

# NIJ FY25 Invited to Apply - Novel Psychoactive Substance Discovery, Education, and Reporting Institute

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Total Amount To Be Awarded Under This Funding Opportunity: \$2,000,000

Anticipated Award Ceiling: Up to \$2,000,000

Anticipated Period of Performance Duration: 12 months

Funding Opportunity Number: O-NIJ-2025-172538

Deadline to submit SF-424 in Grants.gov: **February 25, 2026, by 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **March 04, by 8:59 PM Eastern Time**



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## BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

<b>Agency Name</b>	U.S. Department of Justice Office of Justice Programs National Institute of Justice
<b>NOFO Title</b>	NIJ FY25 Invited to Apply - Novel Psychoactive Substance Discovery, Education, and Reporting Institute
<b>Announcement Type</b>	Continuation
<b>Funding Opportunity Number</b>	O-NIJ-2025-172538
<b>Assistance Listing Number</b>	16.560

### Executive Summary

This funding opportunity seeks to enhance operations of a Novel Psychoactive Substance Discovery, Education, and Reporting Institute (NPS Discovery) to rapidly identify and report newly emerging opioids, stimulants, and other drugs which may cause intoxication, impairment, or other adverse effects. Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

### Key Dates and Times

Funding Opportunity Release Date	February 11, 2026
SAM.gov Registration/Renewal	N/A
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on February 25, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on March 04, 2026

## Funding Details

**Total Amount To Be Awarded Under This Funding Opportunity:** \$2,000,000

**Anticipated Number of Awards:** 1

**Anticipated Award Ceiling:** \$2,000,000

**Anticipated Period of Performance Start Date:** April 1, 2026

**Anticipated Period of Performance Duration:** 12 months

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

## Statutory Authority

Pub. L. No. 119-4, 139 Stat 9, 17; 28 USC 530C

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

**Frances Scott, Physical Scientist**

Phone: 202-598-5746

Email: [frances.scott@usdoj.gov](mailto:frances.scott@usdoj.gov)

For assistance with **SAM.gov** (registration/renewal):

**SAM.gov Help Desk**

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

**Grants.gov Customer Support Hotline**

Phone: 800-518-4726, 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

**JustGrants Service Desk**

Phone: 833-872-5175

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#).”

## Resources for Applying

**OJP Grant Application Resource Guide:** Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

**JustGrants Application Submission Training Webpage:** Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



## ELIGIBILITY

### Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

**“Other” Entities:** Only the applicant that received an official invitation letter from NIJ is able and eligible to apply. Please refer to that letter for eligibility requirements. The application will only be accepted from the following:

- The Frederic Rieders Family Renaissance Foundation

### Cost Sharing/Match Requirement

This NOFO does not require cost sharing/match.



## PROGRAM DESCRIPTION

### General Purpose of the Funding

With this solicitation, NIJ seeks to enhance operations of a Novel Psychoactive Substance Discovery, Education, and Reporting Institute (NPS Discovery) to rapidly identify and report newly emerging opioids, stimulants, and other drugs which may cause intoxication, impairment, or other adverse effects. The NPS Discovery should focus on specific efforts to include, but not be limited to:

1. Providing an open-access drug early warning system that collaborates with forensic science, public health, and criminal justice agencies to rapidly identify emerging opioids, stimulants, and other drugs known as Novel Psychoactive Substances (NPS).
2. Providing analytical methodologies and testing scope recommendations for state, local, federal, or private seized drug and forensic toxicology testing laboratories.
3. Exploring alternative or nontraditional sources for NPS information, such as wastewater or syringe washes.
4. Curating a common reference of forensically relevant drug substances (prioritizing NPS) that defines a systematic name and incorporates synonyms. This reference may support the standardization of reported results and strengthen data collection across multiple reporting systems.
5. Educating forensic practitioners, law enforcement, medical examiners and coroners, legal, public health, and treatment professionals, and the public about emerging drug threats, NPS trends, and testing technologies or methods that support the identification or assessment of NPS.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

### Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.

3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

## Program Goals and Objectives

**Program Goal:** The National Institute of Justice Research, Evaluation, and Development Project Grants program (16.560) fosters the development of new knowledge and tools that can be applied to reduce crime and advance justice, particularly at the state and local level.

