The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding to develop, host, and maintain a web-based, online reporting system for flight-operations data from the use of small Unmanned Aircraft Systems (sUAS) by law enforcement and other public safety agencies. This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

Online Flight Data and Incident Reporting System for Public Safety Use of Small Unmanned Aircraft Systems (sUAS)

Eligibility

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

NIJ welcomes applications that involve two or more entities, however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the project.

NIJ may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page 22.) All applications are due by 11:59 p.m. eastern time on June 16, 2014. (See "Deadlines: Registration and Application," page 3.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact ST-Research@ojp.usdoj.gov. General information on applying for NIJ awards can be found at www.nij.gov/funding/Pages/welcome.aspx. Answers to frequently asked questions that may assist applicants are posted at www.nij.gov/funding/Pages/faqs.aspx.

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SL001124

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Contents

Online Flight Data and Incident Reporting System for Public Safety Use of Small Unmanned Aircraft Systems (sUAS)

(CFDA No. 16.560)

Overview

With this solicitation, NIJ seeks applications for funding from interested parties to develop, host, and maintain a web-based, online flight data and incident reporting system to, subject to law enforcement and national security concerns and limitations: (1) collect fight-operations data from law enforcement and other public safety agencies from their use of sUAS (defined as UAS weighing less than 55 lbs.); and to (2) make that information publically available for analysis by entities interested in the use of sUAS in the national air space (NAS). In making this data readily accessible to the public, NIJ seeks to make possible further research and study of law enforcement and public safety sUAS flight operations, and through such research to improve the safety and increase the operational efficiency of law enforcement sUAS operations. This system is not intended to collect, store or disseminate either law enforcement sensitive or classified national security information, as this information cannot be made readily available to the public.

With this solicitation, NIJ plans to fund development, implementation, and maintenance of an online flight-data and incident reporting system. NIJ expects that initial development and implementation will be completed in the first 12 months of what it expects to be a three to five year award period. The successful applicant will be required to host and maintain the system on the applicant's own servers for the duration of the three to five year award. The system will not be held on government servers and will not have ".gov" domain name.

To the extent possible, the successful applicant will hold and retain all copyright and other intellectual property rights to the system and its software and source code. *NIJ will hold and retain a license to use, and authorize others to use the system, and the system's software and source code for federal purposes.* The applicant shall retain such rights to the data as are agreed to between it and the public safety agencies providing the data.

NIJ is particularly interested in receiving proposals from stakeholder organizations and academic institutions, especially those proposing to conduct and publish research on the data made available by the system.

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

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The

deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 16, 2014. See "How to Apply" on page 22 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

NIJ's Science and Technology (S&T) program sponsors research, development, test, and evaluation efforts to improve the safety and effectiveness of the tools and technologies used by criminal justice agencies. Although federal agencies are part of its constituency, NIJ's primary focus is on the needs of State and local agencies.

Background

In 2005, NIJ began a research project to identify lower cost alternatives to the traditional aircraft, such as helicopters, used in law enforcement aviation units. Of the roughly 19,000 law enforcement agencies, only some 200 have aviation units. This is in large part due to the cost associated with procuring and operating these aircraft.

To assist it in this research, NIJ established an Aviation Technology Working Group (TWG). This working group included representation from key stakeholder organizations including the National Sheriff's Association, the IACP's Aviation Committee, and the Airborne Law Enforcement Association. In 2007, the working group identified sUAS as having significant potential to address many law enforcement aviation requirements. Their small size made them very suitable for rapid response to situations that posed an imminent threat to life, while at the same time reducing the potential risk should the sUAS be involved in an accident.

In 2008, NIJ hosted a summit to identify law enforcement needs and requirements regarding the use of sUAS. One of the key points arising from this summit was the need for a revised process for issuing certificates of authorization (COAs) by the FAA for operation of sUAS by public safety agencies. That year NIJ began work with the FAA and stakeholder organizations to revise the COA process. This resulted in a common strategic approach to fostering the safe, effective, and lawful use of sUAS by law enforcement and other public safety agencies.

This solicitation, which is undertaken in coordination with the FAA, furthers that collaboration in seeking to develop and promulgate a means to collect, analyze, and publish flight-operations data from law enforcement and other public safety agency use of sUAS.

