

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



BJA FY 2023 Strengthening the Medical Examiner-Coroner System Program

Assistance Listing Number # 16.037

Grants.gov Opportunity Number: O-BJA-2023-171570

Solicitation Release Date: February 07, 2023 12:00 PM ET

Step 1: Application Grants.gov Deadline: April 11, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 18, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to strengthen the medical examiner-coroner system. This program furthers the DOJ's mission by providing resources to improve medicolegal death investigations (MDIs) in the United States.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00039-PROD	Purpose Area 1: Forensic Pathology Fellowships	Up to 7	\$150,000	10/1/23 12:00 AM	36
C-BJA-2023-00040-PROD	Purpose Area 2: Medical Examiner-Coroner Office Accreditation	Up to 10	\$100,000	10/1/23 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Special district governments, State governments

Note:

- Eligible applicants for Purpose Area 1: Forensic Pathology Fellowships are limited to entities with programs that meet or exceed the Accreditation Council for Graduate Medical Education (ACGME) requirements. For additional information on ACGME, please visit <https://www.acgme.org/what-we-do/overview/>.
- Eligible applicants for Purpose Area 2: Medical Examiner-Coroner (ME/C) Office Accreditation are limited to domestic medical examiner and coroner offices actively seeking or maintaining accreditation through an independent accrediting organization such as the National Association of Medical Examiners, the International Association of Coroners and Medical Examiners, or other appropriate accrediting bodies.

Note: Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from both purpose areas, a separate application must be submitted for each purpose area.

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks proposals to strengthen the ME/C system in the United States. Specifically, through this program, BJA will award funding for:

1. Forensic pathology fellowships, up to two per application
2. Resources necessary for ME/C offices to achieve and maintain accreditation.

Successful Grant Application Examples

Samples of previous and successful applications under both Purpose Area 1: Forensic Pathology Fellowships and Purpose Area 2: ME/C Office Accreditation can be found at <https://bjia.ojp.gov/program/strengthening-mec/funding>.

Statutory Authority

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)

Specific Information

Death investigations performed by ME/C offices are vital to criminal justice. However, there are systemic issues with death investigation data quality and infrastructure, inadequate facilities, and inconsistent expertise levels. In addition, the ME/C community lacks enough personnel and resources to properly address the volume of medicolegal death investigations (MDIs).

To address these deficiencies, the Strengthening the Medical Examiner-Coroner System Program is a competitive and discretionary grant program that seeks to increase the number of qualified forensic pathologists, and enhance the quality of MDI services nationwide. This program not only helps address the extreme shortage of board-certified forensic pathologists as underscored in the *2019 Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices*, but it also provides ME/C offices with the resources to become accredited and maintain that accreditation.

Permissible Use of Funds

Purpose Area 1: Forensic Pathology Fellowships

To help address the extreme shortage of board-certified forensic pathologists in the United States, allowable uses of funds for Purpose Area 1 include:

- A salary/stipend for the fellow and related costs that may include fringe benefits (if applicable), at the applicant institution's discretion.
- Loan Repayments – To offset the financial burden associated with educational debt and assist with recruiting qualified candidates, an award recipient may use up to \$75,000 of the

available \$150,000 award amount for fellowship loan repayments for each fellowship position. If they are applying for two fellowship positions, they may use up to \$150,000 of the available \$300,000 award amount to make the loan repayments.

- Recruitment Travel -- As part of a marketing and recruitment strategy, applicants may use a portion of funding for mentee-type travel, so that fellowship candidates may gain more training and knowledge about the fellowships.
- Equipment and Supplies – The purchase of minor equipment and supply items (e.g., microscopes) for fellows are allowable costs; however, all purchases need to be justified and approved by BJA. The applicant will need to include information within their application stating that the purchase of the item(s) is needed for fellows to complete the program.
- Training, including travel associated with the fellow(s) attending training activities
- Medical license reimbursement

