

What's Delaying Your Conference Request and Other Frequently Asked Questions

QUESTION: Where can I find the conference form?

ANSWER: The OVW Conference Form can be found on OVW's website at <http://www.ovw.usdoj.gov/grantees.html>. You can also ask your OVW program specialist for a copy of the form; or you can contact Tameka Smith at (202) 307 – 6026 for a copy.

QUESTION: Where do I submit my Conference Request?

ANSWER: Conference Request forms must be submitted to your OVW program specialist; and starting January 6, 2014 also to OVW through the Conference Request email box at OVW.ConferenceRequest@usdoj.gov.

QUESTION: How do I submit a Conference Report?

ANSWER: Conference Reports must be submitted with the information from the approved request. Reports must be submitted to your OVW Program Specialist and the conference reporting email inbox (ovw.conferencereport@usdoj.gov) no more than 30 days after the last day of the event.

QUESTION: What are the most common errors on Conference Request forms?

ANSWER: The most common issues delaying OVW approval of conferences are:

1. The form submitted is incomplete. Incomplete forms are returned to grantees through their OVW program specialists, and in some instances must re-start the entire review process.
2. The number of attendees in section "A. General Conference Information" boxes 20 (Number of DOJ Federal Attendees), 21 (Number of Other Federal Attendees), and 21 (Number of Non-Federal Attendees) either does not make sense and/or does not match the information provided in section "J. Estimated Attendee Information."
3. The indirect cost rate is applied incorrectly (i.e. applied to participant support costs); or not applied at all without an affirmative statement that you are foregoing indirect costs.
4. The form does not identify and justify the consultants/trainers, as requested on OVW Sheet A.
5. The form does not explain the role of your staff who will be in attendance on OVW Sheet A.
6. The form does not include a reasonable number of alternate facilities in section "I: Facilities Considered;" and/or there is insufficient explanation for not selecting a less expensive venue.
7. The form exceeds one of the thresholds.
8. The form is complicated, but lacks necessary explanation. (If someone unfamiliar with your event cannot back into the costs on the form, an explanation should be included. This most commonly occurs when you are providing partial scholarships for some participants.)
9. There has been a pattern of submitting requests within all thresholds; however, final reported conference expenses have exceeded the caps.
10. The request was submitted to the Office of Justice Programs (OJP). OVW is a separate component within the Department of Justice. When OVW conference requests are submitted to OJP, the OVW review process cannot begin until OJP forwards the form to OVW.