What a Proposal Should Discuss

The proposal should clearly demonstrate the applicant's capability to develop, host, and maintain the envisioned online flight data and incident reporting system. In particular, it should address the applicant's related work and how that work is relevant to this effort. If applicable, that discussion of related work should address the applicant's intent to conduct and publish research on the information provided by the incident reporting system. That discussion should include the goals and objectives of such research and, to the degree possible, the proposed approach, and methods.

While the actual system will be designed through a collaborative process involving the successful applicant, NIJ, the FAA, and stakeholder organizations, the applicant should propose its own system design. Among other topics, the proposal should address scalability, as the number of agencies operating sUAS are expected to grow. It should also address what the applicant sees to be potential data fields. The proposal should also address the nature of the agreements the applicant anticipates entering into with the law enforcement and other public safety agencies providing the data that will populate the database, including the understanding that law enforcement and other public safety agencies may not be able to provide data due to law enforcement sensitivity or national security needs. The discussion should also identify how any sensitive information that may be provided would be protected, or how agencies with limitations due to law enforcement sensitivity or national security concerns can supply use and safety of flight information for missions without compromising sensitive or classified operations. That discussion should identify what, if any, sensitive information the applicant believes that the data it anticipates being provided might disclose, and how such information might be protected without compromising the purpose of the system.

The proposal should further discuss how the applicant proposes to measure how well the system makes flight-operations data publically available for analysis by entities interested in the use of sUAS in the NAS.

Finally, the proposal should also include a clear commitment from the applicant to maintain and operate the system for the full five-year period anticipated for this award.

Goals, Objectives, Deliverables, and Expected Scholarly Products

NIJ's ultimate goal for this solicitation is to foster the safe, effective, and lawful use of sUAS by law enforcement agencies. To that end, NIJ expects the successful applicant to design, implement, host, and maintain a web-based, online flight data and incident reporting system that can be used for researching law enforcement and other public safety agency use of sUAS.

At the completion of the award, NIJ expects that the successful applicant will deliver the system's software and source code.

In addition, applicants may propose to conduct research on the flight data collected in the data base. Those applicants proposing such research plans will be required to submit data sets, a draft and final summary of research results, interim and final progress and financial reports, as well as scholarly products to result from the research, 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.

Amount and Length of Awards

NIJ anticipates that up to a total of $250,000 may become available for one award under this solicitation. NIJ plans to fund the development and implementation of an online flight-data and incident reporting system. NIJ expects that development and implementation will be completed in the first 12 months of what it expects to be a three to five year award period. The successful applicant will be required to continue to host and maintain the system on its own web servers for the duration of the three to five year award.

To allow time for, among other things, any necessary post-award review, modification, and clearance by OJP of the proposed budget, applicants should propose an award start date of January 1, 2015.

NIJ may, in certain cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. 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.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

NIJ anticipates that any award (under this solicitation will be made in the form of a cooperative agreement, which is a particular type of grant used if NIJ expects to have ongoing substantial involvement in award activities. NIJ will provide input and re-direction to the program as needed, in consultation with the recipient, and will actively monitor the project by methods including but not limited to ongoing contact with the recipient. As noted previously, NIJ will be involved in system design. It may be involved with the recipient in such activities as determination of research design, design of data collection instruments, and/or determination of sites for research.

As discussed later in the solicitation, important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

Please note: Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Other Requirements for OJP Applications" at www.ojp.usdoj.gov/funding/other_requirements.htm.

Budget Information

<u>What will not be funded</u>:

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)

- Proposals that are not responsive to this specific solicitation.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[1] The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of the National Institute of Justice may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such

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[1] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix C to 2 C.F.R. Part 230.

costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Information

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides

Design, implement, host, and maintain a web-based, online flight data and incident reporting system for researching law enforcement and public safety agency use of sUAS	1. Relevance to the needs of the field as measured by:
	
	  a. Number of law enforcement and public safety agencies entering data into the system
	
	  b. Number of law enforcement and public safety agencies requiring assistance to enter data into the system
	
	  c. Number of entities accessing the data provided by the system
	
	  d. Number entities requiring assistance to access the data provided by the system.
	
	2. If applicable, quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award (published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products).
	
	3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.
		1. Quarterly financial reports, semi-annual and final progress reports, and a draft and final summary overview of the work performed under the NIJ award. Progress reports will include data on system usage.
		
