

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



BJA FY 2022 Strengthening the Medical Examiner-Coroner System Program

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Grants.gov Deadline: June 22, 2022 8:59 PM
Application JustGrants Deadline: June 28, 2022 8:59 PM

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 (MDI) in the United States.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to 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-2022-00148-PROD 1		7	\$150,000.00	10/1/22 12:00 AM	24
C-BJA-2022-00149-PROD 2		10	\$100,000.00	10/1/22 12:00 AM	24

Eligible Applicants:

Other

Other

- 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
- Other: Certain qualified individuals

For 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.

Eligible applicants for Purpose Area 1, Forensic Pathology Fellowships, are limited to entities with programs that should meet or exceed the Accreditation Council for Graduate Medical Education (ACGME). For additional information on ACGME, please visit <https://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements>.

Eligible applicants for Purpose Area 2, Medical Examiner-Coroner Office Accreditation, are limited to domestic medical examiner and coroner offices actively seeking accreditation, or maintaining accreditation, through an independent accrediting organization such as the National Association of Medical Examiners (NAME), the International Association of Coroners and Medical Examiners (IACME), or other appropriate accrediting bodies.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all 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 2022 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.

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 technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern (ET) Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday through Friday, and 10 a.m. to 8 p.m. on the solicitation close date.

Submission Information

Applications will be submitted to DOJ in two steps:

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>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. 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.

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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 medical examiner-coroner (ME/C) system in the United States. Through this program, BJA will support grants in two purpose areas by:

1. Supporting forensic pathology fellowships.
2. Providing resources necessary for medical examiner and coroner offices to achieve and maintain accreditation.

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.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2022.

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 adequate personnel and resources to address medicolegal death investigations (MDI) needs.

To address these deficiencies, the Strengthening the Medical Examiner-Coroner System Program is a competitive and discretionary grant program that is designed to increase the supply of qualified forensic pathologists and support the enhancement of MDI services nationwide. Under this program, BJA is seeking proposals to provide funding in two purpose areas:

- Purpose Area 1: Forensic Pathology Fellowships — To help address the extreme shortage of board-certified forensic pathologists in the United States.
- Purpose Area 2: Medical Examiner-Coroner Office Accreditation — To strengthen the quality and consistency of ME/C services.

This program not only helps address the extreme shortage of board-certified forensic pathologists in the United States as underscored in the [2019 Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices](#) on strengthening forensic science in the United States, but it also provides ME/C offices with the resources to become accredited and maintain that accreditation. Accreditation provides an independent measure of quality assurance by assessing that an office maintains written policies and procedures and adequate staff, equipment, training, and suitable physical facilities to produce a forensically documented, accurate, and credible death investigation product. Further, this program helps to address the increasing workloads experienced at ME/C offices, which have been exacerbated by the opioid epidemic and the COVID-19 pandemic.

Additional Funding Opportunities for ME/C Offices

BJA's Paul Coverdell Forensic Science Improvement Grants Program (Coverdell): The Coverdell Program awards grants to states and units of local government to help improve forensic

science and ME/C services, including services provided by laboratories operated by states and units of local government.

The Coverdell Program may not be used for research; however, applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories. For more information, visit <https://bja.ojp.gov/program/coverdell/overview>.

- **National Institutes of Health (NIH) Loan Repayment Programs (LRPs):** 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.

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.

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. For more information visit <https://bja.ojp.gov/program/jag/overview>.

Goals, Objectives, Deliverables, and Timeline

Goals

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

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

Objectives and Deliverables

- Purpose Area 1: Forensic Pathology Fellowships

Background: There is an extreme shortage of board-certified forensic pathologists in the United States. This call, underscored in the [2019 Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices](#), was reaffirmed by several recent reports developed through national initiatives dedicated to improving the quality and practice of forensic sciences. Both the National Commission on Forensic Science and the Office of Science and Technology Policy, Fast-Track Action Committee on Strengthening the Medicolegal Death Investigation System recommended investments in workforce development initiatives for forensic pathologists in order to increase their quantity and thereby support the medicolegal death investigation needs of our nation.

Through this funding opportunity, applications are being solicited from institutions with current Accreditation Council for Graduate Medical Education (ACGME)-accredited forensic pathology fellowship programs to recruit quality candidates who have completed all of the necessary medical education and pathology residency requirements. This program will strengthen the ME/C system by increasing the number and quality of board-certified forensic pathologists.