Purpose Area 2: Medical Examiner-Coroner Office Accreditation

Accreditation provides an independent measure of quality assurance by assessing that an ME/C office maintains written policies and procedures, adequate staff, equipment, training, and suitable physical facilities to produce a forensically documented, accurate, and credible death investigation product. Under this program, allowable uses of funds for Purpose Area 2 include:

- Equipment and Supplies – Award funds may be used to purchase equipment and supplies as long as the applicant can justify that the items are necessary to achieve or maintain accreditation. However, all purchases need to be justified and approved by BJA.
- Personnel – Funds may be used to pay personnel within the ME/C agencies that are seeking certification.
- Travel – Travel costs are allowable if they are incurred while supporting the ME/C office's accreditation.
- "Microgrants" – An entity may use funding to establish microgrants for individual ME/C offices. Since an ME/C office's accreditation fee (~\$10,000 to \$20,000) is lower than this purpose area's overall award amount (\$100,000), an entity may apply for funds to distribute payments for the accreditation fee on behalf of several ME/C offices.
- Funds may be used to support new ME/C office accreditation.
- Funds may be used to maintain existing accreditation.
- "Construction" – Construction costs are unallowable under this program.

Additional information, including success stories and publications, is available at: <https://bia.ojp.gov/program/strengthening-mec/overview>.

Additional Funding Opportunities for ME/C Offices

BJA's Paul Coverdell Forensic Science Improvement Grants (Coverdell) Program: The Coverdell Program awards grants to states and units of local government to help improve the quality and timeliness of forensic science and medical examiner/coroner services. Grantees can use funding to:

- Carry out all or a substantial part of a program intended to improve the quality and

timeliness of forensic science or medical examiner/coroner services in the state, including those services provided by laboratories operated by the state and those operated by units of local government within the state.

- Eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.
- Train, assist, and employ forensic laboratory personnel, as needed, to eliminate such a backlog.
- Address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).
- Educate and train forensic pathologists.
- Fund medicolegal death investigation systems to facilitate the accreditation of medical examiner and coroner offices and the certification of medicolegal death investigators.

For more information, visit <https://bj.a.ojp.gov/program/coverdell/overview>.

National Institutes of Health (NIH) Loan Repayment Programs (LRPs): The escalating costs of advanced education and training in medicine and clinical specialties are forcing some scientists to abandon their research careers for higher paying private industry or private practice careers. To counteract that financial pressure, the LRPs repay up to \$50,000 annually of a researcher's qualified educational debt in return for a commitment to engage in NIH mission-relevant research. Since tomorrow's medical breakthroughs will be made by investigators starting in their research careers today, the LRPs represent an important investment by NIH in the future of health discovery and the wellbeing of the nation.

BJA strongly encourages medical examiner fellowship applicants and awardees to review the following information regarding "loan repayment" opportunities through the link provided below. NIH LRPs are a set of programs established by Congress and designed to recruit and retain highly qualified health professionals into biomedical or biobehavioral research careers.

Note that NIH LRPs are not managed through this BJA/OJP solicitation, so all questions concerning the loan repayment program should be directed to NIH. For more information, visit www.lrp.nih.gov.

BJA's Edward Byrne Memorial Justice Assistance Grant (JAG) Program: The JAG Program is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, and crime victim and witness initiatives and mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

In general, JAG funds may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice programs. For more information visit <https://bj.a.ojp.gov/program/jag/overview>.

The Centers for Disease Control and Prevention (CDC) - Collaborating Office of Medical Examiners and Coroners (COMEC): Medicolegal death investigations conducted by medical

examiners and coroners are crucial to understanding causes of death, monitoring evolving health challenges, and – ultimately – saving lives. The COMEC works to bring together resources from across the CDC to support the work in the medical examiner and coroner community. Content is continuously updated as new materials are developed or identified. For more information, visit <https://www.cdc.gov/nchs/comec/index.htm>.

Goals, Objectives, and Deliverables

Goals

The goals of the Strengthening the Medical Examiner-Coroner System Program are to:

- Purpose Area 1: Forensic Pathology Fellowships — Increase the number of qualified forensic pathology practitioners.
- Purpose Area 2: Medical Examiner-Coroner Office Accreditation — Strengthen the quality and consistency of medical examiner-corer services in their respective offices, thereby increasing public trust in these services.