### Program Objectives:

1. Develop, demonstrate, and evaluate programs and practices relevant to criminal justice, juvenile justice, and crime victims' services outcomes.
2. Identify and analyze the causes and correlates of crime.
3. Improve the functioning of the criminal and juvenile justice systems.
4. Develop new methods for the prevention and reduction of crime.
5. Develop new methods to detect, investigate, and prosecute crime.
6. Enhance the justice research infrastructure.

## How Awards Will Contribute to Program Goals/Objectives

The NPS Discovery will meet the goal of this program through, but not limited to, the following objectives and activities:

- Providing an open-access drug early warning system that collaborates with forensic science, public health, and criminal justice agencies to rapidly identify emerging opioids, stimulants, and other drugs known as NPS. The early warning system should produce near-real-time reports to inform forensic and other drug testing laboratories, health officials to include medical examiner and coroner offices, law enforcement, hospitals, treatment centers, and the general public about emerging NPS and NPS trends.
- Providing analytical methodologies and testing scope recommendations for state, local, federal, or private seized drug and forensic toxicology testing laboratories. This includes, but is not limited to, toolkits for use by forensic laboratories, monographs, and peer-reviewed and open access journal articles.
- Curating a common reference of forensically relevant drug substances (prioritizing NPS) that defines a systematic name and incorporates synonyms. This reference may support the standardization of reported results and strengthen data collection across multiple reporting systems.
- Educating forensic practitioners, law enforcement, medical examiners and coroners, legal, public health, and treatment professionals, and the public about emerging drug threats, NPS trends, and testing technologies or methods that support the identification or assessment of NPS. This includes through such dissemination routes as trend reports, public alerts, webinars, and podcasts.

The successful applicant will demonstrate established collaborations such that they may reasonably expect to be able to test samples from a variety of sources, both forensic and clinical, geographically dispersed, and both solid drugs and toxicological samples. It is expected that at least 4,000 samples will be tested under this program per year.

## Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives identified above. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

### Deliverables

Deliverables are what the applicant will create or produce under the award. The term "deliverables" as used here refers to discrete products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables. Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

**Scholarly Products:** NIJ expects scholarly products to result from each award under this NOFO, taking the form of one or more published, peer-reviewed, scientific journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.

NIJ expects the dissemination of such products throughout the period of performance to the extent possible. Development and delivery of interim products should be built into the Project Timeline.

NIJ expects awardees to deposit author accepted manuscripts for peer reviewed publications derived from research funded by the award in a publication repository designated by NIJ.

**Ensuring Research Evidence is Translated into Actionable Information to Promote Change in the Field:** In addition to scholarly products, NIJ expects that grantees will be an equal effort to development of dissemination products to make the research findings accessible to practitioner and policymaker audiences.

**Required Data Sets and Associated Files and Documentation:** NIJ requires grant recipients to archive each data set resulting in whole or in part from their funded research. Data archiving allows NIJ to ensure the preservation, availability, and transparency of data collected through its grant funded research projects. It supports the discovery, reuse, reproduction, replication, and extension of funded studies by other scientists.

At the end of the award period, grant recipients must archive data according to the Data Archiving Plan approved by NIJ, and consistent with the approved Privacy Certificate and any other approved human subject protections documentation. Unless otherwise specified in writing by the NIJ grant manager, as authorized by the appropriate NIJ authority, data submission is

required for all research, development, and evaluation awards, and the requirement may not be unilaterally modified or waived. (Grant recipients are strongly encouraged to submit data sets no later than 90 days or earlier prior to the end of the award period of performance.) For interim publications, the subset of data used to create the findings must be deposited in an appropriate repository at the time of publication.

NIJ's principal data repository is the [National Archive of Criminal Justice Data](#) (NACJD). NIJ recognizes that data from grants funding research in the natural and physical sciences and engineering may not be appropriate in file type or field of study for archiving at NACJD. To fulfill their data archiving requirement and maximize the visibility of this data to the relevant communities, NIJ encourages these grantees to archive their data at a repository appropriate to their field of study. Regardless of the primary data repository used, all NIJ-funded projects must provide study-level information to NACJD, which includes a project abstract and link to the publicly accessible data location. More information on NIJ's data archiving requirements is found here [Data Archiving | National Institute of Justice \(ojp.gov\)](#).

