

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

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

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

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

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

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

## Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## Eligibility Information

For additional eligibility information, see the title page.



For information on cost sharing or match requirements, see “Content of Application Submission” in Application and Submission Information.

## Application and Submission Information

### Content of Application Submission

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:

- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form), and
- Curriculum Vitae/Resumes/Biographical sketches for Senior/Key Personnel. (Curriculum Vitae for key personnel (For purposes of this solicitation, “senior/key personnel” means the principal investigator, all co-principal investigators, and other significant contributors.)

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

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

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

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

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

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

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

### Proposal Abstract

The proposal abstract is a very important part of the application, and serves as an introduction to the proposed project. NIJ uses the proposal abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the proposal abstract typically will become public information and be used to describe the project.

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

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, NIJ may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the proposal narrative<sup>[8]</sup>:

a. Title Page (not counted against the program narrative page limit)

The title page should include:

- Project title.
- Submission date.
- Funding opportunity number.
- Principal Investigator (and any co-principal investigators).
- Unique author identifier (e.g., [ORCID](#), [ResearcherID](#), [Scopus Author ID](#)), if available.
- Key words, including forensic science focus areas.

- Contact information (that is, name, address, telephone number, and e-mail address) for both the applicant and the principal investigator.

b. Resubmit Response (if applicable) (not counted against the program narrative page limit.)

If an applicant is resubmitting an application presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous application, and (2) a brief summary of revisions to the application, including responses to previous feedback received from NIJ.

c. Table of Contents and Figures (not counted against the program narrative page limit)

d. Main Body

Within this section, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.
- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences – such as criminal/juvenile justice practitioners or policymakers.

Applicants are expected to address Section 508 compliance in the Plan for Dissemination to ensure that FTCOE electronic products are accessible to people with disabilities.

This section should include:

1. Description of the Issue.

The description should address the need for activities in this area. Applicants should discuss current gaps in data, knowledge, and technology transition and implementation, including those for particular forensic science disciplines and justice sectors, and to answer questions relevant to current policy and practice needs and public interests. It is not uncommon for multiple problems to exist simultaneously (for example, there may be a criminal justice problem affecting public safety, a current technical challenge/need identified by forensic practitioners, as well as a scientific/technology gap between the current state of the art and a desired solution) and applicants should discuss each of these clearly and justify the importance of the separate issues. As part of this discussion, applicants should present a review of previous literature and discuss previous efforts or activities related to these problems.

2. Project Design and Implementation.

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

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

3. Potential Impact.

Applicants should describe the potential impact of the project and how it may inform or improve criminal or juvenile justice-related policy, practice, or theory in the United States.

4. Capabilities and Competencies.

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

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

- Experience producing and disseminating meaningful deliverables.

Applicants should also outline the management plan and organization that connects to the goals and objectives of the project.

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

- The project management plan.
- 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.
- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, deliverables, and expected scholarly products identified under "Program-Specific Information" on page 5.

A list of performance measure questions for this program can be found on page 17.

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

Award recipients will be required to submit performance measure data in quarterly financial reports, semi-annual progress reports, and the Final Progress Report. In addition to required reports, an award recipient under this solicitation also must provide **data that measure the results** of the work done under the award. To demonstrate program progress and success, NIJ will require any award recipient, post award, to provide performance data listed as part of regular progress reporting. Further guidance on the post-award submission process will be provided, if selected for award.

## Goals, Objectives, Deliverables, and Timeline

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

## Budget and Associated Documentation

### Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information. **NIJ encourages the budgeting of grant funds for open access publication costs.**

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.

For additional match information, see the "Cost Sharing or Match Requirement" section under Federal Award Information.

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.

### Indirect Cost Rate Agreement (if applicable)

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

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

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

## **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Curriculum Vitae, Resumes, or Biographical sketches of Senior/Key Personnel (not counted against the program narrative page limit).

For the purposes of this solicitation, "senior/key personnel" means the principal investigator, all co-principal investigators, and other significant contributors. Reviewers use these pages in part to address the "Capabilities/Competencies" selection criterion. NJ encourages use of the SciENCv standard format biographical sketch (<https://www.ncbi.nlm.nih.gov/sciencv/>). Attach this information as a separate PDF file titled "CVs of Key Personnel."

### **Tribal Authorizing Resolution**

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

### **Timeline Form**

Proposed project timeline and expected milestones.

### **Letters of Support**

Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable). Attach all appropriate letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as senior/key personnel and other significant contributors included in the grant application.

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

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

### **Bibliography/reference**

Bibliography/references. Provide a bibliography of any references cited in the Project Narrative.

### **Any tools/instruments, questionnaires, tables/chart/graphs, or maps**

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

### **List of Individuals in the Application**

To assist OJP in assessing actual or apparent conflicts of interest (including such conflicts on the part of prospective reviewers of the application), provide a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed project activities. This applies to all such individuals, including, for example, individuals who are or would be employees of the applicant or employees of any proposed subrecipient entity, any individuals who themselves may be a subrecipient, and individuals who may (or will) work without compensation (such as advisory board members). This appendix to the program narrative is to include, for each listed individual: name, title, employer, any other potentially-pertinent organizational affiliation (s), and the individual's proposed roles 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 NJ webpage to prepare this list. See <https://nij.ojp.gov/media/document/16911>

### **Human Subjects Protection**

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**

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>).

### **Request to Use Incentives or Stipends**

Applicants proposing to use incentives or stipends payments as part of their 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>.

### **Consortium/Contractual Arrangements**

Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).