BJA expects applicants to clearly identify the purpose area to which they are applying. If applicants request funds from both purpose areas, they must submit a separate application for each purpose area.

Objectives

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

Purpose Area 1: Forensic Pathology Fellowships

Recruit quality candidates who have completed all of the necessary medical education and pathology residency requirements by soliciting applications from institutions with current Accreditation Council for Graduate Medical Education (ACGME)-accredited forensic pathology fellowship programs.

Purpose Area 2: Medical Examiner-Coroner Office Accreditation

Ensure that agencies performing postmortem examinations are following industry and professional standards and performance criteria.

Deliverables

- All ME/C award recipients are required to report specific performance measures (see [Performance Measures](#)). In addition, the applicant is asked to consider what other measures may be of use in demonstrating the successful outcome of the program/project.
- In addition to the performance measures, awardees under Purpose Area 1 will be required to provide a narrative report to BJA detailing the impact and progress of the fellowship program. The awardee should include details about the number of fellowship applications they received prior to implementing the BJA program, and any changes noted in the number of fellowship applications received after the program was implemented. They should also describe their outreach efforts to increase the fellowship applicant pool, and the results of these efforts.

In addition to the performance measures, awardees under Purpose Area 2 will be required to provide a narrative report to BJA detailing the impact and progress of the accreditation project. The report should include information on the level of effort given the accreditation processes and the progress made, including the level of staffing and amount of time provided. Any information on the successes and pitfalls, as well as any information BJA can use toward learning about ME/C accreditation processes, issues, and results, should also be provided.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s);

budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00039-PROD	Purpose Area 1: Forensic Pathology Fellowships	Up to 7	\$150,000	10/1/23 12:00 AM	36
C-BJA-2023-00040-PROD	Purpose Area 2: Medical Examiner-Coroner Office Accreditation	Up to 10	\$100,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

up to 17

Anticipated Maximum Dollar Amount of Awards

up to \$300,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

Approximately \$2,050,000

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

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

Budget InformationBudget Information for BOTH Purpose Areas 1 and 2

- Training – Award recipients must attend the annual 2-day forensics workshop for all recipients that will take place in the Washington, D.C., area. Key personnel (up to three representatives per awardee are allowed) will be expected to attend each annual meeting during the course of the grant period (starting in 2023), and applicants should budget accordingly. The workshop will focus on the elements of a successful project and key issues regarding forensics, medical examiners, and coroners.

- No-Cost Extensions – If awarded, an award recipient can request a no-cost extension to lengthen their project period. This would allow them the capability to complete their fellowship program in relation to their state/local level timeframe, which may not correlate with the federal fiscal year or federal project duration.
- Certification Fees – Certification fees are allowable as long as the applicant can justify that they are in support of the overall scope of the ME/C Program and purpose area. In addition, the applicant must ensure that these fees are accurately articulated in the budget.
- Supplanting is unallowable.

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

For the purposes of this solicitation, “state” means any state of the United States, the District of

Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting "Program is not covered by E.O. 12372."

Standard Applicant Information (JustGrants 424 and General Agency 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 make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 12 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The proposal narrative should describe the proposed project in depth, and it should:

- Explain the criminal justice significance of the proposed project.
- Explain how the proposed project will strengthen the ME/C system and improve ME/C services.

The Proposal Narrative must include the following sections:

a. Description of the Issue

- Describe the challenges faced by the agency when performing ME/C services.
- Demonstrate awareness of the current state of ME/C issues.
- Describe the impact of funding and staffing on the ME/C system and ME/C services in the United States.

b. Project Design and Implementation

- Describe the strategy to address the needs identified in the Description of the Issue, particularly any areas of specific concern and the relevance to the program's goals and objectives.
- Demonstrate a soundness in methods and approach to address the proposed project's stated objectives. The overall strategy should be well-reasoned and appropriate to accomplish the project's goals.
- Describe the feasibility of the proposed project, including the likelihood of completion within the proposed period of performance.
- Demonstrate awareness of any potential pitfalls in the proposed project's design, and actions to minimize and/or mitigate them.