**Technical Summary.** Any recipient of an award under this solicitation will be expected to submit a Technical Summary by the end of the award period of performance. Additional information on NIJ's technical summary requirements is found here [Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice \(ojp.gov\)](#).

**Technology Exemplars.** In select circumstances recipients funded to develop algorithms, methods, software, hardware, or other technologies may be required to deliver exemplars along with detailed implementation instructions for third-party evaluation.

## Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at [ojp.gov/performance](http://ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found below.

Objective	Performance Measure(s)	Description	Data Recipient Provides
Establish an open-access drug early warning system to rapidly identify emerging opioids, stimulants, and other drugs known as Novel Psychoactive Substances (NPS).	Quality of the work as demonstrated by the deliverables and scholarly products that result in whole or in part from work funded under the NIJ award, such as 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.	A technology is defined as a tool to include, for example, test methods, software, hardware, etc.  A fielded technology is one that remains in use at the conclusion of the grant or agreement.	Quarterly financial reports, semi-annual and final performance reports, and products of the work performed under the NIJ award (including, at minimum, a final research report). If applicable, an annual audit report.  Number of samples tested and their demographics (e.g., location, type of sample, etc.)  Number of historical data files examined.

	<p>Relevance to the needs of the field as measured by whether the project's substantive scope did not deviate from the funded project or any subsequent agency-approved modifications to the scope.</p> <p>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.</p> <p>Number of technologies fielded as a result (in whole or in part) of work funded under the NIJ award.</p>		<p>Number of NPS identified for the first time per year.</p> <p>List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award.</p> <p>If applicable, each research data set that resulted in whole or in part from work funded under the NIJ award.</p> <p>Description of all technologies fielded as a result (in whole or in part) of work funded under the NIJ award.</p>
Providing analytical methodologies and testing scope recommendations	<p>Quality of the work as demonstrated by the deliverables and scholarly products that result in whole or in part from work funded under the NIJ award, such as 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.</p> <p>Number of technologies fielded as a result (in whole or in part) of work funded under the NIJ award.</p>	<p>Provide analytical methodologies and toolkits.</p> <p>Publish monographs or peer-reviewed open access journal articles.</p>	<p>Number and dissemination type of published methodologies and testing scope recommendations per year.</p>
Exploring alternative or nontraditional sources for NPS information, such as wastewater or syringe washes.	<p>Quality of the work as demonstrated by the deliverables and scholarly products that result in whole or in part from work funded under the NIJ award, such as 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,</p>	<p>Explore alternative or nontraditional sources of NPS information.</p>	<p>Number of alternative sources explored per year.</p> <p>Number of possible partners contacted to secure nontraditional samples per year.</p>

	patented inventions, or similar scientific products.		
Curating a common reference of forensically relevant drug substances	Quality of the work as demonstrated by the deliverables and scholarly products that result in whole or in part from work funded under the NIJ award, such as 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.	Identify forensically relevant drug substances through a consensus of best practice and subject matter expertise. Disseminate reference to support standardization and strengthen data collection.	Number of substances added to reference per year.  Number and types of engagement activities and dissemination efforts per year related to the reference.
Educate about emerging drug threats and NPS trends.	Quality of the work as demonstrated by the deliverables and scholarly products that result in whole or in part from work funded under the NIJ award, such as 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.	Engagement with forensic practitioners, law enforcement, medical examiners and coroners, legal, public health, and treatment professionals. Dissemination of information to include reports, public alerts, webinars, and podcasts.	Number and types of engagement activities associated with education or knowledge transfer and dissemination efforts per year.

## Funding Instrument

OJP expects to make awards under this funding opportunity as cooperative agreements, which allow OJP to have substantial involvement in carrying out award activities. See the ["Administrative, National Policy, and Other Legal Requirements"](#) section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

### How To Request Application Materials

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

### Unique Entity Identifiers (UEIs) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

**First-time Registration:** Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

**Renewing an Existing Registration:** Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

### Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

### Submission Step 1: Grants.gov Submission of SF-424

#### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov Quick Start Guide for

Applicants to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

### **Submission of the SF-424**

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

**Section 8F – Applicant Point of Contact:** Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (i.e., email address) to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

## **Submission Step 2: JustGrants Submission of Full Application Access/Registration**

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the

Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

## Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. Once the application is submitted, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

## Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

## Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The goals, objectives, and research questions to be addressed.
- The research design and methods.
- Work products to be produced and a plan for disseminating those products.

