



National Institute of Justice

S o l i c i t a t i o n

Sarah V. Hart, Director

February 2003

NIJ School Safety Technology Solicitation FY 2003

Notice: The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online GMS application system will expedite and streamline the receipt, review, and processing of requests for funding. Your final application will only be accepted through our online GMS applications system. To learn how to begin the online GMS application process, please see "How to Apply" on page 4 of this solicitation. A toll-free GMS Hotline telephone number (1-888-549-9901) has been established for technical assistance as you work through the online application process. The GMS Hotline may be accessed Monday through Friday between the hours of 7 a.m. and 9 p.m. Eastern time.

APPLICATION DEADLINE:
March 26, 2003

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street N.W.
Washington, DC 20531

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs

Sarah V. Hart
Director
National Institute of Justice

For grant and funding information, contact:
Department of Justice Response Center
800-421-6770

Office of Justice Programs
National Institute of Justice
World Wide Web site:
<http://www.ojp.usdoj.gov/nij>

I. Introduction

The National Institute of Justice (NIJ), a component of the Department of Justice’s Office of Justice Programs, is seeking proposals for the research, development, and evaluation of the effectiveness of new or commercially available technologies designed or used to create safer school environments. This solicitation encourages technology developers and researchers to work creatively with school law enforcement officers and other school safety officials as they develop proposals in response to this solicitation. NIJ seeks to achieve a balanced portfolio of projects spanning new technologies and product development, technology demonstrations and implementation, and technology evaluation.

Evaluation studies of technologies already in use or soon to be implemented in schools are particularly encouraged.

Successfully implemented products, technologies, or new knowledge resulting from this solicitation will help NIJ meet one of the goals of the Interagency Safe Schools Initiative: the development of new, more effective school safety technologies.

On page 8 of this solicitation, NIJ provides a list of tips on submitting your application.

II. General Requirements and Advisory Information

1. General Requirements

A. Treatment of Technology – Your technical proposal must involve a suitable treatment of a technology or technologies. Specifically, this means that the proposed work must involve the conduct of applied research, development, analysis, evaluation, or the demonstration of one or more technologies.

Please note that:

- C NIJ typically *does not* provide awards for proposals that involve the conduct of basic, or “pure,” research.
- C NIJ *does not* provide awards for proposals that are essentially intended to acquire equipment, materials, or supplies. However, your proposal may involve the acquisition of equipment, materials, or supplies if they are required to support the conduct of applied research, development, demonstration, evaluation, or analysis work that will meet the goals of the solicitation.
- NIJ *does not* provide awards for proposals that essentially seek to *provide* training to school safety personnel. NIJ’s mission does not include the direct provision of training.
- Proposals should focus on projects that can be successfully completed within 1 to 2 years.

B. Impact and Relevance – Regardless of the topic of your proposal, it *must* specify and substantiate the potential benefit (i.e., the value) your proposed work will have to the safety of the Nation’s schools, not just the particular school or school district that may be the proposal applicant or partner in an application.

2. Advisory Information

Please consider the following when preparing your proposal:

A. Matching Funds – NIJ *does not require* you to offer matching funds for your proposed work. If you opt to provide matching funds, please ensure that the budget section within your application package adequately describes this contribution.

B. Cost and Duration of Proposed Project Work - Historically, the majority of proposals that have received awards under NIJ’s School Safety Technology Solicitation have had a proposed cost of between

\$200K to \$500K and a period of performance of 12 or 24 months. If you submit a proposal that has a cost well in excess of \$500K, or a period of performance greater than 24 months, you are advised to logically structure proposed work tasks and budget into readily identifiable segments (i.e., into phases or stages). Doing this will allow NIJ to consider making an award for specific phases or stages of the proposed work. Please note, a deliverable (e.g., a final report) will be required at the end of *each* stage.

If NIJ provides an award for a phase or stage of the proposed work, additional funding cannot be guaranteed for subsequent phases or stages of the proposed work. However, because NIJ has an interest in assuring the eventual success of the project work, NIJ attempts to fund additional work segments *if* resources are available at the time subsequent funding is requested and the applicant satisfactorily completed all previous work.