- Demonstrate the effectiveness of recruitment and/or advertising strategies used by the agency to fill fellowship positions.
- Demonstrate innovation and creativity (when appropriate).

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

- Describe the qualifications and experience of the proposed project staff members, including all individuals and organizations identified in the application who will be significantly involved in the project.
- Demonstrate the applicant organization's ability to manage the effort.
- Describe the relationship between the capabilities/competencies of the proposed project staff members (including the applicant organization) and the scope of the proposed project.
- Demonstrate the strength of the environment (e.g., institutional and jurisdictional support, equipment and other physical resources, or collaborative arrangements) in which the work will be done and its contribution to the probability of success. Address whether the program meets or exceeds the ACGME-accredited forensic pathology fellowship requirements.
- Demonstrate how the proposed approach is affordable and cost-effective.

Note: If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

- Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.
- **Note:** An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.
- OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.
- A list of performance measure questions for this program can be found at <https://>

bja.ojp.gov/funding/performance-measures/MEC-Measures.pdf

- In addition to the performance measures, awardees under Purpose Area 1 will be required to provide a narrative report to BJA detailing the impact and progress of the fellowship program. The awardee should include details about the number of fellowship applications they received prior to implementing the BJA program, and any changes noted in the number of fellowship applications received after the program was implemented. They should describe the outreach efforts to increase the fellowship applicant pool, and the results of these efforts.
- In addition to the performance measures, awardees under Purpose Area 2 will be required to provide a narrative report to BJA detailing the impact and progress of the accreditation project. The report should include information on the level of effort given the accreditation processes and the progress made, including the level of staffing and amount of time provided. Any information on the successes and pitfalls, as well as any information BJA can use toward learning about ME/C accreditation processes, issues, and results, should also be provided.
- BJA will require award recipients to submit semi-annual performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process to the applicant, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget training](#).

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved,

marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Accreditation Documentation – For Purpose Area 1: Forensic Pathology Fellowships (if applicable)

- Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number.
- Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include the Accreditation Council for Graduate Medical Education or other appropriate accrediting bodies.

Accreditation Documentation – For Purpose Area 2: Medical Examiner-Coroner Office Accreditation (if applicable)

- Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number.
- Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include the National Association of Medical Examiners, the International Association of Coroners and Medical Examiners, or other appropriate accrediting bodies.
- Note: If the office is not currently accredited, the applicant may provide documentation that demonstrates they are seeking accreditation.

Lists of Key Personnel

- Organizational Chart - Of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes related to the Strengthening the Medical Examiner-Coroner System Program funding if received.
- Position Descriptions and Résumés - Curriculum vitae, resumes, or biographical sketches for key personnel. Attach this as a separate PDF file titled "Curriculum Vitae or Resumes."
- List (to the extent known) of All Proposed Project Staff Members - Including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled "Proposed Project Staff."

Tribal Authorizing Resolution

An application in response to this solicitation 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 [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support

Letters of commitment or cooperation/support or administrative agreements from organizations collaborating on the project (if applicable). Attach this as a separate PDF file titled "Letters of Commitment."

Research and Evaluation Independence and Integrity Statement

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 [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee 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 is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline.

Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by April 11, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 18, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Scored Review Criteria for Purpose Area 1: Forensic Pathology Fellowships