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

## Data Requested With Application

### Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential

risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

## Proposal Narrative

**Format of the Proposal Narrative:** The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be single-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 18 pages, of which a minimum of nine (9) pages should be dedicated to Project Design and Implementation. If the Proposal Narrative does not comply with these restrictions, NIJ may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs can be created in legible font smaller than 12-point. They will not count toward the 18-page limit if embedded in the text of the Proposal Narrative as opposed to being attached in an appendix. Applicants should carefully weigh the comparative benefit of embedding a table, chart, or graph in the narrative as opposed to attaching it as an appendix, in helping a reviewer understand the proposal.

**Sections of the Proposal Narrative:** The Proposal Narrative must include the following sections.

a. Title Page (not counted against the proposal 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, Researcher ID, Scopus Author ID), if available.
- Requests for consideration under “new investigator” and/or “research priorities”.
- Key words, including science focus areas.
- Contact information (that is, name, address, telephone number, and e-mail address) for both the applicant and the principal investigator.

b. Table of Contents and Figures (not counted against the proposal narrative page limit)

c. Main Body

1. Statement of the Problem

The statement of the problem should address the need for research in this area. Applicants should discuss current gaps in data, research, and knowledge, including those for particular justice sectors, for certain populations, 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 research related to these problems.

This section should also identify the proposed research questions and introduce the purpose, goals, and objectives of the proposed project.

The Statement of the Problem section should do the following:

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain the criminal justice and public safety/health significance of the problem.
- Describe the scientific premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of your application.
- Describe the current state of the art and technologies, both in practice and in past/current research, directed at the described problem. If this request is a direct follow-up of an earlier study, describe those results.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or forensic practice. Describe how concepts, methods, technologies, or services that drive the forensic science field will be changed if the proposed aims are achieved.
- Include a review of relevant literature.

2. Project Design and Implementation (This section should account for a minimum of nine (9) pages of the main body of the narrative.)

Applicants should provide a detailed description of the strategies to implement this research project and address the research questions. Design elements should follow directly from the research project's goals and objectives and address the program-specific information noted in the NOFO. Applicants should describe the research methodology and analysis plan in detail and demonstrate the validity and usefulness of the data they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research and address the feasibility of the proposed project and potential challenges or problems in carrying out the activities.

The Project Design and Implementation section should include the following:

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe the experimental design and methods proposed and how they will achieve robust and unbiased results. Include how the data will be collected, analyzed, and interpreted, as well as the data archiving plan (see Data Archiving Plan under Appendices).
- Describe the role of each team member in the analysis process and summarize the team's experience with the approaches proposed.

- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Data management: Describe the institutional computing resources available for this study, the type of database that will be used (if applicable), and how the data will be managed. Highlight the team's experience with management of data sets (especially those similar to the proposed project). Also describe strategies for data sustainability beyond the proposed funded work.

### 3. Potential Impact

Applicants should describe the potential impact of the research and how it may inform or improve criminal or juvenile justice-related policy, practice, or theory in the United States. The applicant should include a discussion of the proposed dissemination plan to produce scholarly products and to make information available to broader interested audiences, such as criminal justice practitioners or policymakers. This should include the applicant's intentions as it regards dissemination of interim findings and other knowledge products.

The Potential Impact section should do the following:

- Explain the criminal justice significance of the proposed work.
- Explain how the proposed work challenges and seeks to shift current research or forensic practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or inventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, or instrumentation.
- Describe the plan for dissemination to produce scholarly products (See Deliverables above, for a discussion of expected scholarly products.) Applicants should also identify plans to broader interested practitioners and policy makers in a form that is designed to be readily accessible and useful to them. Awardees are encouraged to publish their research using open access options. Grant funds may be used for costs associated with open access publication.

### 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 effort 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 work with the proposed data sources in the conduct of similar research efforts.
- Experience and capacity to design and implement rigorous research and data analysis projects.
- 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. Among other factors, that plan should include a description of the anticipated level of effort of key personnel.