		2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award.
		
		3. If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, 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.

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

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

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

2. **Project Abstract**

    Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be—

    *   Written for a general public audience.

    *   Submitted as a separate attachment with "Project Abstract" as part of its file name.

    *   Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

    As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

    Project abstracts should follow the detailed template (including the detailed instructions as to content) available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

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

3. **Program Narrative**

    The program narrative section of the application should not exceed 30 double spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

    If the program narrative fails to comply with these length-related restrictions, NIJ may consider such noncompliance in peer review and in final award decisions.

    The following sections should be included as part of the program narrative.[2]

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[2] 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.

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Program Narrative Guidelines:

a. **Title Page** (not counted against the 30-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the project lead.

b. **Resubmit Response** (if applicable) (not counted against the 30-page program narrative limit).

If an applicant is resubmitting a proposal 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 proposal, and (2) a brief summary of revisions to the proposal, including responses to previous feedback received from NIJ.

c. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).

d. **Main Body.**

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the program narrative:

- Statement of the Problem.

- Project Design and Implementation to include:

  o Flight and incident reporting system design to include provisions for security and privacy.

  o How the applicant proposes to measure how well the system makes flight-operations data publically available for analysis by entities interested in the use of sUAS in the NAS.

  o Research project design and implementation, if the applicant proposes to conduct and publish research on the information that the system provides.

  o Proposed plan to fund maintenance and continued operation of the system.

- Potential Impact.

- Capabilities/Competencies.

Within these sections, the narrative should address (as applicable):

- Purpose, goals, and objectives.

- Review of relevant literature.

- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan (if research is proposed).

- Planned Scholarly Products (See "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above, for a discussion of expected scholarly products.)

- 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 justice practitioners or policymakers – summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles and webinars.)

e. **Appendices** (not counted against the 30-page narrative limit) include:

- Bibliography/references.

- 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.

- Curriculum vitae or resumes of the project lead and any and all co-project leaders. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals such as statisticians serving as consultants to conduct proposed data analysis).

- List (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available

at www.nij.gov/funding/documents/nij-project-staff-template.xlsx to provide this listing.

- Proposed project timeline and expected milestones.

- Human Subjects Protection paperwork (documentation and forms related to Institutional Review Board (IRB) review).
  (See www.nij.gov/funding/humansubjects/Pages/welcome.aspx) NOTE: Final IRB approval is not required at the time an application is submitted.

- Privacy Certificate (for further guidance go to www.nij.gov/funding/humansubjects/pages/confidentiality.aspx).

- List of any previous and current NIJ awards to applicant organization 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.")

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

- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

- Data archiving plan. Applicants should anticipate that NIJ will require (through special award conditions, including a partial withholding of award funds) that data sets resulting in whole or in part from research projects funded under this solicitation be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (For a detailed discussion of the information NIJ expects to find in a data archiving plan, see www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx.).

  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.

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Note that required data sets are to be submitted 90 days before the end of the project period.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) **Please note:** NIJ expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet, as described under "Budget Narrative," below.

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

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

c. Cofunding

NIJ anticipates that the $250,000 provided through this solicitation will not be sufficient by itself to develop, host, and maintain the contemplated on-line flight data and incident reporting system. 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.

d. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the OJP Office of the Chief Financial Officer (OCFO) Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;

- Date the applicant was designated high risk;

- The high risk point of contact name, phone number, and email address, from that federal agency; and

- Reasons for the high risk status;

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant Disclosure of Pending Applications[3]

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency.

- The solicitation name/project name.

- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

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[3] Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

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Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by NIJ grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

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

9. **Accounting System and Financial Capability Questionnaire (if applicable)**

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years is to download, complete, and submit this form.

Selection Criteria

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

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

1. Demonstrated understanding of the problem.

2. Demonstrated awareness of the state of current research.

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

1. Soundness of 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. Impact of the plan proposed to fund the maintenance and operation of the system on access to the data. For example, if the applicant proposes to fund the maintenance and operation of the system through user fees, are the fees proposed so exorbitant as to likely discourage use?

Potential Impact – 20%

Potential for a significant scientific or technical advance(s) that will improve criminal justice in the United States, such as—

- Potential for significantly improved understanding of the stated criminal justice problem.