C. Validation of Proposal Ideas – To assure that proposals received under this solicitation are technologically sound and suitable for (eventual) deployment within schools, technologists are encouraged to discuss their proposal ideas with school safety personnel, and vice versa. It is NIJ’s experience that proposals are generally better received by peer panel reviewers (which include both technologists and criminal justice/ school safety practitioners) if the proposals are tempered by the knowledge and experience of the complementary community. NIJ does not discourage letters of endorsement but notes that they carry less weight than a proposal with clear evidence that you understand both the proposed technology and its application to a school setting.

Note: Any proposal that requires active involvement or cooperation from a school or school district should include a letter of cooperation from the school superintendent, school board, or other appropriate component that can commit the school’s resources or allow access to the school facility, staff or students, depending on the nature of the proposal.

D. Time Until Award Notification – NIJ will use its best efforts to notify you whether you were provided an award no later than 180 calendar days from the closing date of this solicitation.

E. Number of Awards Anticipated – The number of awards NIJ will make is influenced by the number, quality, and requested funding levels of the applications received; and the total amount of the money budgeted by NIJ for this solicitation. The amount expected to be available for this solicitation is unknown at this time, but will not likely exceed \$1,000,000. Historically, the percentage of awards made for the number of applications received, when solicitations included multiple topical areas, has ranged from 5 percent to 16 percent with an average of about 10 percent.

F. Other Issues To Consider In Preparing Proposals - Some or all of the following issues could have a significant impact on the successful implementation of technology tools or knowledge into schools.

Where appropriate, please give these issues adequate consideration when preparing your proposal:

- End-User Cost/Affordability.
- Liability.
- Privacy rights.
- Interoperability.
- Standardization.

You are advised to use plain English in writing your proposal (refer to <http://www.plainlanguage.gov> for assistance).

III. Suggested Proposal Topic Areas

You may submit a proposal for any school safety technology topic of your choosing, but for this solicitation NIJ particularly seeks proposals in selected areas noted below. All proposals, however, *must* meet the General Requirements as specified above.

- **Crime Prevention Technologies**

NIJ seeks proposals to help prevent or minimize criminal activity in schools with innovative or creative unobtrusive sensing and surveillance systems, biometric technologies, or other new crime prevention technologies not yet tested in a school setting. This area can include crime prevention during the transport of children by schools.

- **National Assessment of School Safety Technology**

Many of the Nation’s schools have developed or are in the process of developing comprehensive school safety programs, in some cases incorporating various technologies to augment their current capabilities and capacity to create and maintain a safe and crime-free school environment. A quantified assessment of which crime-reduction technologies are working and which are not, and why, would make a valuable contribution to the field of school safety and security.

A national survey or other fact-gathering methodology for identifying the scope of school safety technologies actually in daily use, how they are being used (operational procedures and protocols), and their successes and failures, combined with a careful analysis of the data, should lead to creation of a much-needed report. It is expected that this report would describe “best practices” in current use, or a logical and straightforward way to achieve “best practices.” In addition, the report would identify safety needs that are not being met, where appropriately applied technology could add value. Finally, NIJ needs such information to improve its school safety technology program of research, development, testing and evaluation, to make sure it is as comprehensive and effective as possible.

- **Crisis Preparedness and/or Intervention Technologies**

Enhancing the ability of schools to prepare for crises and to respond effectively to them often includes the

use of various kinds of technology. Many ideas and products are being generated by schools, industry, and Government agencies responding to these needs. Therefore, NIJ seeks *new* technologies or the innovative application and/or adaptation of existing technologies. The challenge is to make such tools affordable and practical. They must be competitive in cost, simplify existing solutions, or add unique new value to safety and security.

For additional information about NIJ’s technology programs, refer to <http://www.ojp.usdoj.gov/nij/sciencetech>.

IV. Proposal Selection Criteria

1. The Proposal Review Process

NIJ is firmly committed to a competitive process for making awards. All proposals are subjected to an independent peer-review panel evaluation. Peer review panelists consist of technologists from academia, industry, or Federal Government organizations, along with practitioners from Federal, State, and local criminal justice and public safety agencies. To the extent practical, panelists are selected to participate in individual peer panel reviews based on their expertise in subject areas that are pertinent to the proposals to be evaluated within each respective peer panel. When peer panelists have completed their evaluations, they report to NIJ their assessment of each proposal’s worthiness of award. Based on the panel’s assessment, NIJ Program Management staff will recommend the award of individual proposals to the NIJ Director. The NIJ Director makes final award decisions.