The Capabilities/Competencies section should include the following:

- Facilities and other resources: Describe how the scientific environment in which the research will be conducted contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be conducted, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements. If there are multiple performance sites, describe the resources available at each site.
- Equipment: List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities.
- Senior/Key personnel profile: Describe each senior/key personnel's role in the project and why the individual is well-suited for that role. The relevant factors may include: aspects of past training; previous experimental work on this specific topic or related topics; technical expertise; collaborators or scientific environment; and/or past performance in this or related fields. Senior/key personnel are defined as all individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition.
  - The Principal investigator (PI) profile should be listed first.
  - The remaining senior/key personnel profiles should be listed in alphabetical order. Although alphabetical order is preferred, it is not required. However, be aware that these profiles will appear in the application in the order provided by the applicant. Those with a postdoctoral role should be included if they meet the definition of senior/key personnel.
  - Other significant contributors (OSCs): OSCs are those individuals who commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at an effort of "zero person months" or "as needed." Individuals with measurable effort may not be listed as OSCs. Consultants should be included if they meet the OSC definition. OSCs should be listed after all senior/key persons.

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

- 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).
- Any table/charts/graphs supporting the program narrative.

6. Plan for Collecting the Data Required for This NOFO's Performance Measures

Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

NIJ will require award recipients to submit performance measure data in quarterly financial reports, semi-annual performance reports, and the final research report and separately submit a semi-annual performance report in JustGrants. For more information on NIJ post award reporting requirements please see [Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice \(ojp.gov\)](#).

**Project Evaluations:** An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the ["Note on Project Evaluations"](#) section in the [Application Resource Guide](#).

### **Budget and Associated Documentation: Budget Detail Form**

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

**Costs Associated With a Conference/Meeting/Training:** An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

**Costs Associated With Language Assistance and Access:** 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 in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on ["Budget Preparation and Submission Information"](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

### **Budget and Associated Documentation: Budget/Financial Attachments**

**Indirect Cost Rate Agreement (if applicable):** An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

**Consultant Rate (if applicable):** OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

**Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):** This notice of funding opportunity expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the OJP Grant Application Resource Guide.

#### **Disclosure of Process Related to Executive Compensation (if applicable):**

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

#### **Additional Application Components**

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Research and Evaluation Independence and Integrity Statement (if applicable):** 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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

- **Curriculum Vitae or Resumes:** Provide curriculum, resumes, or biosketches of senior/key personnel (not counted against the proposal narrative page limit). Curriculum vitae, resumes, or biosketches of key personnel should not exceed five (5) pages per person. For the purposes of this solicitation, “key personnel” means the principal investigator, all co-principal investigators, and other significant contributors. NIJ encourages use of the SciENcv standard format biosketch (<https://www.ncbi.nlm.nih.gov/sciencv/>). Attach this information as a separate PDF file titled “CVs of Key Personnel.”
- **Bibliography/References:** Provide a bibliography of any references cited in the Proposal Narrative.
- **Tools/Instruments, Questionnaires, Tables/Charts/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 NIJ 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 research, development, or evaluation project. Applicants should use the “[Proposed Project Staff, Affiliation, and Roles](#)” form available on the NIJ webpage to prepare this list.
- **Human Subjects Protection:** Human Subjects Protection paperwork as a separate attachment (documentation and forms related to IRB review). See <https://nij.ojp.gov/funding/human-subjects-protection>. Note: Final IRB approval is not required at the time an application is submitted
- **Privacy Certificate:** Privacy Certificate as a separate file (for further guidance go to [Confidentiality and Privacy Protections | National Institute of Justice \(ojp.gov\)](#) and <https://nij.ojp.gov/funding/privacy-certificate-guidance#model-privacy-certificate>).
- **Request To Use Incentives or Stipends:** Applicants proposing to use incentives or stipends payments as part of their research project design, must submit an incentive or stipend approval request, as a separate document, according to the requirements set forth at <https://nij.ojp.gov/funding/participant-support-costs-and-incentives>.
- **Project Management Plan and Timeline:** Applicants should also outline the management plan and organization that connects to the goals and objectives of the project, including the project management structure, approach, and strategies. Among other factors, that plan should include a description of the anticipated level of effort of key personnel. In addition, applicants should include a project management timeline documenting the timing for project tasks, management, milestones, and deliverables, to include interim deliverables.
- **Letters of Support:** Applications proposing research involving partnerships with juvenile justice, criminal justice or other agencies or community organizations should include a strong letter of support, signed by an appropriate decision-making authority from each

