

# *How to Submit a Successful Application*

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NIJ Program Manager

Coverdell Forensic Science Improvement Grants Program





## *NIJ Solicitations*

- What is a Solicitation?
- How Are NIJ Solicitations Developed?
- What Information is Contained in a Solicitation?
- Where Can I Find NIJ Solicitations?
- How Should My Proposal Fit the Solicitation?



## *What is an NIJ Solicitation?*

- A Solicitation is the Formal Announcement of an NIJ Grant Program or Funding Opportunity.
- Solicitations Are Used to Announce Competitive Award Programs, Discretionary Grants, and Research Grants.
- NIJ Formula Grants Are Announced via a Formula Grant Announcement.



## *How Are NIJ Solicitations Developed?*

- Solicitations Are Developed By NIJ based on relevant legislation and are crafted to the needs of the community.
- Congress appropriates funds, President signs bill into law, NIJ administers the programs.
- Link to Federal Laws - <http://thomas.loc.gov>



## *What Information is Contained in a Solicitation?*

- Grant Program Information
- Required Elements of the Program
- Eligibility
- Grant Amount
  - Appropriate Use of Funds
  - Restrictions on Use of Funds
- Instruction on How to Apply
- Application Deadline !!!!



## *Where Can I Find NIJ Solicitations?*

- NIJ Solicitations Are Posted On NIJ's Web Site at: <http://www.ojp.usdoj.gov/nij/welcome.html>
- Click on “Funding Opportunities” to View Current Solicitations - or - “Solicitation Archive” to view expired Solicitations (1996-2007)
- Click on “Funding Opportunities”, then Lists of Awards 1995-2007 to view past awards



## *How Should My Proposal Fit the Solicitation?*

***PLEASE READ NIJ SOLICITATIONS  
CAREFULLY!!!***

- Make Sure You Are Eligible to Apply
- Use the Solicitation as a “Blueprint” For Your Well-Written Proposal.
- Craft your Proposal to Fit the Program’s Priorities, Objectives, and Required Elements.



# *Formula Grants*

**vs.**

# *Competitive Grants*

- Formula Grants generally award a set amount per applicant or jurisdiction based on a “formula”, population, or crime stats, etc...
- Competitive Grants require applicants to “compete” for a portion of available funds.





## *Formula Grants:*

Applications for Formula grants must fully describe your proposal and list exactly how you intend to use the grant funds:

- Are not subject to budget review by OC
- Are not subject to review by independent peer review panels.



## *Competitive Grants:*

Proposals for Competitive Grants must be comprehensive and must thoroughly describe your existing needs / resources. They must contain a detailed description of your intended project.

- Are subject to budget review by OJP/OC
- Are subject to review by independent peer review panels
- May or may not be recommended for funding based upon peer review

**\*\* Remember, you are competing for funds!!!**

*Preparing a Quality  
Proposal*





## *Hints for preparing a quality proposal...*

- Have a good grasp of the goals of the solicitation
- Determine how your project meets these goals
- Make sure your proposal is responsive to the solicitation



## *Hints for preparing a quality proposal...*

### **Be clear, concise, comprehensive**

- sufficient background information
- make the focus clear
- combination of narrative and tables
- include milestones and time line
- include C.V.s of relevant personnel



## *Hints for preparing a quality proposal...*

**Leave nothing to interpretation**



## *Hints for preparing a quality proposal...*

**State your project's deliverables and how  
you will achieve them**



## *Hints for preparing a quality proposal...*

**Think about the questions you would ask if  
you were evaluating the proposal**





## *Hints for preparing a quality proposal...*

- Understand the goal of the solicitation
- Think about how your project meets the goals
- Be clear, concise, comprehensive
- Leave nothing to interpretation
- State your project's deliverables and how you will achieve them
- Think about the questions you would ask if you were evaluating the proposal



## *Important things to remember*

- Read *ALL* instructions beforehand
- Know eligibility requirements for potential announcement before applying
- Must have a DUNS number; Federal Identification Numbers will not be accepted anymore



## *Important areas to review*

- Eligibility
  - Requirements differ between solicitations
- Specific Information
  - Available funding
  - Uniform Crime Report (UCR) data
  - Award period
  - Prior years' unused funds
  - Award purposes and Related requirements
    - Permissible expenses
  - Expected Results and Outcomes



## *Important areas to review*

- Performance measures
  - Baseline information
  - Dynamic information
- How to apply
  - *Grants.gov –vs- Grant Management System (GMS)*
    - What type of attachments are allowable
    - CFDA number
    - DUNS number
    - Central Contractors registration (CCR)



## *Important areas to review*

- What an Application must Include
  - Forms required
  - Components
    - Abstract
    - Program Narrative
    - Budget Narrative
    - Budget Detail worksheet
  - List key personnel
  - Data collection plan



## *Important areas to review*

- Selection Criteria
  - Responsiveness to the solicitation
  - Peer review criteria
- Appendices
  - Estimated amount of funding
  - Statutory certifications

*Application Components*





## *Abstract*

- *Provide a clear and concise statement of the proposal goals and objectives*
- *Include only current plans - address the use of the funding for this specific grant*
- *Do not include details from other grants in the abstract if not part of current proposal*
- *Do not include extraneous history- only information instrumental to the grant funds being requested*