### **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.

### **Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)**

Each applicant is to submit an NIJ Programmatic Coversheet and Checklist with its application to assist NIJ in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached the Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and NIJ Programmatic Checklist for any organization identified in the Budget Detail Worksheet that will receive grant funds through a sub-award or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and NIJ’s NEPA Process, please go to <https://nij.ojp.gov/funding/national-environmental-policy-act-nepa>.

### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

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

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

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

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

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

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

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

### How to Apply

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

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

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

### Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 p.m. eastern time on June 3, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by 11:59 p.m. eastern time on June 10, 2021.

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

## Application Review Information

### Review Criteria

#### a. Scored Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria as related to the Program-specific Information and the Goals, Objectives, Deliverables, and Expected Scholarly Products sections described above for this FTCOE program:

#### 1. Description of the Issue (5%)

- Demonstrated understanding of the issues related to technology transfer of forensic science research products.
- Demonstrated importance of goals and objectives, including alignment with the aims of the solicitation.
- Demonstrated awareness of the state of current research, products, technology implementation needs, and associated policy and practice.
- Demonstrated understanding of technology transition and related activities.

#### 2. Project Design and Implementation (quality and technical merit) (45%).

- Feasibility of proposed project activities.
- Soundness of the strategy and methodologies to be used to accomplish the specific aims of the project activities.
- Soundness of analytic and technical approaches to accomplish the stated aims of the proposed project activities.
- Awareness of potential pitfalls of proposed project design (including challenges associated with implementation and adoption of new technologies into forensic practice) and feasibility of proposed actions to minimize and/or mitigate them.
- Feasibility of completing the deliverables noted in the solicitation.
- Demonstration of partnerships to enhance the scope and reach of project activities.
- Innovation and creativity (when appropriate).

#### 3. Capabilities and Competencies (capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) (30%)

Qualifications and experience of proposed project staff (that is, the principal investigator, 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).

- Demonstrated ability of the applicant organization and proposed project staff to implement the proposed strategies and manage the effort.
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope and strategies of the proposed project.
- Demonstrated experience and expertise of proposed project staff and proposed partners to enable project support for a wide variety of forensic science disciplines and criminal justice applications.
- Demonstrated experience and expertise with impact evaluations and cost-benefit analyses.

#### 4. Potential Impact (20%)

- Potential for proposed project activities to accomplish the specific goals and objectives of this program.
- Potential for innovative solutions to address criminal justice system needs.
- Potential to develop strategies that enhance forensic science policy and practice.
- Perceived potential for commercialization a new technology.
- Potential for significant advances/impact in the field.
- Strength and feasibility of the proposed dissemination plan to produce deliverables and scholarly products (such as published, peer-reviewed, scientific journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, databases, standards or similar scientific products), as well as make summary information available to broader interested audiences, such as criminal justice practitioners or policymakers.

#### 5. Budget (0%)

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

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

#### **b. Additional Review Criteria**

Other important considerations for NIJ include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-Based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

#### **Review Process**

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. 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, or is designated “high risk” by a federal grant-making agency outside of DOJ, must not have been determined by the NIJ 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.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. NIJ may use external



peer reviewers, internal peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

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 about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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

## Federal Award Administration Information

### Federal Award Notices

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

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

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

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

### Information Technology (IT) Security Clauses

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

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

In addition to the deliverables described in the Program Description section, 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, quarterly, *semi-annual* progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

## Federal Awarding Agency Contact(s)

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

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

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

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

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

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

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

## Application Checklist

### Forensic Technology Center of Excellence, Fiscal Year 2021

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

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

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

*To Register with Grants.gov:*

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

*To Find Funding Opportunity:*

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

*Overview of Post-Award Legal Requirements:*

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

*Scope Requirement:*

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

*Eligibility Requirement:*

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Independent school districts
- Small businesses

For purposes of this solicitation, the term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

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

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

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

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

- Contact the NCJRS Response Center regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

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 9)
- Budget Detail Worksheet and Budget Narrative, *and* (see page 11)
- Curriculum Vitae/Resumes/Biographical Sketches for Senior/Key Personnel. (see page 12)

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**Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

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

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Potential Environmental Impact Coversheet and Checklist (NEPA) (see page )

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

#### *Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

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

## Endnotes

[1] National Institute of Justice, (2019). Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices, Appendix C. Report prepared for U.S. Department of Justice, Washington, D.C. Retrieved from <https://www.justice.gov/olp/page/file/1228306/download>.

[2] Supporting Crime Lab Directors and the Formation of the Forensic Laboratory Needs Technology Working Group, <https://nij.ojp.gov/speech/supporting-crime-lab-directors-and-formation-forensic-laboratory-needs-technology-working>  
Forensic Laboratory Needs Technology Working Group — Opening a New Channel to Improve Forensics, <https://nij.ojp.gov/topics/articles/forensic-laboratory-needs-technology-working-group-opening-new-channel-improve>.

[3] Section 508 Home Page, U.S. Department of Justice. <https://www.justice.gov/crt/section-508-home-page-1>.

[4] National Institute of Justice, (2019). Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices, Report prepared for U.S. Department of Justice, Washington, D.C. Retrieved from <https://www.justice.gov/olp/page/file/1228306/download>.

[5] Ibid, 135-138.

[6] National Criminal Justice Reference Service (NCJRS) <https://www.ncjrs.gov/>.

[7] Research and development projects are funded through other NIJ annual solicitations. See <https://nij.ojp.gov/funding>.

[8] As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase



resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application – specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative – to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally, “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above.