- Potential for innovative solution to address (all or a significant part of) the stated criminal justice problem.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 20%

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 proposal).

2. Demonstrated ability of the applicant organization to manage the effort.

3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

Budget

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. Proposed budget alignment with proposed project activities.

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 the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal justice practitioners or policymakers, summary information from the planned scholarly products of the project.

As discussed further under "Review Process," below, award decisions will be made by the Director of NIJ, who may consider factors including, but not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior NIJ and OJP awards.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with NIJ, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of NIJ, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Additional Requirements

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

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding

- Non-profit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

NIJ expects that the successful applicant will deliver system software and source code updates as they occur during the period of this award.

As indicated earlier in this solicitation, NIJ expects scholarly products to result from any award under this solicitation that proposes to conduct research on the data. Please review the "Goals, Objectives, Deliverables, and Expected Scholarly Products" segment of the "Program-Specific Information" section of this solicitation, as well as the "Performance Measures" section.

In addition, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the NIJ award:

Semi-Annual and Final Progress Reports

Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. More information on post-award reporting requirements and RPPRs may be found at www.nij.gov/funding/Pages/welcome.aspx. Future award and fund draw-downs may be withheld if reports are delinquent.

Quarterly and Final Financial Reports; Audit Reports

Quarterly and final financial status reports are required. If applicable, an annual audit report in accordance with Office of Management and Budget requirements must be submitted. Future award and fund draw-downs may be withheld if reports are delinquent.

Draft and Final Summary Overview of the Work Conducted under the Award

The overview is expected to provide an overall summary of the work under, and results of, the project funded by NIJ under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, project findings, and implications for criminal justice policy and practice in the United States.

A draft summary overview no longer than 10 pages long (double-spaced) is to be submitted 90 days prior to the end of the project period for NIJ review and comment.

Required Data Sets and Associated Files and Documentation

As discussed earlier, applicants should anticipate that NIJ will require any recipient of an award under this solicitation who conduct research on the data contained in the system to submit to NACJD all data sets that result in whole or in part from the work funded by NIJ, along with associated files and any 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. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the "Program Narrative" section of "What an Application Must Include," above.

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time 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.

NIJ strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Number 0 – 9	Comma (,)	Semicolon (;)	Apostrophe (')
Underscore (__)	At sign (@)	Number sign (#)	Dollar sign ($)
Hyphen (-)	Percent sign (%)	Plus sign (+)	Equal sign (=)
Space	**When using the ampersand (&) in XML, applicants must use the "&"**		
Period (.)	**format.**		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

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4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.560, titled *"National Institute of Justice Research, Evaluation, and Development Project Grants,"* and the funding opportunity number is NIJ-2014-3793.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time 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.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, NIJ will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.

- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.

- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, including firewalls.

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

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization has submitted an application.

Application Checklist

Online Flight Data and Incident Reporting System for Public Safety Use of small Unmanned Aircraft Systems (sUAS)

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number   (see page 23)
_____ Acquire or renew registration with SAM   (see page 23)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 23)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 24)
To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov   (see page 24)
_____ Download Funding Opportunity and Application Package   (see page 24)
_____ Sign up for Grants.gov email notifications (optional)   (see page 22)
_____ Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____ Review "Other Requirements" webpage

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 10)
_____ Project Abstract   (see page 10)
_____ Program Narrative   (see page 10)
_____ Appendices   (see page 12)
_____ Budget Detail Worksheet   (see page 14)
_____ Budget Narrative   (see page 14)
　　　_____ Employee Compensation Waiver request and justification (if applicable)
　　　　　　(see page 7)
　　　_____ Read OJP policy and guidance on "conference" approval, planning, and reporting
　　　　　　available at www.ojp.gov/funding/confcost.htm   (see page 7)
_____ Disclosure of Lobbying Activities (SF-LLL)   (see page 24)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 15)
_____ Tribal Authorizing Resolution (if applicable)   (see page 15)
_____ Applicant Disclosure of High Risk Status   (see page 15)
_____ Additional Attachments
　　　_____ Applicant Disclosure of Pending Applications   (see page 16)
　　　_____ Research and Evaluation Independence and Integrity   (see page 17)
_____ Accounting System and Financial Capability Questionnaire (if applicable)
　　　(see page 18)

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