## *Narrative*

- *Outline a clear project proposal that addresses the objective of the Program*
  - *Any necessary background information*
- *Program implementation*
- *Procedures*
- *Expected results*
  - *Current status*
  - *Provide data*
  - *Expected improvement through grant funds*



## *Narrative*

*Specifically address grant:*

- *Address each goal and objective for the grant*
  - ? *Turn around time*
  - ? *Throughput or timeliness*
  - ? *Backlog reduction*



# *Narrative*

*Specifically address grant:*

- *Explain specifically how grant funds will be used to achieve program goals*
- *Explain how performance measures will be captured*



# *Attachments*

- *Check to ensure that **all** attachments required are included with the application submission*
- *Check that all attachments are complete*
- *Check that all attachments comply with the program requirements*



# *Accreditation*

- *Submit copies of accreditations & certifications*
- *Address accreditations and certifications in Proposal Narrative*

*The Applicant Name Must  
be Exact and Consistent*









# Common Inconsistencies

**APPLICATION FOR FEDERAL ASSISTANCE** Version 7/05

1. TYPE OF SUBMISSION:  
 Application  
 Construction  
 Non-Construction

2. DATE SUBMITTED \_\_\_\_\_

Applicant Identifier  
 State Application Identifier \_\_\_\_\_  
 Federal Identifier \_\_\_\_\_

3. APPLICANT INFORMATION  
 Legal Name: Xanadu Police Department  
 Organizational Unit: \_\_\_\_\_  
 Department: Xanadu Police Department  
 Division: Laboratory Services Division

**Legal Name on SF 424**

Signature of Certifying Official

Dr. John Hamish Watson

Printed Name of Certifying Official

Executive Director Xanadu Laboratory

Title of Certifying Official

Xanadu Police Department

Name of Applicant Agency (Including Name of Unit of Local Government)

Name of Applicant Agency (Including Name of State or Unit of Local Government):

Xanadu Police Department

Date: May 28, 2008

**Applicant Agency on all Certifications & Attachments**

1. Laboratory Services Division

Xanadu Police Department Internal Affairs



*All Application  
Components Must be  
Submitted*





# Submit ALL Components

SF 424

Budget Narrative

Program Specific Attachments

Abstract

Budget Detail Worksheet & Summary

Program Narrative

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF ASSISTANCE:  Construction  Non-Construction

2. APPLICANT INFORMATION: Xanadu Police Department

3. ADDRESS: 221 D Baker Street

4. STATE: Euphoria

5. EMPLOYER IDENTIFICATION NUMBER: [ ]

6. TYPE OF APPLICATION:  New  Continuation

7. CATALOG OF FEDERAL DOMESTIC ASSISTANCE PROGRAMS: 150 - Forensic Sciences

8. PROPOSED PROJECT: Forensic Science Laboratory

9. ESTIMATED FUNDING:

a. Federal	\$
b. Applicant	\$
c. State	\$
d. Local	\$
e. Other	\$
f. Program Income	\$
g. TOTAL	\$

10. TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS DOCUMENT HAS BEEN DULY AUTHORIZED BY THE APPLICANT. I, the undersigned, am the authorized representative of the applicant.

Signature: [ ] Title: Executive Director

Xanadu PD

FY2008 Forensic Science Program

Program Abstract

The City of Xanadu will be using Coverdell funding to improve its forensic laboratory system. Between the years 2000 and 2008, the population of Xanadu has tripled and therefore its crime rate has tripled as well. In order to accommodate the placed on the criminal justice system, specifically laboratory analyses of crime investigations, Coverdell funds will enable Xanadu to enhance its outdoor understaffed laboratories. Due to budgetary restraints, the City of Xanadu funds available to the police department, (those funds are distributed to bureaus within the department), and therefore Coverdell funding all

Xanadu PD

Budget Narrative

A. Personnel

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of your budget narrative using the budget narrative worksheet form. It is to be used in conjunction with the budget narrative worksheet form.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
SUB-TOTAL		
Total Personnel & Fringe Benefits		

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2008

Program Specific Attachments

This unit oversees laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official: [ ]  
Dr. John Hamish Watson  
Executive Director Xanadu Laboratory

Xanadu Police Department  
Name of Applicant Agency (Including Name of Unit of Local Government)

May 28, 2008  
Date

Xanadu PD

FY2008 Forensic Science Program

Program Narrative

Xanadu is an incorporated city located in the state of Euphoria with a population of 300,000. Due to Xanadu's prime location, the population has grown from 100,000 since the year 2000. Along with the population increase, unfortunately the crime rate has also increased exponentially with an average of 100 criminal investigations in 2000 to an average of 300 criminal investigations in 2007. Since the department is operating under a system fully capable of handling the 100 criminal investigation submissions it was originally designed to accommodate, the additional 200 case submissions a year have accumulated into a substantial backlog of cases pending laboratory analysis.