proposed partnering agency. A letter of support should include the partnering agency's acknowledgment that de-identified data derived from, provided to, or obtained through an award funded by NIJ will be archived by the grant recipient with the National Archive of Criminal Justice Data (NACJD), or other data repository (for grants funding research in the natural and physical sciences and engineering) at the conclusion of the award. Applicants and their potential partners are encouraged to review [NIJ's data archiving guidance](#).

- **Consortium/Contractual Agreements:** Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).
- **Data Management, Sharing, and Archiving Plan (DMSAP):** 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 NOFO be submitted for archiving in accordance with the submitted plan as approved by NIJ. Regardless of the primary data repository used, all NIJ-funded projects must provide study-level information to the National Archive of Criminal Justice Data (NACJD), which includes a project abstract and link to the publicly accessible data location, ideally with a DOI or other persistent link. See <https://nij.ojp.gov/funding/data-archiving>. Applications must include as a separate file a brief plan — labeled "Data Management, Sharing, and Archiving Plan (DMSAP)" — 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.

The Data Management, Sharing, and Archiving Plan (DMSAP) should include plans for depositing the subset of data underlying any interim publication in an appropriate repository at the time of publication.

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

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities:** JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure

requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

**Disclosure of Duplication in Cost Items:** To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

**DOJ Certified Standard Assurances:** Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

**DOJ Certifications:** Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

**Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable):** If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award 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, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the “Certify and Submit” feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.



## APPLICATION REVIEW

### Review Process and Criteria

OJP will review applications to ensure the information presented is reasonable, understandable, measurable, achievable, and consistent with the goals of the funding opportunity. In addition, OJP reviews invited applications for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

### Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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.gov.

**Important Note on Responsibility/Qualification Data (formerly FAPIIS):** An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### Selection Process

All final award decisions will be made by the Director of the National Institute of Justice (NIJ), who may consider not only program office recommendations but also other factors as indicated in the “Application Review” section. For additional information on the application review process, see the [Application Resource Guide](#).



## AWARD NOTICES

### Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. An Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.



## POST-AWARD REQUIREMENTS AND ADMINISTRATION

### Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual and final performance reports.
- A technical summary.
- Data sets and associated files and documentation derived from the award.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

### Performance Measure Reporting

Award recipients are required to submit performance measure data in their Quarterly financial reports and separately submit semi-annual and final performance reports in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

### Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

### 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 the 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 [Application Resource Guide](#).

### Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act

of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the "Civil Rights Requirements" section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

## **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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

## **Information Technology Security Clauses**

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

## **Other Reporting Requirements**

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (i.e., debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

### Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

### Provide Feedback to OJP

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



## APPLICATION CHECKLIST

### NIJ FY25 Invited to Apply - Novel Psychoactive Substance Discovery, Education, and Reporting Institute

This application checklist has been created as an aid in developing an application. For more information, reference the “[OJP Application Submission Steps](#)” in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

#### Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

#### Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

#### Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

#### Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual who will complete the application in JustGrants.

- Submit documents for Intergovernmental Review (if applicable).
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
  - A submission receipt
  - A validation receipt
  - A grantor agency retrieval receipt
  - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact Frances Scott at [frances.scott@usdoj.gov](mailto:frances.scott@usdoj.gov) or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

## Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative.
- Complete the budget detail form with narrative fully describing the cost calculations and connection to the project goals and objectives.
- Upload the other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
  - Tribal Authorizing Resolution (if applicable).
  - Letters of Support and Commitment.
  - Research and Evaluation Independence and Integrity Statement
  - Curriculum Vitae or Resumes
  - Bibliography/References.
  - Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps.
  - List of Individuals in the Application.
  - Human Subjects Protection Documentation.
  - Privacy Certificate.
  - Request to Use Incentives or Stipends.
  - Consortium/Contractual Arrangements.
  - Data Archiving Plan.
  - Project Management Plan and Timeline.
- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees

- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

## JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). See the [Application Resource Guide](#) for additional information.