2. Selection Criteria

The selection criteria used by the peer panel reviewers and NIJ Program Management staff to evaluate proposals are as follows:

A. Quality and Technical Merit

- Soundness of proposed methodology, analytical approach, or technical approach.
- Innovation and creativity employed in problem solving, and in working with or applying technologies.
- Feasibility of the proposed project and awareness of potential technical or implementation pitfalls.
- Documented awareness of existing relevant research or development work currently underway or previously completed, and any related applications of technologies or scientific methodologies.

B. Impact of the Proposed Project

- Potential for significant advancement in school safety or security.
- Potential for advancement of scientific knowledge.
- Relative importance of the school safety problem to be addressed.
- Affordability and cost-effectiveness of proposed end products for school safety, including acquisition, maintenance, and training costs.

C. Capabilities, Demonstrated Productivity, and Experience of Applicants

- Relevant qualifications and experience of proposed project personnel and organization(s).
- Demonstrated ability of staff and organization(s) to manage the proposed effort.
- Adequacy of the proposed project management plan as evidenced by the specification of project

goals and objectives, a breakdown of the various tasks to be undertaken within the project (i.e., a task plan), and the specification of resources to be expended within each task.

- Adequacy of the resources specified within the proposal to perform and complete the project effort.

D. Budget Considerations

- Total cost of the proposed project effort relative to the perceived benefit that will be derived from it.
- Use of existing or available resources to minimize the costs associated with the project.

V. How to Apply

1. How to Prepare and Submit An Application

NIJ *requires* you to submit applications through its automated **Grants Management System (GMS)**. GMS is an online system that is accessible through the Internet. It is intended to expedite and streamline the receipt, review, and processing of applications. To use the GMS system, complete the following steps:

1. Using the Internet, go to:
<http://www.ojp.usdoj.gov/fundopps.htm>. An online GMS Application Procedures Handbook is available on this page and you may link directly to OJP's Grants Management System (GMS), which will provide online help screens.
2. Select: **“Log on to the Grants Management System (GMS)”** to obtain an OJP application for grant funding.
3. Applicants without a GMS password, click on: **“New User? Register Here,”** and follow the on-screen instructions to register with GMS. After registering, you must pick the **FY 2003 NIJ School Safety Technology** solicitation.

Applicants with a GMS password, click on: “**Login.**” If your password has expired, you will receive an “Authentication Error” or “Unauthorized User” message. In this case, click on “Having Login Problems?” for assistance in updating passwords.

Please Note: You must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in the applicant’s organization (e.g., a corporate officer, Comptroller, Bursar). If the person applying online to GMS is not the signing authority, that person must list the authorizing official’s name and contact information.

4. Complete the online application, including the three required file attachments. After submission of the finalized application, the online system will inform you that the application has been received and sent to NIJ. The GMS system will provide an application identification number for future reference.

Questions about GMS will be answered by the toll-free **GMS Hotline** at **1-888-549-9901**. The GMS Hotline is available Monday through Friday between 7 a.m. and 9 p.m. Eastern time.

You are advised to: (1) obtain access to the GMS online application system; and (2) initiate the process of preparing the application forms ***as soon as possible!*** If you procrastinate you will assume a greater risk that your application will not be submitted by the closing date and time of this solicitation, or that your application will be incomplete at the time of its submission. Bear in mind that *the GMS Hotline is only available for use during a limited portion of each weekday*, as noted immediately above this text box.

2. What Must Be Submitted

The following is a list of application forms that *must* be completed and included within your application package for it to be eligible for consideration of an award by NIJ:

- Application for Federal Assistance (SF-424) This form is completed as part of the GMS process. The CFDA number for this solicitation is 16.560. **NOTE:** In box 11, please make sure your Project Title is succinct. It should be short and uniquely describe the object of your proposal to easily distinguish it from other applications.
- Certifications/Assurances
You will "sign off" on these certifications and assurances electronically through GMS.
- Budget Detail Worksheet
This is submitted as a single file *attachment* to the GMS-generated application forms. The file must include a Budget Detail Worksheet and a Budget Narrative. A sample Budget Detail Worksheet is available at the following URL:
http://www.ojp.usdoj.gov/nij/funding_app.htm.
- Proposal
This is submitted as a single file attachment. The file must include the following items:
 - C Proposal Abstract: When read separately from the rest of the application, this is meant to serve as a succinct and accurate description of the proposed work. You must concisely describe the research goals and objectives, research design, and methods for achieving the goals and objectives. Summaries of past accomplishments are to be avoided, and proprietary/confidential information is not to be included. Length is not to exceed 400 words. Use the following two headers:

Project Goals and Objectives:

Proposed Research Design and Methodology:

- C Table of Contents.

- C Program Narrative/Technical Proposal: Your program narrative *must* be limited to 30 double-spaced pages, regardless of the amount of funding requested in the application, and must sufficiently specify and/or describe:
 - The nature of the problem(s) addressed.
 - Project goals and objectives.
 - The methodology or approach to be pursued to achieve the project goals and objectives.
 - The nature of the technology(ies) that are to be developed.
 - A task plan that specifies the various tasks to be undertaken in performing the proposed project work.
 - Key milestones (i.e., activity time lines) for each task specified within the task plan, as well as for key events or decision points within the project. Note: Do not designate the project’s milestones using actual calendar dates. Instead, specify the milestones as the duration in days, weeks, or (preferably), months from award by NIH.

- C Resumes for key personnel that will participate in the proposed project effort, including subcontractors, consultants, and collaborating organizations. Applicants should include POC information (including business telephone, fax telephone, and e-mail address)

for the person(s) who will serve in the capacity of Principal Investigator for the proposed project. NOTE: Provide no more than 3 pages describing qualifications of each proposed staff person and organization(s) involved in the proposal. Work experiences, publications, and any other resume material submitted should be relevant to the work being proposed in the application.

- C References cited in the technical narrative. A simple bibliography is not needed nor desired.

- C Appendices, if any. This could include a list of previously received NIH awards (include award numbers), letters acknowledging collaboration in the proposed project by other organizations, or other *proposal-relevant* materials. Do not send company or school brochures or annual reports.

- Other Attachments
A *single* electronic file containing each of the following items, collectively, must be submitted as an *attachment* to your application:
 - C Privacy Certificate.
 - C Assurance of Protection of Human Subjects Identification (Form 310).
 - C Geographic Areas Effected Worksheet.
 - C Disclosure of Lobbying Activities.

Please *do not* include company proprietary information in the abstract! Your abstract *will* be made available to the general public for general reference purposes if an award is made for your proposal.

3. Application Due Date and Time

You *must* submit the entirety of your completed application materials *by way of the online GMS system, on March 26, 2003*. If NIJ does not receive your application by this time, it *will not* be considered. Faxed, mailed, or e-mailed applications *will not* be accepted by NIJ; there will be *no deadline extensions*.

VI. Post-Award Requirements

If you receive an award from NIJ, you will be required to provide NIJ with the following reports:

- Final Report.
- Quarterly Financial Status Reports (Standard Form 269-A).
- Final Financial Status Report (Standard Form 269-A).
- Semiannual Categorical Assistance Progress Reports (OJP Form 4587).
- Final Categorical Assistance Progress Report (OJP Form 4587).

Final Report

The formal written final report shall contain the following: a description of the nature of the criminal justice or public safety problem(s) that were addressed; the project's goals and objectives; a description of the methodology used in conducting the project; a description of any pertinent problem issues that were or were not resolved; and the findings and conclusions that were obtained. Your report may recommend additional future efforts or actions that

would enable the better understanding of, or resolution of, the criminal justice or public safety problem(s) identified within the report.

Financial Status Reports

Financial Status Reports (SF 269-A) are to be submitted quarterly no later than 45 days following the end of each calendar quarter. Two copies of the financial status report must be submitted to the Office of the Comptroller every quarter during which the award is active even if there has been no financial activity during the reporting period.

Additionally, a final financial report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if financial status reports are delinquent.