Although the population and subsequently tax revenues have increased, very little of the city's budget has been allotted to the Xanadu Police Department with the majority of revenues going towards necessary city infrastructure. Consequently, staffing and equipment acquisition of the Xanadu Police Department have not increased on the same scale as the city population. Additionally, the sciences in forensic science have continued to evolve requiring more advanced and costly equipment not only for investigative results, but in order to maintain credibility and acceptance during scrutiniz



# Label ALL Documentation

Xanadu PD

FY2008 Paul Coverdell  
Forensic Science Improvement  
Grants Program

Program Abstract

The City of Xanadu will be using Coverdell funding to improve its forensic laboratory system. Between the years 2000 and 2008, the population of Xanadu tripled and therefore its crime rate has tripled as well. In order to address the increased crime rate placed on the criminal justice system, specifically laboratory analysis investigations, Coverdell funds will enable Xanadu to enhance its laboratory facilities and understaffed laboratories. Due to budgetary restraints, the City of Xanadu has limited funds available to the several bureaus within the department to modernization that would not

Xanadu PD will purchase modern techniques and practices through Forensic Science Accreditation Board, and hire additional staff. Purchases include a GC/MS, digital photography equipment, and additional staff. In order to maintain proficiency and the expertise required of the laboratory, staff will be trained in such areas as advances in trace evidence collection, fingerprint impression evidence collection. Also, examiners will be able to compare modern techniques and advances in the forensic field by meeting with other forensic professionals at professional organizational meetings such as Euphoria Forensic Society. Xanadu strives to become an accredited agency through the rigorous Euphoria Science Standards through the Forensic Science Accreditation Board. Additional hires will address the accumulated case backlog and be in reducing analysis turnaround.

Xanadu PD

FY2008 Paul Coverdell Forensic Science  
Improvement Grants Program

Program Narrative

Xanadu is an incorporated city located in the state of Euphoria with a population of 300,000. Due to Xanadu's prime location, the population has grown from 100,000 since the year 2000. Along with the population increase, unfortunately the crime rate has also increased exponentially with an average of 100 criminal investigations in 2000 to an average of 300 criminal investigations in 2007. Since the department is operating under a system fully capable of handling the 100 criminal investigation submissions it was originally designed to accommodate, the additional 200 case submissions a year have accumulated into a substantial backlog of cases pending laboratory analysis.

Although the population and subsequently tax revenues have increased, very

laboratory case submissions have continued to accumulate creating an immense backlog. In order to address the surmounting backlog, additional personnel and additional modernized equipment will be required. At the current rate of submission, un-worked cases will continue to multiply bogging investigations, court proceedings, and ultimately community safety. With the addition of personnel and equipment, the backlog of 200 cases is expected to be reduced to 100 cases by the end of 2009 the remaining 100 backlogged cases are expected to be completed by the end of 2010.

Since the acquisition of laboratory equipment has not kept pace with the current investigational demands, Xanadu PD will purchase equipment capable of high throughput. A GC/MS with a high capacity auto-sampler will be purchased from the Chemistry Unit to address their numerous backlogs. The GC/MS will be used to analyze such evidence as suspected illicit drugs, suspected arson investigation samples, and trace evidence examinations. The auto-sampler will increase the turn-around time of sample analysis allowing examiners to not only address the current case submissions, but to also address backlogged submissions. The quality and timeliness of the Chemistry Units examinations will be greatly increased with the purchase of this equipment. The

Xanadu PD

FY2008 Paul Coverdell Forensic Science  
Improvement Grants Program

Budget Narrative

person hired as a forensic chemist for the Chemistry Unit. The person will receive a competitive salary for an entry level Xanadu scientist of \$40,000 a year.

Benefits

The forensic chemist hired through Coverdell funding will also be paid fringe benefits. The fringe benefits are dictated through the City of Xanadu. The forensic chemist will receive FICA at 6% of the salary of \$2,400; Medicare at 1.45% of the salary of \$580; health insurance at \$3,000; and retirement at 16.59% of the \$40,000 salary. The amount of fringe benefits for the forensic chemist total \$12,696.

The average cost of the Evidence Course in Opar. The average cost of a round trip. For both members the airfare will be \$100 a night to be shared by the members. The duration of the course therefore costing \$30 a day for 4 days of the members also receives per diem of \$30 a day for 4 days of travel costs for the training \$1,540.

Attend the Euphoria Forensic Society conference in Arlen, TX. The cost of a round trip from Arlen at the time of this proposal is \$400 a person, so 200 round trip. The Arlen Arms Hotel costs \$100 a night for the 5 days for each person so the total lodging cost for the conference is \$30 a day for each of the 7 days away on travel duration of the conference. The total travel costs for attending the society conference \$3,220.

for both the Advances in Trace Evidence Collection and the society conference is \$4,760.

**Use Page Numbers and List Agency Name in Document Header or Footer**

*Summary*







# Grant Processing Steps

1. Solicitation/Announcement is posted
2. Prepare application package according to current guidelines
3. Submit application via *GMS or Grants.gov*
4. Award notification (Congressional representative or letter)
  - a) Not awarded – continue to apply, if funding is available
  - b) Awarded
    - Award monitoring
    - Close-out



# Contact Information

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Coverdell Program

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