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (15%) - Evaluate the applicant's understanding of the program/issue to be addressed. See "Description of the Issue" under the Proposal Narrative section for more information.
2. Project Design and Implementation (15%) - Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. See "Project Design and Implementation" under the Proposal Narrative section for more information.
3. Capabilities and Competencies (15%) - Evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives. See "Capabilities and Competencies" under the Proposal Narrative section for more information.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data. See "Plan for Collecting the Data Required for this Solicitation's Performance Measures" under the Proposal Narrative section for more information.
5. Budget (10%) - Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
 - Describe the total cost of the project relative to the perceived benefit (cost effectiveness).
 - Demonstrate the appropriateness of the budget relative to the level of effort.
 - Describe the use of existing resources to conserve costs.
 - Describe how the proposed budget aligns with the proposed project activities.
6. Other Expected Outcomes/Potential Impact (30%)
 - Describe the expected outcome(s) of the project, including the number of forensic pathology fellowships anticipated to be completed and the forensic pathology fellowship processes anticipated to be initiated and/or assisted through the program.
 - Demonstrate the potential for significantly improved understanding of the stated issue. If the goals of the project are achieved, how will scientific knowledge, technical capability, and/or MDI practice in the criminal justice system be improved?
 - Describe the likelihood that the project will exert a sustained, powerful influence on the MDI and ME/C fields as it relates to criminal justice.
 - Describe the potential for innovative solutions to address (all or a significant part of) the stated criminal justice issue. How will successful completion of the project change the concepts, methods, technologies, treatments, or services that drive MDI as it relates to criminal justice? How will a successful project address the identified ME/C problem and

associated critical barriers to progress?

- Describe the potential to increase awareness of best practices for the ME/C community.

Scored Review Criteria for Purpose Area 2: Medical Examiner-Coroner Office Accreditation

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (15 percent) - Evaluate the applicant's understanding of the program/issue to be addressed. See "Description of the Issue" under the Proposal Narrative section for more information.
2. Project Design and Implementation (15 percent) - Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. See "Project Design and Implementation" under the Proposal Narrative section for more information.
3. Capabilities and Competencies (15 percent) - Evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives. See "Capabilities and Competencies" under the Proposal Narrative section for more information.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent) - Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data. See "Plan for Collecting the Data Required for this Solicitation's Performance Measures" under the Proposal Narrative section for more information.
5. Budget (10 percent) - Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
 - Describe the total cost of the project relative to the perceived benefit (cost effectiveness).
 - Demonstrate the appropriateness of the budget relative to the level of effort.
 - Describe the use of existing resources to conserve costs.
 - Describe how the proposed budget aligns with the proposed project activities.
6. Expected Outcomes/Potential Impact (30 percent)
 - Describe the expected outcome(s) of the project, including the accreditation processes anticipated to be completed, initiated, and/or assisted through the program.
 - Describe the potential for significantly improved understanding of the stated issue. If the goals of the project are achieved, how will scientific knowledge, technical capability, and/or MDI practice be improved?
 - Describe the likelihood that the project will exert a sustained, powerful influence on the MDI field as it relates to criminal justice.
 - Describe the potential for innovative solutions to address (all or a significant part of) the stated criminal justice issue. How will successful completion change the concepts, methods, technologies, treatments, or services that drive MDI as it relates to criminal justice? How will a successful project address the identified ME/C problem and associated critical barriers to progress?
 - Describe the potential to increase awareness of best practices for the ME/C community.

- Describe the potential to improve understanding of the scientific rationale underpinning existing ME/C practices.
- Describe the potential for innovative protocols to increase the efficiency, accuracy, reliability, or cost-effectiveness of MDIs.

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

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 entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important Note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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 [OJP Grant Application Resource Guide](#).

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

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

Provide Feedback to OJP

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

Performance Measures

<https://bja.ojp.gov/funding/performance-measures/MEC-Measures.pdf>

Application Checklist

BJA FY 2023 Strengthening the Medical Examiner-Coroner System Program

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](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
- Purpose Area 1: Forensic Pathology Fellowships
 - 1 Fellowship = \$150,000
 - 2 Fellowships = \$300,000

- Purpose Area 2: Medical Examiner-Coroner Office Accreditation = \$100,000

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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**Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](https://www.grants.gov/customer-support), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see OJP Grant Application Resource Guide)

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

#### Additional Application Components

- Accreditation Documentation – For Purpose Area 1: Forensic Pathology Fellowships (if applicable)
- Accreditation Documentation – For Purpose Area 2: Medical Examiner-Coroner Office Accreditation (if applicable)
- Organizational chart
- Position descriptions and résumés
- List of all proposed project staff members
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Letters of Support
- Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.