Progress Reports

Recipients of funding are also required to submit Semiannual Categorical Assistance Progress Reports (OJP Form 4587). Two copies of the progress report must be submitted to the Office of the Comptroller twice a year even if there has been no substantive activity during the reporting period. The progress report should describe activities during the reporting period and status or accomplishment of objectives as set forth in the approved application for funding. For the duration of the award, progress reports must be submitted within 30 days after the end of the reporting periods (January 1 through June 30 and July 1 through December 31).

Additionally, a Final Progress Report providing a summary of achievement of the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end date of the award. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

Forms for submitting financial and progress reports are available at the NIJ Web site. Report formats will also be provided by the Office of Justice Programs at the time of the grant award.

Confidentiality of Information and Human Subject Protection

NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection.

The Department of Justice (DOJ) regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The regulations at 28 CFR Part 22 require applicants for NIJ funding to outline specific procedures for protection of private information about individuals as part of the Privacy Certificate submitted with the application package.

In addition to the regulations in Part 22, DOJ has adopted policies concerning protection of human subjects which are the same as those established by the Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the "Common Rule."

The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before Federal funds are expended for that research. If IRB approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Further information regarding Confidentiality and Human Subjects Protections may be found in "Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research."

National Environmental Policy Act Requirement

All awardees are required to comply with the National Environmental Policy Act (NEPA) of 1969 (Public Law 91-190; 42 U.S.C. § 4321 *et seq.*). Therefore, some awardees may be required by NIJ to submit additional information to ensure NEPA compliance.

VII. Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, you will be required to collect and report data that will enable the measurement of the effectiveness of NIJ's various technology assistance programs *if* you receive an award under this solicitation. You will be required to collect and report data for each of the following performance measures, with regard to your proposed project:

- Ⓒ Number of technology demonstrations conducted.
- Ⓒ Number of technologies introduced into school safety or security use.
 - Number of informational guides, standards, and assessments in progress.
- Ⓒ Number of informational guides, standards, and assessments completed.
 - Number of technology evaluations completed.
- Ⓒ Number of prototype technologies developed.

(In most cases for a single project award the number of technologies, assessments, or evaluations will likely be one.)

To the extent possible, you should identify and report any additional quantifiable indicators of performance that may be used to measure the impact of the technologies developed.

VIII. Further Guidance and Information

For additional information on applying for NIJ solicitations, please read “Guidelines for Submitting Proposals for the National Institute of Justice-Sponsored Research.” NOTE: Instructions within this solicitation, including those for applying through GMS, supercede those provided within these Guidelines. This publication may be obtained by:

- C Downloading it from the NIJ Web site:
<http://www.ojp.usdoj.gov/nij/funding.htm>.
- C Requesting a paper copy by mail from NCJRS at 1-800-851-3420 or from the Department of Justice Response Center at 1-800-421-6770 (in Washington, DC, call 202-307-1480).
- C Requesting a faxed copy by calling NCJRS at 1-800-851-3420 (select option (1), then select option (1) for NIJ, then enter code 1023 following the prompt).

Please be aware that the instructions given within this solicitation, including those for submitting applications through the GMS system, supercede those provided within the “Guidelines for Submitting Proposals for the National Institute of Justice-Sponsored Research.”

If you need further assistance that is not related to the GMS online application process, contact the U.S. Department of Justice Response Center at 800-421-6770. You may also discuss your prospective research topics with the NIJ professional staff by contacting Mr. Steve Schuetz at 202-305-8697 or e-mail at schuetzs@ojp.usdoj.gov.

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Tips on Submitting Your Application

We recommend that you review the reminders listed below to help assure that your application receives consideration.

- Applications that propose simply the acquisition of equipment, materials, or supplies, even if it is clearly meant to be used in schools to enhance safety will not be considered. Your proposal may include acquisition of equipment, materials, or supplies *only if* it is required to accomplish the goals and objectives of the proposed work that involves the conduct of technology-related applied research, development, demonstration, or analysis. (Other agencies that may be a resource for the purchase of equipment are The Office of Community Oriented Policing (COPS) or the Department of Education's Safe and Drug-Free School Program.)
- Applications submitted after the closing time and date of this solicitation, which is 4:00 p.m Eastern time on March 26, 2003, will not be considered.
- Applications that do not include an abstract, budget, and a technical narrative (i.e., a technical proposal) within the proposal will not be considered.
- Applications that do not include a completed Form SF-424, Application for Federal Assistance may not be funded.