- Purpose Area 2: Medical Examiner-Coroner Office Accreditation

Background: Accreditation provides an independent measure of quality assurance by assessing that an office maintains written policies and procedures and adequate staff, equipment, training, and suitable physical facilities to produce a forensically documented, accurate, and credible death investigation product. Examples of accrediting bodies that publish professional standards on procedures for conducting autopsies and medicolegal death investigations are the National Association of Medical Examiners (NAME) and the International Association of Coroners and Medical Examiners (IACME).

Through this funding opportunity, applications are being solicited from ME/C agencies seeking to obtain or maintain accreditation through an appropriate ME/C accrediting agency such as, but not limited to, those listed above. Final determination of the appropriateness of an accrediting body for the purposes of this solicitation will be made by BJA. This program will strengthen the quality of ME/C services in the United States by ensuring that agencies performing postmortem examinations are following industry and professional standards and performance criteria. Funds awarded under this program may now be used to maintain existing accreditation.

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 programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP 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*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that 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, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies 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 culturally specific 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 purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), 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 is not a guarantee of 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-2022-00148-PROD	1	7	\$150,000.00	10/1/22 12:00 AM	24
C-BJA-2022-00149-PROD	2	10	\$100,000.00	10/1/22 12:00 AM	24

Awards, Amounts and Durations

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
24

Anticipated Total Amount to be Awarded Under Solicitation
\$2,050,000.00

Additional Information

Note: Under Purpose Area 1, applicants may apply for one position up to \$150,000, or they apply for two positions up to \$300,000.

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 (if any are made) 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.

Types of Awards

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 (and cooperative agreements).

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 Information

Budget Information — Purpose Area 1: Forensic Pathology Fellowships

- Funds may be used toward a salary/stipend for the fellow and related costs that may include fringe benefits (if applicable), at the applicant institution's discretion.
- Up to \$75,000 of the \$150,000 may be used for other related direct or indirect costs. Related costs may include any combination of the fellow's fees, project costs, professional society membership fees, conference travel, and/or loan repayment among other allowable expenses incurred during the award period of performance.
- Loan Repayments — To offset the financial burden associated with educational debt and assist with recruiting qualified candidates, applicants may use up to \$75,000 for fellowship loan repayments.
- Recruitment Travel — As part of the marketing and recruitment strategy, applicants may use a portion of funding for mentee-type travel, so candidates are able to gain more training and knowledge about fellowships.
- Training — Award recipients must attend the annual 2-day forensics workshops for all recipient sites that will take place in the Washington, D.C., area. Key site team personnel (up to three representatives per site 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 workshops will focus on the elements of a successful project and key issues around forensics/medical examiner/coroner issues.
- No-cost Extensions — If awarded, grantees can request a no-cost extension(s) 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.

Budget Information — Purpose Area 2: Medical Examiner-Coroner Office Accreditation

- Subawards (Microgrants) — An entity may apply to establish subawards for individual ME/C offices. The accreditation fee (i.e., approximately \$10,000 to \$20,000) for an ME/C office is lower than the overall award amount available under this purpose area (\$100,000). Thus, an entity may apply for funds under Purpose Area 2 to then distribute payments for the accreditation fee for several ME/C offices.
- Funds may be used to support new ME/C office accreditation. Funds may now be used to maintain existing accreditation.
- Construction — Construction costs are unallowable under this program.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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.

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

See the [OJP Grant Application Resource Guide](#) 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](#) 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.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

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 Worksheet and Budget Narrative (web-based form)(The web-based form includes the budget details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is

nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

Information to Complete the Application for Federal Assistance (Standard Form (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 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form.

Note - This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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 pages. Pages should be numbered and submitted as an attachment. 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 main body of the proposal narrative should describe the proposed project in depth. Within its sections (specified below), the main body of the proposal narrative should:

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

The following sections must be included as part of the proposal narrative:

- a. Description of the Issue OR Statement of the Problem if research is involved
 - 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 Statement of the Problem, particularly any areas of specific concern and the relevance to the goals and objectives of the program.
- Demonstrate the soundness of methods and approach to addressing the stated objectives of the proposed project. The overall strategy should be well reasoned and appropriate to accomplish the goals of the project.
- Describe the feasibility of the proposed project, including the likelihood of completion within the proposed period of performance.
- Demonstrate awareness of pitfalls of the proposed project 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/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

- Describe the qualifications and experience of proposed project staff (including all individuals and organizations identified in the application who will be significantly involved in substantive aspects of the proposal).
- Demonstrate the ability of the applicant organization to manage the effort.
- Describe the relationship between the capabilities/competencies of the proposed project staff (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. Does the program meet or exceed ACGME-accredited forensic pathology fellowship requirements?
- Demonstrate the affordability and cost-effectiveness of the proposed approach.

