

*Top Ten Tips for a
Successful Application*

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Top Ten Application Tips

- 1. Read the Solicitation*
- 2. Start the Process Early*
- 3. Highlight Important Sections*
- 4. Review the Peer Review Selection Criteria*
- 5. Request and review Peer Review Comments*
- 6. Review the Solicitation Checklist*
- 7. The Three C's (clear, concise and comprehensive)*
- 8. Have a Co-worker Peer Review the Application*
- 9. Network*
- 10. Contact the Program Office*



Read the Solicitation

*Please READ the Solicitation
Thoroughly and Carefully!!!*

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



Start the Process Early

- *Access the NIJ website and review the previous solicitations*
 - *Typically the solicitations do not vary*
 - *Look for abstracts of projects funded*
- *Review applications from previous years*
 - *Determine if goals and objectives were met*



Highlight Important Sections

- *Eligibility*
 - *Determine if you meet the requirements*
- *Performance Measures*
 - *Does my proposal address performance measures?*
- *Selection Criteria*
 - *Does the proposal fit the criteria?*
 - *What are peer reviewers looking for?*



Highlight Important Sections

- *Specific Information*
 - *Ask can I meet the requirements?*
- *Application Checklist*
 - *Determine if all areas have been satisfied?*
 - *What were the problems in previous years*



Review Peer Review Selection Criteria

- *Determine how each criteria is weighted*
 - *Statement of the Problem – 15%*
 - *Budget – 25%*
 - *Impact / Outcomes – 30%*
 - *Capabilities / Competencies – 10%*
 - *Other – 5%*



Review Peer Review Comments

- *Request peer review comments*
 - *Analyze the weaknesses*
 - *Capitalize on the strengths*



Review the Solicitation Checklist

- *Eligibility*
- *Application Components*
 - *Project Narrative / Statement of the Problem*
 - *Budget Narrative, Budget Detail Worksheet and Summary*
 - *Indirect Cost Rate Agreement (if applicable)*
 - *Plan for Collecting Data Required for Performance Measures*
- *Appendices to the Program Narrative*
- *Other*
 - *SF424*
 - *DUNS number*



The Three C's

- *Be clear, concise and comprehensive*
 - *Supply sufficient background information*
 - *Make the focus clear*
 - *Combination of narrative and tables*
 - *Include milestones and time line*
 - *Include C.V.'s of relevant personnel (if applicable)*



Review the Proposal

- *Have someone read your proposal*
 - *Compare the proposal to the peer review criteria*
 - *Proof read*
 - *Check grammar*
 - *Spell check*



Network

- *Meetings*
 - *Regional Forensic meetings*
- *Conferences*
 - *AAFS, ASCLD*
- *GPA audits*
 - *Become an auditor*
- *Contact the SAA*





Contact the Program Office

- *Program manager*
- *Grant Manager*
- *OCFO Customer Service (800-458-0786)*
- *GMS Helpdesk (888-549-9901)*



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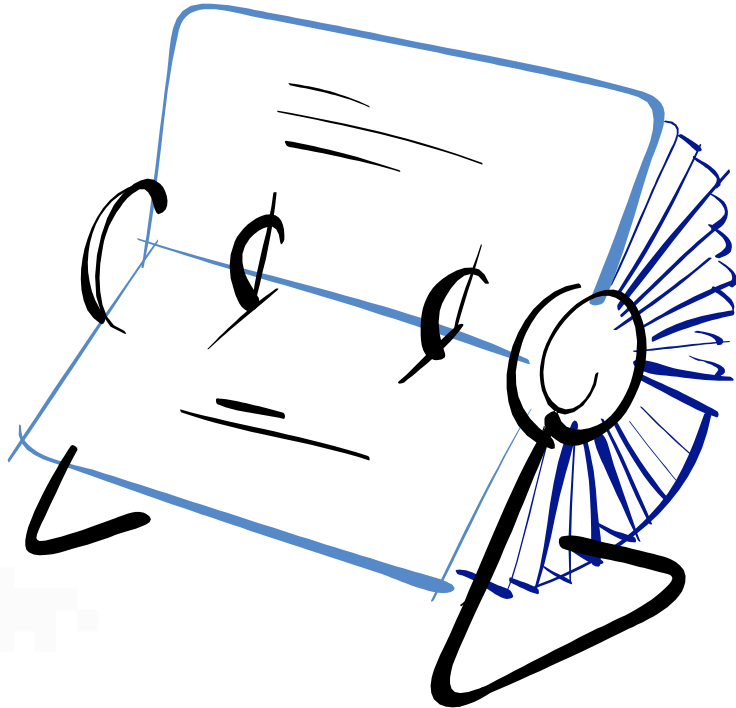
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Open Dialogue Session

- *Topics?*



Open Dialogue Session

- *Progress Reports*
 - *How to address performance measures*
- *Allegation Report*
 - *The who, what, where, and when*
- *Typical Budget Errors*
 - *Indirect Cost Rate –vs.– Administrative Costs*
 - *Consultant Rate \$450/day (\$56.25/hour)*
 - *Excess Cash on Hand (sub-grantee)*
- *Office of Research and Evaluation*
 - *Questionnaire regarding Coverdell Accomplishments and funding through the years*



Allegation Report Criteria

- *Statement of the number and nature of the allegation(s)*
- *Information regarding referral*
 - *Government entity referred to and date*
- *Description of outcome of investigation*
 - *For example:*
 - *Remediation, termination, suspension?*
- *If allegation not responded to, why?*
- *Funding may be withheld if the report is not submitted*