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 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the

completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

In addition to the performance metrics, awardees under Purpose Area 1 will be required to provide to BJA details about the impact and progress of the fellowship program in a narrative report. The agency should include any details about the number of fellowship applications prior to implementing the BJA program and any changes noted in the number of fellowship applications received. Outreach efforts to increase the fellowship applicant pool, as well as the results of these efforts, should also be described.

Awardees under Purpose Area 2 will be required to provide to BJA details about the impact and progress of the accreditation efforts in a narrative report in addition to the performance metrics. The report should include information on the level of effort provided toward accreditation processes and the progress made, including the level of staffing and amount of time provided. Successes and pitfalls, as well as any information BJA can use toward the learning of ME/C accreditation processes, issues, and results, should also be provided.

Award recipients will be required to submit semi-annual performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found [here](#). BJA will provide further guidance on the post-award submission process, 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](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the project's goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

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 be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

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

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Timeline Form

Proposed project timeline and expected milestones. Attach this as a separate PDF file titled “Project Timeline.”

Letters of Support

Letters of commitment or cooperation/support or administrative agreements from organizations collaborating in 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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

List of Individuals in the Application

List of Key Personnel

- **Organizational Chart** — A 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, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Résumés.”
- **List (to the extent known) of All Proposed Project Staff Members** — Include 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.”

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 (NAME) and the International Association of Coroners and Medical Examiners (IACME), or other appropriate accrediting bodies.

- Note: If the office is not currently accredited, applicants may provide supporting documentation that demonstrate activities seeking achievement of accreditation.

Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)

Each applicant is to submit a Potential Environmental Impact Coversheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [BJA Cover Sheet and Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a cover sheet and checklist for any organization identified in the Budget Detail Worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size; research and/or technology development that could be expected to have an effect on the environment; or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go [National Environmental Policy Act \(NEPA\) Guidance | Bureau of Justice Assistance \(ojp.gov\)](#).

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. 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; and Drug-Free Workplace Requirements

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

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information. 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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 8:59 PM ET on June 22, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on June 28, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct 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.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond);
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or 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

a. Merit 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. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15 percent) — Evaluate the applicant’s understanding of the program/issue to be addressed. See “Statement of the Problem/Description of the Issue” on Page 12 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” on Pages 12-13 for more information.
3. Capabilities and Competencies (15 percent) — Evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. See “Capabilities and Competencies” on Page 13 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” on Pages 13-14 for more information.
 - Demonstrate the plan for collection of the performance measures data as described in the solicitation.
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 the proposed budget alignment with proposed project activities.
6. Expected Outcomes/Potential Impact (30 percent)
 - Describe the expected outcome(s) of the project, as well as anticipated forensic pathology fellowships to be completed and anticipated forensic pathology fellowship processes to be initiated and/or assisted through the program
 - Demonstrate the potential for significantly improved understanding of the stated problem. 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-ME/C field(s) as related to criminal justice?

- Describe the potential for innovative solutions to address (all or a significant part of) the stated criminal/justice problem. 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. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15 percent) — Evaluate the applicant’s understanding of the program/issue to be addressed. See “Statement of the Problem/Description of the Issue” on Page 12 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” on Pages 12-13 for more information.

3. Capabilities and Competencies (15 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. See “Capabilities and Competencies” on Page 13 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” on Pages 13-14 for more information.

- Demonstrate the plan for collection of the performance measures data as described in the solicitation.

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 the proposed budget alignment with proposed project activities.

6. Expected Outcomes/Potential Impact (30 percent)

- Describe the expected outcome(s) of the project, as well as anticipated accreditation processes to be completed and initiated or assisted through the program.
- Describe the potential for significantly improved understanding of the stated problem. 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(s) as related to criminal justice.
- Describe the potential for innovative solutions to address (all or a significant part of) the stated criminal justice problem. 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 medicolegal death investigations.

b. 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), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based Form) accurately explain 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 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. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant 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 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 itself 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.

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

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 (IT) 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 information on information technology security.

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), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For 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.

Application Checklist

Strengthening the Medical Examiner-Coroner System Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To 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](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing 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/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review 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:

- 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
- Other: Certain qualified individuals

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt and validation, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

Budget and Associated Documentation:

- 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)
- List of Key Personnel
- Timeline
- Letters of Commitment
- Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)

- 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](#))

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](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or if error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.